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Cambridge City Council

COMMUNITY SERVICES SCRUTINY COMMITTEE

To: Scrutiny Committee Members: Kerr (Chair), Kightley (Vice-Chair), Blackhurst, Brown, Birtles, Blencowe, Moghadas and O'Reilly

Alternates: Councillors Pippas and Todd-Jones

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

Executive Councillor for Community Development and Health: Councillor Pitt

Executive Councillor for Housing: Councillor Smart

Non-voting co-optees: Diane Best, Kay Harris and John Marais (Tenant/Leaseholder Reps) & Tom Dutton (PCT Representative) – Diana Minns (Alternate – Tenant/Leaseholders Reps).

Despatched: Wednesday, 6 March 2013

Date: Thursday, 14 March 2013

Time: 1.30 pm

Venue: Committee Room 1 & 2 - Guildhall

Contact: Martin Whelan

Direct Dial: 01223 457013

AGENDA

1 APOLOGIES

To receive any apologies for absence.

2 DECLARATIONS OF INTEREST

Members are asked to declare at this stage any interests that they may have in an item shown on this agenda. If any member of the Committee is unsure whether or not they should declare an interest on a particular matter, they should seek advice from the Head of Legal Services **before** the meeting.

3 MINUTES (*Pages 1 - 46*)

4 PUBLIC QUESTIONS (SEE INFORMATION BELOW)

Items for decision by the Executive Councillor, without debate

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

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

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

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

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

Decisions of the Executive Councillor for Housing

Items for decision by the Executive Councillor, without debate

5 GRANT FUNDING FOR ALCOHOL SERVICES (*Pages 47 - 50*)

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

6 HOUSING PORTFOLIO PLAN 2013/14 (*Pages 51 - 62*)

7 COUNCIL NEW BUILD PROGRAMME - SCHEME APPROVALS (*Pages 63 - 94*)

8 HOMELESSNESS REVIEWS

Enclosed separately

9 COMPULSORY PURCHASE ORDER

This report is not for publication as it contains exempt information. The

Committee is recommended to exclude members of the public from the meeting on the grounds that, if they were present, there would be disclosure to them of information defined as exempt from publication by virtue of paragraphs 1, 2 and 3 of Part 1 of Schedule 12A of the Local Government Act 1972.

Enclosed separately

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

Items for decision by the Executive Councillor, without debate

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

10 CAMBRIDGE FOLK FESTIVAL SECURITY & PA PRODUCTION TENDERS 2014 - 2016 *(Pages 95 - 98)*

11 ARTS, SPORT AND PUBLIC PLACES PORTFOLIO PLAN 2013/14 *(Pages 99 - 110)*

12 THE INTRODUCTION OF BYELAWS ON CHERRY HINTON CHALK PIT LOCAL NATURE RESERVE *(Pages 111 - 128)*

13 PROJECTS TO SUPPORT YOUNG PEOPLE *(Pages 129 - 136)*

This is a joint decision for the Executive Councillor for Arts, Sport and Public Places and Executive Councillor for Community Development and Health. *(Pages 129 - 136)*

Decisions of the Executive Councillor for Community Development and Health

Items for decision by the Executive Councillor, without debate

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

14 COMMUNITY DEVELOPMENT AND HEALTH PORTFOLIO PLAN 2013/14 *(Pages 137 - 150)*

15 COMMUNITY DEVELOPMENT STRATEGY - REFRESH *(Pages 151 - 172)*

16 COMMUNITY CENTRES - FUTURE MANAGEMENT *(Pages 173 - 188)*

Information for the Public

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

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

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

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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.

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COMMUNITY SERVICES SCRUTINY COMMITTEE

5 December 2012

5.00 - 5.46 pm

Present: Councillors Kerr (Chair), Kightley (Vice-Chair), Blackhurst, Brown, Birtles, Blencowe, Moghadas and O'Reilly

Officers Present:

Director of Customer and Community Services – Liz Bisset

Head of Arts and Recreation – Debbie Kaye

Head of Legal Services – Simon Pugh

Recreation Services Manager – Ian Ross

Committee Manager – Martin Whelan

FOR THE INFORMATION OF THE COUNCIL

12/78/CS Apologies

There were no apologies for absence.

12/79/CS Declarations of Interest

There were no declarations of interest.

12/80/CS Public Questions (See information below)

There were no public questions.

12/81/CS LEISURE MANAGEMENT CONTRACT - A REVISED APPROACH TO ENCOURAGE THE PAYMENT OF A LIVING WAGE

Matter for Decision: To consider the Leisure Management Contract – A revised approach to encourage the payment of a living wage.

Decision of Executive Councillor for Arts, Sport and Public Places;

The Executive Councillor resolved to

- i. Agree that the invitation to tender (ITT) documentation for the leisure contract should:
 - a) Identify strong support for the payment of Living Wage in this contract;
 - b) Highlight the benefits that the Council believes this will provide;
 - c) Include evaluation criteria that measure the performance of bidders in areas where the benefits of paying the Living Wage will be demonstrated.
- ii. Amend the previous decision relating to the capped annual fee for the contract and raise this by £25,000 to £675,000 per annum.

Reason for the Decision:

As per the officer report

Any alternative options considered and rejected:

Not Applicable

Scrutiny Considerations

The committee received a report presented by the Head of Arts and Recreation, regarding the "Leisure Management Contract – A revised approach to encourage the payment a living wage". The Head of Legal Services presented the legal aspects of the report.

The Executive Councillor addressed the committee and outlined the reasons why he was supportive of the proposed recommendations.

The committee made the following comments on the report

- i. Clarification was requested on whether the tender documentation highlighted the potential benefits for the environment, if payment of the living wage enabled staff to live closer. The Head of Arts and Recreation agreed to revisit the ITT and make the link clearer.
- ii. The Head of Legal Services was asked whether it would be possible to ring fence the proposed uplift, so that it could only be used to facilitate the payment of the living wage. Clarification was also requested on the

nature of any potential challenge. The Head of Legal Services explained that it would be possible for the procurement process to be challenged through the domestic and European legal system. The committee were advised of the implications of a successful challenge based on EU procurement regulations. The committee were also advised that whilst it would not be possible to ring fence the £25,000, it would be possible to exert moral pressure on applicants through ITT process.

- iii. Clarification was requested on to what extent the proposed uplift in the contract value had been made public. The Recreation Services Manager explained that whilst the figure currently paid to SLM was commercially sensitive, some information was publicly available through the procurement process. The Head of Arts and Recreation highlighted the historic variation in the contract value.
- iv. Councillor Blencowe expressed concern that the correct process had not been followed at the Scrutiny Committee, and that the statement from the Executive Councillor should have been made after deliberation by the Scrutiny Committee and not before. The Executive Councillor acknowledged the concern.
- v. An explanation of the relative weighting for different elements of the contract was requested. The Recreation Services Manager provided an overview of the evaluation criteria. The committee were advised that the questions were worded to encourage the payment of a living wage.
- vi. Following a question from the committee, the Recreation Services Manager confirmed that the potential for reduced turnover of staff was included in the procurement documentation.

The Scrutiny Committee considered and endorsed recommendations unanimously.

The Executive Councillor approved the recommendations

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

N/A

The meeting ended at 5.46 pm

CHAIR

COMMUNITY SERVICES SCRUTINY COMMITTEE

17 January 2013

1.30 - 7.30 pm

Scrutiny Committee Members: Councillors Kerr (Chair), Kightley (Vice-Chair), Blackhurst, Brown, Blencowe, Moghadas, O'Reilly and Todd-Jones.

Executive Councillor for Housing: Councillor Smart

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

Executive Councillor for Community Development and Health: Councillor Pitt

Tenant and Leaseholders Representatives: Diane Best, Kay Harris and Diana Minns

Officers Present

Director of Customer and Community Services – Liz Bisset

Director of Environment – Simon Payne

Head of Arts and Recreation – Debbie Kaye

Head of Community Development – Trevor Woollams

Head of Strategic Housing – Alan Carter

Green Space Manager - Alistair Wilson

Housing Advice Service Manager – David Greening

Housing Business Manager – Julia Hovells

Nature Conservation Project Officer – Guy Belcher

Operations and Resources Manager - Jackie Hanson

Principal Accountant (Services) – Chris Humphris

Committee Manager – Martin Whelan

Also Present

Councillors Bird, Price and Reiner

FOR THE INFORMATION OF THE COUNCIL

13/1/CS Apologies

Apologies for absence were received from Councillor Birtles (Councillor Todd-Jones attended as an alternate) and John Marais (Diana Minns attended as an alternate).

13/2/CS Declarations of Interest

Councillor Blackhurst	13/CS/15	Personal - Member of Trumpington Residents Association.
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13/3/CS Minutes

The minutes for the meeting held on 11 October 2012 were approved as true and accurate record subject to the following amendments.

Proposed by	Item	Amendment
Diane Best	12/68/CS	<p>To be inserted after vii. in the Scrutiny Considerations section</p> <p>The representative of the Tenants and Leaseholders (Mr Marais) made the following points</p> <p>i. Previous concerns expressed regarding levels of consultation with tenants in the programme so far were re-iterated. It was suggested that it appeared that genuine consultation was not happening. Specific reference was made to the woefully inadequate consultation, which had been observed at a recent meeting regarding the</p>

		<p>proposals for Campkin Road.</p> <p>ii. With specific reference to Water Lane, it was highlighted that the numbers of new affordable homes planned were very few, considering the degree of distress caused to existing tenants by demolition.</p> <p>iii. The definition of “affordable” was questioned. It was highlighted that the planning rents were much higher than existing council rents. The representative gave an example of a 2-bed home at the new rent of £126 per week, as compared with a typical existing 1950s 2-bed house with large garden at £99.</p> <p>iv. There was not enough evidence of tenant and leaseholder support in some of the developments to support their approval by council.</p>
Councillor Blencowe	12/68/CS	<ul style="list-style-type: none"> • Reference to Green End Lane to be updated to Green End Road. (Clare Blair public speaking section) • Reference to Aylesborough Close to be replaced with Water Lane. (Michael Bond

		public speaking section).
Councillor Blencowe	12/71/CS	<ul style="list-style-type: none">• The words “is approved” is added to the financial recommendations.
Councillor Blencowe	12/73/CS	<ul style="list-style-type: none">• The word “park” to be added after skate, in reference to Saffron Walden Skate Park.

Subject to the amendments the committee approved the minutes unanimously.

13/4/CS Public Questions (See information below)

Public questions were deferred to the beginning of the relevant items.

13/5/CS Petition - Demolition of Council Properties in the Campkin Road, Colville Road and other areas

Ian Tyes presented a petition in opposition to the demolition of council properties in the Campkin Road, Colville Road and other areas. Mr Tyes addressed the committee in support of his petition.

The committee made the following comments regarding the petition.

- i. The reference to the budget forecast issues currently being experienced by the City Council were clarified.
- ii. It was suggested that the implication of not pursuing re-development was that units would become increasingly difficult to re-let and the number of voids would increase and that this would adversely affect the most vulnerable members of the community.
- iii. Reference was made to the City Council “Code of Consultation Best Practice” and it was suggested that best practice had consistently not been followed through the programme. The lack of apparent opportunities for residents to influence the outcome was also highlighted.

- iv. The petitioner was thanked for presenting the petition. Significant reservations were expressed about the wording of the petition, which sought to exclude all other options. The importance of considering all options for each site in order to make the best use of all sites was emphasised.
- v. Officers were asked for clarification on the numbers of individuals currently being housed temporarily outside of the city.
- vi. The need to consider with compassion all people on the waiting list and not just the residents of specific schemes was emphasised. Officers were asked to confirm the current status of the proposals for Campkin Road and Colville Road.
- vii. One of the tenant representatives, acknowledged the difficulties associated with re-development but suggested whether if it would have been better to start with a much bigger scheme so that the improvements were much clearer. Officers were also asked for clarification of the financial implications of not proceeding with specific schemes.

The Chair invited officers and the Executive Councillor to respond to the petition.

The Head of Strategic Housing addressed the committee and made the following points.

- The Council had only recently been able to build new Council homes, and had begun with a scheme to develop 7 new units.
- The aspirations within the Housing Revenue Account for the development of new units (600-650 within the first 5-10 years) were highlighted.
- It had been hoped to start the programme with the 100+ units at Clay Farm but the timing of that development had made it impossible.
- The re-development programme was responding to the needs to the needs of the housing.
- It was confirmed that there were currently 12 households temporarily placed outside of Cambridge, primarily in Haverhill and Peterborough.

The committee were advised of the actions being taken to reduce the reliance on external placements.

- The committee were advised that due to the high land values in the city, the sale of the land allowed for the cross subsidy of affordable housing allowing a greater programme to be delivered.
- It was confirmed that implication of not delivering units, was a penalty of £17,500 per unit from the Homes and Communities Agency. The committee were also advised that the implication of not fulfilling the grant conditions was that any future applications to the Homes and Communities Agency would be compromised.
- It was highlighted with respect to the specific schemes listed on the agenda, 50% of the residents had already moved out or accepted offers to move elsewhere.

The Director of Customer and Community Services addressed the committee and made the following points.

- It was explained that the Housing Revenue Account was a ring fenced account and not effected by the budget forecast issues with the general fund.
- It was advised that the programme was still relatively new and processes were evolving in response to feedback. It was also noted that once moved, many people didn't want to move again.

The Executive Councillor for Housing addressed the committee and made the following points.

- Re-development would not be possible without a degree of re-location, and it was important to ensure that tenants were found the right new homes and that this can't be rushed.
- It was explained that it was hoped that the Clay Farm and/or Garage Sites could have been progressed first, but that this had proved impossible. It was also highlighted that the development of the garage sites, was not without complication.

- The committee were re-assured that designs were not fixed at this stage, so tenants, leaseholders and other interested parties still had opportunity to influence the outcomes.

13/6/CS Petition - Lichfield Road and Neville Road

Terry Sweeney presented a petition in opposition to the demolition of council properties in the Lichfield Road and Neville Road area. Mr Sweeney addressed the committee in support of his petition.

The committee made the following comments regarding the petition.

- i. Reference was made to the Consultation Code of Best Practice, and it was suggested that this had not happened on this development.
- ii. Specific reference was made to the comments in the presentation, regarding the overwhelming desire of existing residents to not being relocated and it was suggested that the proposals adversely affected the most vulnerable members of the community the most.

The Chair invited the Head of Strategic Housing to respond to the petition and the issues raised by the committee.

- The committee were reminded that the scheme had approved for investigation at Community Services Scrutiny Committee in June 2012.
- It was confirmed that no scheme had yet been brought forward, but that three meetings/workshops had already held with the existing residents to influence the design process.
- With specific reference to Lichfield Road it was explained that whilst aimed at older people, didn't meet the modern expectations for developments of this type. It was highlighted that the County Council had previously removed Supporting People funding as it didn't meet the specification for funding.

The Executive Councillor re-iterated that no final decision had been made on the scheme.

13/7/CS Affordable Housing Development Programme - Equalities Impact

With the agreement of the Chair, Councillors Price and Bird addressed the committee.

Councillor Price

Councillor Price made the following points regarding the item;

- There continued to be a lack of consultation with the affected residents.
- It was acknowledged that whilst there had been a public meeting, many residents particularly the most vulnerable felt intimidated or didn't like to leave their properties after dark. It was also noted that the weather was poor on the day of the public meeting.
- Better use of the garage sites was encouraged, rather than the apparent "cherry picking" of the most attractive sites.
- Members were encouraged to withdraw support for the Water Lane development.

Councillor Bird

Councillor Bird made the following points regarding the item;

- The issue was not political, and that it was important to fight for peoples interests.
- A questionnaire had been sent to all residents at Water Lane and 75% had been returned. The issues highlighted include lack of consultation; poor treatment and associated problems. It was highlighted that whilst moving back was an option, the rents were thought to be too high. It was also highlighted that as a result of the stress one resident had been hospitalised.

Public Speakers

The committee received a number of representations from members of the public.

1. Clare Blair

Clare Blair raised the following points regarding the item

- The inclusion of the report on the agenda was welcomed, however concern was expressed that it had required significant persuasion for the process to be undertaken.
- It was suggested that greater details should be provided on the impact on specific welfare reform changes.
- The assessment relied too heavily on self-identification of issues.

The Director of Customer and Community Services confirmed that officers were carefully monitoring the impact of welfare reforms. It was explained that once the impacts were clear the assessment would be updated.

2. Mrs Bennison

Mrs Bennison raised the following points regarding the item

- Consultation and engagement had been insufficient.
- Residents didn't want to move and many of the properties had been recently refurbished.
- Clarification was requested on who was responsible for the incidental costs of moving such as the re-direction of mail.

The Head of Strategic Housing confirmed that the cost of mail re-direction was covered in the disturbance costs covered by the Council.

3. Mr Patman

Mr Patman raised the following points regarding the item

- Spoke in objection to the proposals for Water Lane.
- A petition of 15 residents had been raised in objection to the development, and that the petition would be sent to the Secretary of State for Communities and Local Government (Eric Pickles)

- Limited opportunity to challenge views expressed in the report.
- The decision had already been made.

4. Dr Guskov

Dr Guskov addressed the committee and made reference was made to recent research, which suggested an enhanced mortality rate following forced moves.

The Director of Customer and Customer Services explained that she had not had sight of the research, but indicated that similar research had been focussed on sheltered housing. The Director encouraged Dr Guskov to forward her a copy of the research.

Matter for Decision: To consider the Affordable Housing Development Programme - Equalities Impact

Decision of the Executive Councillor for Housing

The Executive Councillor resolved

- To agree the Equalities Impact Assessment for the Affordable Housing Development Programme.
- To bring an EQIA on each new scheme considered for redevelopment to Community Services Scrutiny Committee, prior to a final decision being made to go ahead
- To hold a public meeting with residents at each new scheme proposed for redevelopment, at least 1 month prior to the Scrutiny Committee, and to incorporate views into the final report.
- To endorse the composition of the steering group, as set out in paragraph 3.10 of the committee report to include additional membership to that agreed by Council in October 2012.

Reason for the Decision:

As per the officer report

Any alternative options considered and rejected:

N/A

Scrutiny Considerations:

The committee received a report from the Director of Customer and Community Services.

The committee made the following comments on the report.

- i. It was suggested that the schemes with the most vulnerable residents should not be progressed at the beginning of the program.
- ii. The public meetings should provide opportunity to influence the outcome, rather than just supplying information.
- iii. The report was welcomed and the importance of the steering group to provide human diligence of proposals at the earliest possible stage.
- iv. The successful implementation of the 8-year refurbishment programme for sheltered housing was highlighted as good practice.
- v. It was suggested that in future every effort should be taken to ensure that residents receive all consultation letters, even if they did not agree with the principle or specific proposals and that sufficient time was allowed to respond to the points in the letters. It was also suggested that the letters need to be very clearly written.
- vi. Whilst the EQIA was welcomed it was suggested that there should be a detailed assessment of individual residents needs prepared on a house by house basis. The Director of Customer and Community Services confirmed that detailed schedules were prepared as part of the process but didn't form part of the EQIA.
- vii. Further information was on the weight assigned to the schooling of children. The Director of Customer and Community Services explained that every effort was made to rehouse appropriately, and that a number of tools were available to the Council to ensure that appropriate housing was found.

- viii. The difficulty of consulting at the right time was acknowledged in order to give enough notice, but without causing undue concern. It was also highlighted that many elderly and vulnerable residents may have difficulties managing post, and may require additional assistance, and that the absence of a response should not be taken as acknowledgement of receipt or acceptance.
- ix. The limitations of the EQIA process were highlighted in providing an assessment of individual needs, as they were focussed differently.
- x. The leaseholder representative welcomed the opportunity to attend the consultation events and participated. The concern and distress of residents was highlighted, but that this needed to be balanced against redeveloping the estate.
- xi. The importance of the steering group in providing an informal setting for residents to discuss concerns was highlighted.
- xii. It was suggested that the EQIA should form the basis of a set of principles for future developments.

The committee endorsed the recommendation by 4 votes to 0.

The Executive Councillor approved the recommendations.

Conflicts of interest declared by the Executive Councillor (and any dispensation granted):

N/A

13/8/CS Affordable Housing Development Programme - Water Land and Aylesborough Close Project Approvals and Equalities Impact

Public Speakers

The committee received a number of representations from members of the public.

1. Dr Guskov

Dr Guskov addressed the committee and made the following points

- Encouraged Councillors to not approve the project.
- The project was not reasonable and the report contained errors and inaccurate statements.
- Children would be disproportionately disadvantaged by the relocation, and the proposals are contrary to equalities legislation.

The Director of Customer and Community Services explained that information regarding the impact on children was included in the exempt section of the equalities impact report. The committee were advised of the efforts made to find suitable accommodation, which did not disadvantage families.

Dr Guskov responded to the response from the Director and made the following comments

- Denied that the Council were engaging in constructive dialogue.
- The project was unreasonable and the Council had already been put on notice of judicial review.
- The project is contrary to the public interest.

2. Vidja Magh

Ms Magh addressed the committee and made the following points

- Didn't want to move.
- Leaseholders would not benefit from the demolition, and the properties had recently been re-roofed at taxpayer's expenses.
- Concerns regarding the process of confirming the value of properties were expressed.
- It was suggested that more resources should have been identified for leaseholders and tenants to liaise with.

The Head of Strategic Housing explained that the home loss payments for leaseholders were based on statutory regulations. The committee were

advised that leaseholders received home loss payment, plus open market value plus reasonable moving costs.

Ms Magh in response suggested additional resources should be identified to support residents.

The Director of Customer and Community Services explained that whilst Sue Dellar was the principal contact for leaseholders, other officers were responsible for liaison with tenants.

Clare Blair

Clare Blair addressed the committee and made the following points

- There had been no significant change since the previous meeting.
- Many of the residents were vulnerable and unwell, and resigned to moving.
- The proposals would destroy communities and result in the loss of green space.

Matter for Decision: To consider the Affordable Housing Development Programme - Water Land and Aylesborough Close Project Approvals and Equalities Impact

Decision of the Executive Councillor for Housing

The Executive Councillor resolved to

- i. Approve that Aylesborough Close Phase 1 (1-8a and 39-50 Aylesborough Close and adjacent garages) is redeveloped
- ii. Note the first indicative mix, design and layout of the new scheme to be evolved prior to the submission of a planning application
- iii. Approve the scheme capital budget highlighted in the project appraisal to cover the Construction Cost of the scheme; Home Loss Payments to tenants and leaseholders and professional quantity surveyor fees.

- iv. 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 preferred house-builder/developer partner.
- v. Note that residents of the current scheme will be supported in line with the Council's Home Loss Policy to secure suitable alternative housing
- vi. Approve that the Water Lane scheme (6-14a Water Lane and 238-246 Green End Road) is redeveloped
- vii. Note the first indicative mix, design and layout of the new scheme to be evolved prior to the submission of a planning application
- viii. Approve the scheme capital budget highlighted in the project appraisal to cover the Construction Cost of the scheme; Home Loss Payments to tenants and leaseholders and professional quantity surveyor fees.
- ix. 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 preferred house-builder/developer partner.
- x. Note that residents of the current scheme will be supported in line with the Council's Home Loss Policy to secure suitable alternative housing

Reason for the Decision:

As per the officer report

Any alternative options considered and rejected:

N/A

Scrutiny Considerations:

The committee received a report from the Head of Strategic Housing regarding Affordable Housing Development Programme - Water Land and Aylesborough Close Project Approvals and Equalities Impact.

The committee resolved to consider the scheme specific equalities impact assessments, which were recommended to be NOT for publication and resolved that press and public are excluded by virtue of paragraph 1 and 2 of Part 1 of Schedule 12A of the Local Government Act 1972.

The committee made the following comments on the report, following the re-admission of the public and press.

- i. The need to balance the needs of the housing list against the needs of existing residents was highlighted. It was highlighted that there was an identified need for more family/larger properties.
- ii. In response to issues raised regarding home loss payment clarification was requested on the calculations from the officers. It was also highlighted that other authorities provided significantly more information proactively to leaseholders. The Head of Strategic Housing confirmed that leaseholders were eligible to home loss payment; reasonable disturbance allowance and 110% of value (or 107.5% for non-resident leaseholders). The committee were also provided with information on the relative viability of the scheme against others.
- iii. The Head of Strategic Housing was asked to comment on the suggestion that the properties were in good condition and that only refurbishment was required. The committee were advised that whilst refurbishment may be possible, it would be difficult to deliver modern accessibility and energy efficiency improvements with existing structures.
- iv. It was agreed that the scheme as a whole needed to consider the needs of both existing tenants and future tenants. The opportunity to work through issues at the steering group was welcomed.

The committee endorsed the recommendations for Aylesborough Close by 4 votes to 0. The committee voted 4 votes in favour of the Water Lane recommendations and 4 against, the recommendation was endorsed on the Chairs casting vote.

The Executive Councillor approved the recommendations.

Conflicts of interest declared by the Executive Councillor (and any dispensation granted):

N/A

13/9/CS Lettings Policy Review

Matter for Decision: To consider the letting policy review.

Decision of the Executive Councillor for Housing

The Executive Councillor resolved to

- i. Approve the amendments to Cambridge City Council's Lettings Policy

Reason for the Decision:

As per the officer report

Any alternative options considered and rejected:

N/A

Scrutiny Considerations:

The committee received a report from the Housing Advice Service Manager regarding the lettings policy review.

The committee made the following comments on the report

- i. Clarification was requested on whether the policy provided an opportunity for temporary or fixed term tenancies. The Executive Councillor confirmed that it was the policy of the authority not to offer fixed term tenancies, with the exception of introductory tenancies and especially heavily adapted homes. It was agreed to review the wording to ensure that it was clear.

- ii. Further information was requested on the additional support, which would be provided following the withdrawal of the Home Link magazine. The committee were advised that a number of support mechanisms were in place and that other changes had freed up officer time to support individuals who required additional support.
- iii. It was suggested that tenants subject to domestic violence should receive higher than a B band. The comment was acknowledged, but it was explained that the area crossed over with homelessness legislation.
- iv. It was requested that implications of the introduction of universal credit were carefully monitored.

The committee endorsed the recommendations by 4 votes to 0.

The Executive Councillor approved the recommendations.

Conflicts of interest declared by the Executive Councillor (and any dispensation granted):

N/A

13/10/CS Housing Revenue Account Budget Setting Report 2012/13 to 2016/17

Matter for Decision: To consider the Housing Revenue Account Budget Setting Report 2012/13 to 2016/17.

Decision of the Executive Councillor for Housing

The Executive Councillor resolved to recommend that Council

- i. Approve capital bids, including resource to re-roof HRA commercial property in Campkin Road and funding to meet the relocation costs of existing residents in housing in Water Lane and Aylesborough Close (subject to approval that the schemes proceed, as shown in Appendix H of the HRA Budget Setting Report).

- ii. Approve re-phasing of both the expenditure, and external funding, in respect of the new build affordable housing programme, in line with scheme specific approvals and anticipated cash flows.
- iii. Approve the virement of £40,000 of resource from the communal area uplift allocation, where work is still being done to produce full stock condition data, to the budget for work to HRA commercial property, to facilitate the conversion of ECCHO House to a twobedroom dwelling for social housing purposes at a total cost of £95,000, as detailed in the project appraisal at Appendix P, and the Housing Capital Investment Plan at Appendix N of the HRA Budget Setting Report.
- iv. Approve a reduction of £80,000 in each of the Disabled Facilities Grant and Private Sector Housing Grants and Loans budgets in 2012/13 due to a combination of reduced demand, coupled with a temporary reduction in activity by the new Shared Home Improvement Agency whilst the service was set up. Permission is sought to re-profile this resource to 2017/18, the end of the current funding period, from which point future funding for this area of investment is at risk.
- v. Approve the revised Housing Capital Investment Plan as shown in Appendix N of the HRA Budget Setting Report.
- vi. Approve a provisional addition to the Housing Capital Allowance of £25,358,000 in respect of anticipated qualifying expenditure in 2013/14.

Reason for the Decision:

As per the officer report

Any alternative options considered and rejected:

N/A

Scrutiny Considerations:

The committee received a report from the Housing Business Manager regarding Housing Revenue Account Budget Setting Report 2012/13 to 2016/17.

Further information was requested on the reasons for the reduced demand for disabled facilities grants; the potential effect in future years and what would

happen if demand increased. The Head of Strategic Housing explained that there had been reduced demand in the current financial year for the grants, which were designed to provide improvements in private homes. The committee were advised that grant requests came via Occupational Therapists and requests were down. It was explained that any future increase in demand would need to be managed through the budget process.

The committee endorsed the recommendations by 4 votes to 0.

The Executive Councillor approved the recommendations.

Conflicts of interest declared by the Executive Councillor (and any dispensation granted):

N/A

13/11/CS Housing Portfolio Budget - 2013/14

Matter for Decision: To consider the Housing Portfolio Budget - 2013/14.

Decision of the Executive Councillor for Housing

The Executive Councillor resolved to

Review of Charges

- a) Approve the proposed charges for this portfolio's services and facilities, as shown in Appendix B1 to the committee report.
- b) Request that the charges for this portfolio's services and facilities, as shown in Appendix B2 to the committee report, are submitted to Council for approval that no charges are made for these services.

Revenue Budgets

- c) Approve, with any amendments, the current year funding requests and savings, (shown in Appendix A of the committee report) and the resulting revised revenue budgets for 2012/13 (shown in Section 3, Table 1 of the committee report) for submission to the Executive.
- d) Agree proposals for revenue savings and unavoidable bids, as set out in Appendix C of the committee report.
- e) Agree proposals for bids from external or existing funding, as set out in Appendix D of the committee report.
- f) Agree proposals for Priority Policy Fund (PPF) bids, as set out in Appendix E of the committee report.
- g) Approve the budget proposals for 2013/14, as shown in Section 3, Table 2 the committee report for submission to the Executive.

Capital

- h) Seek approval from the Executive to carry forward resources from 2012/13, as detailed in Appendix G of the committee report, to fund rephased capital spending.
- 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 committee report, to be updated for any amendments detailed in (h) and (i) above.

Reason for the Decision:

As per the officer report

Any alternative options considered and rejected:

N/A

Scrutiny Considerations:

The committee received a report regarding the Housing Portfolio Budget 2013/14

The committee endorsed the recommendations by 4 votes to 0.

The Executive Councillor approved the recommendations.

Conflicts of interest declared by the Executive Councillor (and any dispensation granted):

N/A

13/12/CS Petition - Coldhams Common

The committee received a petition from Chris Smith, Pat White and Vicky Galliard regarding the management of Coldhams Common. The petitioners addressed the committee for 5 minutes.

In accordance with the petition scheme, the committee debated the content of the petition and made the following points;

- i. The letter from the Executive Councillor proposing the withdrawal certain sections of fencing was welcomed.
- ii. The importance of having a co-ordinated stakeholder management plan for the whole common was welcomed.
- iii. With reference to the original consultation, it was suggested that the consultation had been effective in parts of the area covered by the common but not across the whole area. The concerns of residents were communicated to the committee.
- iv. It was noted that the proposals in relation to cattle related to the reintroduction of grazing, instead of new grazing as had been suggested.
- v. The delay between approval of the scheme and implementation may have contributed to some of the concerns that had been raised.

- vi. The Executive Councillor was questioned why the consultation couldn't have been completed appropriately prior to the scheme implementation, instead of post implementation.
- vii. It was suggest that there appeared to be a mismatch between the aspiration of the proposals and the implementation.
- viii. It was highlighted that the issue had also been recently raised at East Area Committee, and it was questioned whether a management plan existed for the common. It was acknowledged that the production of the plan would be a significant resource implication and may not be realistic to deliver, but it was suggested that plans for smaller areas of the common.

The Asset Manager responded to the points raised and made the following comments.

- The consultation process was based on standard City Council practices of a letter drop and press releases.
- The Section 38 process mandated a specific form of consultation, which it was acknowledged was too weak and did not allow for sufficient resident engagement and involvement.

The Executive Councillor for Arts, Sport and Public Places thanked the petitioners for presenting the petition and addressing the committee. The Executive Councillor highlighted a letter sent to the petitioners, which outlined the following actions

- i. The removal a stretch of the fencing in front of the steps over the railway to address concerns regarding the safety of users of the Common as they cross over the bridge;
- ii. To ask officers to undertake a review of the actions taken to date regarding the project;
- iii. To halt any further work on the project and to ask officers to meet with stakeholders including the Friends to discuss what steps can be undertaken to address your concerns; and

- iv. To ask officers to develop, in conjunction with stakeholders a management plan for the space that ensures a coordinated approach to the maintenance and any future enhancement.

The Executive Councillor proposed that the issue be included in the portfolio plan for the period April 2013 to March 2014, and committed to working with all stakeholders to resolve the issues in a way that is acceptable to all parties.

13/13/CS Corn Exchange Improvements - Exterior and Entrance Lobby

Matter for Decision: To consider the Corn Exchange Improvements - Exterior and Entrance Lobby

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

The Executive Councillor resolved to

Financial recommendations

- i. 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.
- ii. Approve that the total cost of the project is £110,000 funded from Corn Exchange Repairs and Renewals Funds and a Capital Reserves bid awaiting approval.
- iii. Note that there are no ongoing revenue implications arising from the project.

Procurement recommendations

- i. Approve the carrying out and completion of the procurement of improvements to the main entrance of the Corn Exchange including new internal doors, the installation of external architectural lighting to the front façade and the installation of LCD advertising screens. Estimated total project cost £ 110,000. Subject to the permission from the Executive

Councillor being sought before proceeding if the value exceeds the estimated contract by more than 15%.

Reason for the Decision:

As per the officer report

Any alternative options considered and rejected:

N/A

Scrutiny Considerations:

N/A – Not requested for pre-scrutiny

The Executive Councillor approved the recommendations.

Conflicts of interest declared by the Executive Councillor (and any dispensation granted):

N/A

13/14/CS Upgrade of Corn Exchange Building Management System (BMS) Heating Controls in the Front Plant Room

Matter for Decision: To consider the upgrade of Corn Exchange Building Management System (BMS) Heating Controls in the Front Plant Room

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

The Executive Councillor resolved to

Financial recommendations

- i. Recommend this scheme which is on the Capital plan (C3227) for approval by Council, subject to resources being available to fund the capital and revenue costs.

- ii. Approve the total cost of the project is £20,000, funded from Corn Exchange Repairs and Renewals fund
- iii. Note that there are no on-going revenue implications arising from the project.

Procurement recommendations

- i. Approve the carrying out and completion of the procurement of a heating control system for the Corn Exchange foyer area. Subject to the permission from the Executive Councillor being sought before proceeding if the value exceeds the estimated contract by more than 15%.

Reason for the Decision:

As per the officer report

Any alternative options considered and rejected:

N/A

Scrutiny Considerations:

N/A – Not requested for pre-scrutiny

The Executive Councillor approved the recommendations.

Conflicts of interest declared by the Executive Councillor (and any dispensation granted):

N/A

13/15/CS Arts & Recreation Development Funding to Voluntary and Not-for-profit Organisations 2013-14

Matter for Decision: To consider the Arts & Recreation Development Funding to Voluntary and Not-for-profit Organisations 2013-14

Decision of the Executive Councillor for Arts, Sport and Public Places

The Executive Councillor resolved to

- i. Agree the recommendations for Arts and Recreation Development grants to voluntary and not-for-profit organisations in 2013-14 as set out in Appendix 2 of the committee report, subject to confirmation of the Council's 2013-14 budget in February 2013 and, in some cases, the provision of further information from applicants.
- ii. Agree the Area Committee (Community and Arts & Recreation Development) Grants process from 2013-14 as set out in 3.13 of the committee report and replicated in the Community Development grants report.
- iii. Reaffirm the Council's commitment to the local and national Compact and Best Value Guidance regarding statutory and voluntary sector relationships (replicated in the Community Development grants report).

Reason for the Decision:

As per the officer report

Any alternative options considered and rejected:

N/A

Scrutiny Considerations:

The committee received a report from the Head of Community Development.

The committee made the following comments on the report.

- i. Support was expressed for the recommendations. Officers were asked to provide additional information on the proposed arrangements for the Arts Theatre. The Head of Arts and Recreation referred to the committee report and outlined the proposed arrangements.
- ii. Assurances were sought that the groups offered significantly less than requested. The committee were assured that officers were fully engaged with the groups to ensure that the majority of proposed projects could progress in some form.

The Executive Councillor thanked officers for their support in this process.

The committee endorsed the recommendations unanimously.

The Executive Councillor approved the recommendations.

Conflicts of interest declared by the Executive Councillor (and any dispensation granted):

N/A

13/16/CS Options for the use of City-Wide Developer Contributions

Public Speakers

The committee received a number of representations from members of the public.

1. Mr Bond

Mr Bond addressed the committee and made the following points

- The opportunity to influence the S106 process was welcomed.
- He spoke in support of the proposals for the St Andrew's Hall extension and Cherry Trees Day Centre improvements.

The Executive Councillor for Arts, Sport and Public Places welcomed the comments.

2. Anthony Bowen, Julie Manniche and Sarah Cloughly

The three speakers spoke in support of the proposals for Jesus Green and Rouse Ball pavilion and made the following points

- The committee were advised of the history of the pavilion and that the intention of the project was to create a community café.
- An innovative approach to drainage was suggested, particularly in light of landscape changes. The use of a sump and pump at the Beer Festival was highlighted as a possible option.

- Ms Manniche and Ms Cloughly spoke in support of the café, as potential future operators.

Councillor Reiner spoke in support of the proposals for Jesus Green.

The Executive Councillors welcomed the comments.

Matter for Decision: To consider the options for the use of City-Wide Developer Contributions

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

The Executive Councillors resolved to

Arts, Sport and Public Places

- ii. Prioritise for delivery the following projects from the City-wide Developer Contributions Programme, subject to project appraisal and the identification of appropriate funding to meet any related revenue and maintenance costs:
 - Logan's Meadow Local Nature Reserve extension (£160,000)
 - Paradise Local Nature Reserve improvements (£100,000)
 - Drainage of Jesus Green (£95,000 or, if possible, up to £119,000).
- iii. Note the Logan's Meadow LNR extension and Upper River Cam Biodiversity projects will come off the Capital Plan on-hold list.)
- iv. Confirm the allocation of two specific public art contributions with expiry dates in the short-term (totalling c.£88,000) to a public art project to mark both the 150th anniversary of the city's role in formulating the rules of Association Football and the 400th anniversary of the city's acquisition of Parker's Piece;
- v. Assign the full amount of city-wide developer contributions funding for provision for children and teenagers (based on the mid-December 2012 analysis) to the North Area Committee (£40,000 or, if possible, up to £52,000) and the East Area Committee (£35,000 or, if possible, up to £47,000), in recognition of the levels of funding currently available to those areas for play provision.

- vi. Allocate £100,000 of city-wide funding from outdoor sports/formal open space contributions for the longer-term development of the Rouse Ball Pavilion on Jesus Green, subject to project appraisal and the identification of appropriate funding to meet any related revenue and maintenance costs.
- vii. Confirm that that all three of the water play projects at Abbey, Coleridge and Kings Hedges, which have already been approved, should each have £50,000 of developer contributions for public art assigned to them and that this be included in the Council's Capital Plan for 2013/14.

Community Development and Health

- viii. Prioritise for delivery the following projects from the City-wide Developer Contributions Programme, subject to project appraisal and the identification of appropriate funding to meet any related revenue and maintenance costs:
 - Grant for the Centre at St Paul's development – phase 3 (£50,000)
 - Grant for the Cherry Trees Centre refurbishment (£50,000) and
 - Grant for the extension of St Andrew's Hall (£140,000).
- ix. Allocate £85,000 (or, if possible, up to £109,000) of city-wide funding from community facilities contributions for the longer-term development of the Rouse Ball Pavilion on Jesus Green, subject to project appraisal and the identification of appropriate funding to meet any related revenue and maintenance costs.

Reason for the Decision:

As per the officer report

Any alternative options considered and rejected:

N/A

Scrutiny Considerations:

The committee received a report from the Urban Growth Project Manager regarding options for City Wide Developers Contributions.

The officer provided an update that, since the publication of the report, the South Area Committee had agreed the minutes of its 12 November meeting. All the five projects that it identified have equal priority, with the South Area Committee believing that the three projects in the Cherry Hinton ward should be taken as one priority.

The Director of Environment had written to the Chair of South Area Committee in mid-January, proposing arrangements for taking forward all five priority projects. In the context of available staffing resources and the overall project programme, the Director had advised that three projects could be delivered in 2013/14 (the skate park in Cherry Hinton, the trim trail in Queen Edith's and the community meeting space in Trumpington). The other two projects (five-a-side goals and additional new play area equipment at Cherry Hinton) could be delivered in 2014/15. Meanwhile, the existing Cherry Hinton play area will be refurbished by the end of March 2013, using repairs and renewals money.

The committee made the following comments regarding the report.

- i. The proposals regarding Jesus Green were welcomed, but advice was sought from officers on what type of drainage had been proposed in the Heritage Lottery Fund bid. The committee were advised that that element of the bid had been developed by the Sustainable Drainage Engineer. It was suggested that full consultation should be undertaken on any drainage proposals, as flooding had its own beauty. The committee were also advised that the project would require Secretary of State Approval because Jesus Green is a registered common.
- ii. The proposed projects were welcomed and members thanked officers for the work to date.

The Executive Councillors spoke in support of the recommendations.

The committee endorsed the recommendations unanimously.

The Executive Councillor approved the recommendations.

Conflicts of interest declared by the Executive Councillor (and any dispensation granted):

N/A

13/17/CS Arts, Sport and Public Places - Revenue and Capital Budgets

Prior to the start of the item Councillor Bird addressed the committee with the agreement of the Chair. Councillor Bird sought clarification on the reasons for the delay in installing play equipment on the Vie site, which had been purchased in late 2010. Concerns were also raised regarding the current condition of the site, which appeared to suggest that large vehicles had been driven over the site.

The Executive Councillor explained that an urgent decision had been taken to purchase the equipment to remove the need to return the associated S106 contributions to the developer. The committee were advised that discussions were ongoing with key stakeholders, however it was explained that there was currently a disagreement regarding the principle and location of the play equipment within the development.

The Head of Streets and Open Spaces confirmed that the equipment was currently being stored at no cost to the Council, and that the current delays were largely outside the control of the Council.

Matter for Decision: To consider the Community Development and Health Portfolio Revenue and Capital Budgets.

Decision of the Executive Councillor for Community Development and Health:

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 committee report.
- b) Delegate authority for the setting of any new charges arising to the Director of Customer & Community Services. This delegation is intended to cover the financial year 2013/14.

Revenue Budgets

- c) Approve, with any amendments, the current year funding requests and savings, (shown in Appendix A of the committee report.) and the resulting revised revenue budgets for 2012/13 (shown in Table 1 of the committee report.) for submission to the Executive.
- d) Agree proposals for revenue savings and unavoidable bids, as set out in Appendix C of the committee report.
- e) Agree proposals for Priority Policy Fund (PPF) bids, as set out in Appendix E of the committee report..
- f) Approve the budget proposals for 2013/14 as shown in Table 2 of the committee report, for submission to the Executive.

Capital

- g) Seek approval from the Executive to carry forward resources from 2012/13, as detailed in Appendix G of the committee report, to fund re-phased capital spending.
- h) Approve capital bids, as identified in Appendix H of the committee report, for submission to the Executive for inclusion in the Capital & Revenue Projects Plan or addition to the Hold List, as indicated.
- i) Approve the creation of six capital programmes, remits and proposed outcomes as outlined in Annex 1 of the committee report
 - a. Replacement of Parks & Open Space Litter & Waste Bins
 - b. City-wide Developer Contribution Funds
 - c. Area Committee (East) Developer Contribution Funds
 - d. Area Committee (North) Developer Contribution Funds
 - e. Area Committee (South) Developer Contribution
 - f. Area Committee (West/Central) Developer Contribution Funds
- j) Confirm that the items detailed in Appendix I be transferred from the Council's Hold List for addition to the Capital Plan as outlined in Agenda Item 16 ("Options for the use of City-Wide Developer Contributions")
 - a. Logan's Meadow Local Nature Reserve extension
 - b. Paradise Local Nature Reserve improvements

- k) Seek approval from the Executive that the following to schemes be deleted from the Capital & Revenue Projects plan as detailed in Appendix G of the committee report.
 - a. SC499 – Outdoor Fitness Equipment in Parks
 - b. SC514 – Petersfield Play Area Equipment
- l) Approve the current Capital & Revenue Projects Plan, as detailed in Appendix J, of the committee report. to be updated for any amendments detailed in (g), (h), (i), (j) and (k) above.
- m) Approve the following project appraisals as detailed in Agenda Items 13 and 14
 - a. Corn Exchange Improvements
 - b. Corn Exchange - improvements to heating management system

Reason for the Decision:

As per the officer report

Any alternative options considered and rejected:

N/A

Scrutiny Considerations:

The committee received a report from the Principal Accountant (Services) regarding the Revenue and Capital Budgets for the Arts, Sport and Public Places portfolio.

The committee asked the following questions

- i. Further clarification was requested on the variances in the budgets, specifically in the Arts and Recreation area. The Head of Arts and Recreation provided an overview of the reasons for variances for each of the budget headings.
- ii. Additional clarity was requested on the delays with implementing the play facilities on the Vie Site. The Executive Councillor explained the reasons for the purchase of the equipment and the reasons for the delay.

- iii. Clarification was requested on the income performance of the Corn Exchange. The Head of Arts and Recreation explained that the end of year forecast or the current year was a £35k underachievement against the overall income target; this income target had been increased in 2011/12 by a further £50k.
- iv. Officers were asked to provide more information regarding the review process for the Folk Festival. The Head of Arts and Recreation explained that the festival was extensively reviewed every year. The Executive Councillor confirmed that the ward specific issues had been addressed.
- v. It was suggested that it was expected that the next 12 months would be a challenging climate for the entertainment business. The Head of Arts and Recreation accepted that although economic conditions were challenging, the service had made progress across a number of areas to address this and the Executive Councillor also supported that view
- vi. Further clarification was requested on the Vie Play Equipment. Following discussion regarding the issues on the site, the Executive Councillor suggested that he; Ward Councillors and officers should meet on site to go through all the issues. In response to a specific question, the Asset Manager confirmed that the ground maintenance had been contracted to the county council in order to demonstrate (and prevent repayment of S106) that the funds had been committed.
- vii. The Executive Councillor was asked regarding the use of Pyes Pitches, and whether they could be better utilised. The Executive Councillor explained that recent review of the demand suggested that local sports clubs preferred Chesterton Recreation Field.

The committee endorsed the recommendations by 4 votes to 0.

The Executive Councillor approved the recommendations.

Conflicts of interest declared by the Executive Councillor (and any dispensation granted):

N/A

Matter for Decision: To consider the Annual Update About the Work of “Strategic” Partnerships.

Decision of the Executive Councillor for Community Development and Health:

The Executive Councillor resolved to

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

Reason for the Decision:

As per the officer report

Any alternative options considered and rejected:

N/A

Scrutiny Considerations:

N/A – Not requested for pre-scrutiny

The Executive Councillor approved the recommendations.

Conflicts of interest declared by the Executive Councillor (and any dispensation granted):

N/A

13/19/CS Community Development Funding to Voluntary and Not-for-profit Organisations 2013-14

Matter for Decision: To consider Community Development Funding to Voluntary and Not-for-profit Organisations 2013-14

Decision of the 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 2013-14 as set out in Appendix 2 of the committee report, subject to confirmation of the Council's 2013-14 budget in February 2013 and, in some cases, to the provision of further information from applicants.
- ii. To agree the Area Committee (Community and Arts & Recreation Development) Grants process from 2013-14 as set out in 3.13 of the committee report and as replicated in the Arts & Recreation Development grants report.
- iii. To reaffirm the Council's commitment to the local and national Compact and Best Value Guidance regarding statutory and voluntary sector relationships (replicated in the Arts & Recreation Development grants report).

Reason for the Decision:

As per the officer report

Any alternative options considered and rejected:

N/A

Scrutiny Considerations:

The committee received a report from the Head of Community Development regarding Community Development Funding to Voluntary and Not-for-profit Organisations 2013-14.

The committee welcomed the ongoing support to the voluntary and community sector through this programme.

The committee endorsed the recommendations unanimously.

The Executive Councillor approved the recommendations.

Conflicts of interest declared by the Executive Councillor (and any dispensation granted):

N/A

13/20/CS City Council Support for Credit Unions

Matter for Decision: To consider the City Council support for Credit Unions.

Decision of the Executive Councillor for Community Development and Health:

The Executive Councillor resolved

1. To note the support the Council already gives to the two credit unions
2. To endorse the planned work programme

Reason for the Decision:

As per the officer report

Any alternative options considered and rejected:

N/A

Scrutiny Considerations:

The committee received a report from the Head of Community Development regarding Credit Unions.

Officers agreed to explore the suggestion of promoting volunteering opportunities within the business and finance sector.

The committee endorsed the recommendations unanimously.

The Executive Councillor approved the recommendations.

Conflicts of interest declared by the Executive Councillor (and any dispensation granted):

N/A

13/21/CS Neighbourhood Community Planning projects in Abbey, Arbury and Kings Hedges - Development Plans

Matter for Decision: To consider the Neighbourhood Community Planning projects in Abbey, Arbury and Kings Hedges – Development Plans.

Decision of the Executive Councillor for Community Development and Health:

The Executive Councillor resolved

- i. To agree to continue funding the 3 NCP projects at their current level for the next 2 years (2013/14 and 2014/15).
- ii. To support the setting up of a Service Level Agreement (subject to both parties agreeing terms) with Kings Hedges Neighbourhood Partnership to run Nuns Way Pavilion for 3 years from April 2013.
- iii. To review the 3 NCP projects again in October 2014.

Reason for the Decision:

As per the officer report

Any alternative options considered and rejected:

N/A

Scrutiny Considerations:

The committee received a report from the Head of Community Development regarding Neighbourhood Community Planning projects in Abbey, Arbury and Kings Hedges - Development Plans

The committee welcomed the proposals.

The committee endorsed the recommendations unanimously.

The Executive Councillor approved the recommendations.

Conflicts of interest declared by the Executive Councillor (and any dispensation granted):

N/A

13/22/CS Community Development and Health - Revenue and Capital Budgets

Matter for Decision: To consider the Community Development and Health Portfolio Revenue and Capital Budgets.

Decision of the Executive Councillor for Community Development and Health:

The Executive Councillor resolved to

Review of Charges

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

Revenue Budgets

- b) Approve, with any amendments, the current year funding requests and savings, (shown in Appendix A of the committee report) and the resulting revised revenue budgets for 2012/13 (shown in Section 3, Table 1 of the committee report) for submission to the Executive.
- c) Agree proposals for revenue savings and unavoidable bids, as set out in Appendix C of the committee report, which have 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 committee report, if applicable.

- e) Agree proposals for Priority Policy Fund (PPF) bids, as set out in Appendix E of the committee report.
- f) Approve the budget proposals for 2013/14, as shown in Section 3, Table 2 of the committee report, for submission to the Executive.

Capital

- g) Seek approval from the Executive to carry forward resources from 2012/13, as detailed in Appendix G of the committee report, to fund rephased capital spending.
- h) Approve capital bids and savings, as identified in Appendix H of the committee report, for submission to the Executive for inclusion in the Capital & Revenue Project Plans.
- i) Approve the current General Fund Capital & Revenue Projects Plan, as detailed in Appendix J of the committee report, to be updated for any amendments detailed in (g) and (h) above of the committee report.

Reason for the Decision:

As per the officer report

Any alternative options considered and rejected:

N/A

Scrutiny Considerations:

The committee received a report from the Principal Accountant (Services) regarding the Revenue and Capital Budgets for the Community Development and Health portfolio.

The committee endorsed the recommendations by 4 votes to 0.

The Executive Councillor approved the recommendations.

Conflicts of interest declared by the Executive Councillor (and any dispensation granted):

N/A

The meeting ended at 7.30 pm

CHAIR



To: Executive Councillor for Housing (and Deputy Leader): Councillor Catherine Smart
Report by: Liz Bisset, Director of Customer and Community Services
Relevant scrutiny committee: Community Services Scrutiny Committee 14/3/2013
Wards affected: All Wards

**GRANT FUNDING FOR ALCOHOL SERVICES
Not a Key Decision**

1. Executive summary

The council is providing grant funding to Crime Reduction Initiatives (CRI) to deliver specialist alcohol services to single homeless or formerly homeless people who are at risk of rough sleeping or currently rough sleeping. The service level agreement (SLA) between the council and CRI is due to expire on 31st March 2013.

2. Recommendations

The Executive Councillor is recommended:

To approve an extension to the existing grant funding and SLA to 31st March 2014

To note that recommendations for future funding of this service will come back to Community Services Scrutiny Committee as part of the Housing General Fund grants to housing agencies report due in January 2014.

3. Background

3.1 An alcohol Community Psychiatric Nurse (CPN) role has been funded by the City Council in partnership with CAM Health Integrated Care, a cluster GP commissioning group. The post was initially funded from Cambridge City Local Strategic Partnership (LPSA Reward fund) from 2009. The post was specifically targeted at street drinkers who were not engaging well with mainstream services and the intention was that the role would contribute both to reducing street-based anti-social behaviour and help to prevent homelessness.

- 3.2 The joint funding arrangement with CAM Health has meant that the client/patient group has been extended to include families and individuals with chronic alcohol problems who are not necessarily Cambridge-based street drinkers. However, some of these clients are threatened with homelessness as a result of their drinking behaviours and could gravitate to Cambridge and become street drinkers
- 3.3 In 2012 the first alcohol CPN left the role and CRI was unable to recruit a direct replacement as the salary did not match that of equivalent roles in the National Health Service (NHS).
- 3.4 CRI proposed a change to the funding arrangements in June 2012 to provide for an alcohol care-coordinator and project worker to work closely with Addaction, the generic provider for alcohol services, to ensure that adequate treatment pathways were provided for through this arrangement. The extension of grant funding for a further year will allow the efficacy of this service to be fully assessed.
- 3.5 Last year the funding was augmented by funds from the Community Development Grant Fund. Although this funding is not available this year the funding shortfall is being met by the Drug and Alcohol Action Team (DAAT)
- 3.6 The service aims to support 30-50 alcohol community detoxifications per annum and is subject to a quarterly monitoring process with funders.

4. Implications

(a) Financial Implications

The proposed funding contribution from the council in 2013/14 is £26,190. The total cost of the service is circa £84,000 with the remainder being provided by the DAAT and Cam Health.

(b) Staffing Implications (if not covered in Consultations Section)
None

(c) Equal Opportunities Implications

This initiative targets improved alcohol treatment outcomes for single homeless people who have traditionally suffered from poor levels of engagement with treatment services.

(d) Environmental Implications
None

(e) **Procurement**

This service is covered by a grant agreement

(f) **Consultation and communication**

The County Council is currently conducting a consultation on alcohol commissioning in Cambridgeshire, which will inform recommendations on how this service should align with a wider alcohol commissioning strategy

(g) **Community Safety**

This service is aimed at a service user group that includes street drinkers and, amongst other measures to tackle street-based anti-social behaviour

5. Background papers

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

Review of street life anti-social behaviour report to Strategy and Resources Committee (October 2012)

<http://democracy.cambridge.gov.uk/documents/g616/Public%20reports%20pack%2015th-Oct-2012%2017.00%20Strategy%20and%20Resources%20Scrutiny%20Committee.pdf?T=10>

Out-of-cycle funding bid for Community Development funding – January 2012

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: Liz Bisset, Director of Customer & Community Services
Relevant scrutiny committee: Community Services 14/3/2013
Wards affected: All Wards

DRAFT HOUSING PORTFOLIO PLAN 2013-14 Key Decision

1. Executive summary

1.1 This report covers the draft Housing Portfolio Plan 2013-14, which sets out the strategic objectives for the portfolio for the year ahead, describes the context in which the portfolio is being delivered and details the activities required to deliver the outcomes and the vision. Performance measures and risks are also shown for each strategic objective.

2. Recommendations

2.1 The Executive Councillor is recommended:

(i) To approve the draft Housing Portfolio Plan 2013-14

3. Background

3.1 This is the third year in which Cambridge City Council has produced Portfolio Plans. The aim of the Portfolio Plans is to set out how each of the seven Portfolios will contribute to the delivery of the vision outlined in the Council's vision statement.

3.2 The draft Housing Portfolio Plan for 2013-14 has been developed by officers and the Executive Councillor, in parallel with the budget planning process. In comparison to previous years, the draft Housing Portfolio Plan for 2013-14 sets out a limited number of high-level, strategic objectives for the Portfolio, along with the broad activities required to achieve these objectives.

3.3 The services that will deliver the strategic objectives set out in the Plan are each developing more detailed Operational Plans. These will function as management tools to ensure the tasks that deliver the strategic objectives are planned and managed effectively.

4. Implications

(a) Financial Implications

The financial implications of this plan are set out in the budget for the portfolio.

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

Staff will be allocated personal objectives to ensure the tasks and activities to deliver the objectives are managed. Staff will be supported in the learning and development activities they need to deliver their contribution to the plan.

(c) Equal Opportunities Implications

The activities set out in this plan aim to support the Council's equality and diversity objectives. Equality impact assessments will be carried out on decisions and projects related to this plan as appropriate.

(d) Environmental Implications

The actions in the plan that aim to ensure that new affordable housing meets Level 4 of the Code for Sustainable Homes should have a medium positive environmental impact.

(e) Procurement

Some of the actions involved in the Plan will involve procurement by the Council. Separate reports on the procurement elements of actions included in the Plan will be provided at an appropriate time.

(f) Consultation and communication

This is a strategic document covering a number of different objectives. There has therefore been no consultation on this plan per se, although there will be consultation on those elements of it that have a significant impact on residents at the appropriate time, in accordance with the Council's code of practice on consultation and community engagement, and our statutory duties for consulting tenants.

(g) Community Safety

There are no significant community safety issues associated with the strategic actions set out in the Portfolio Plan.

5. Background papers

N/a

6. Appendices

Appendix A - Draft Housing Portfolio Plan 2013-14

7. Inspection of papers

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

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Cambridge City Council

Housing Portfolio Plan 2013-14

Portfolio Holder: Catherine Smart

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Accountable Officer: Liz Bisset

Email address: liz.bisset@cambridge.gov.uk

Phone number: 01223 457801

Introduction

The local economy centred on Cambridge remains resilient and the number of new homes planned and needed is anticipated to remain high. We will make sure that the expansion of Cambridge creates new homes and communities that people want to live in. Market house prices and rents remain high in Cambridge and we will continue to make the case for investment in a range of sizes, types and tenures of housing for local residents, including Affordable Housing. We will also continue to invest in, and make best use of, the existing homes within the City, taking account of the need to tackle climate change and ensuring the existing communities can benefit from the planned growth.

In 2012 we approved a revised Housing Strategy and introduced our first Tenancy Strategy. Early in 2013 we will revise our Lettings Policy in response to new national guidelines. 2013 will also be significant in seeing the first batch of new housing on the Southern Fringe growth site contributing to the completion of over 300 Affordable Housing for the first time for a number of years. This new housing will be timely as we will need to monitor carefully the worst impact on households of the implementation of welfare reforms.

We will continue to work with partner local authorities, housing associations and others across the sub-region around Cambridge to demonstrate the need for investment in local housing and how this is critical to the success of other local policy requirements such as social care; health; and local economic growth.

Virtually all of the Council's service divisions contribute to the achievement of this Plan's Objectives but the main Teams involved are Housing Strategy; Private Sector Housing; Housing Development; Housing Options and Homelessness; Home Aid; City Homes; Repairs and Maintenance and Safer Communities.

Vision Statements applicable to this portfolio

The vision statements most pertinent to this portfolio are:

- A city which recognises and meets needs for housing of all kinds - close to jobs and neighbourhood facilities
- A city in the forefront of low carbon living and minimising its impact on the environment from waste and pollution.

Strategic Objectives 2013-2014

Vision Statement:	<p>A city which recognises and meets needs for housing of all kinds - close to jobs and neighbourhood facilities</p> <p>A city in the forefront of low carbon living and minimising its impact on the environment from waste and pollution.</p>
Strategic Objective HSO1:	<p>Maximise the delivery of new sustainable housing in a range of sizes, types and tenures - at least maintaining current standards and driving energy efficient homes for residents.</p>
By March 2014 we will have:	<p>HS01.1 Worked with developers, Registered Providers (housing associations) and planners to ensure that the city's social and market housing (including private rented housing) stock continues to grow, including 40% Affordable Housing in most new developments and the delivery of the Council's own new build programme.</p> <p>HS01.2 Worked with Registered Providers to ensure the current standard of new build housing is maintained in terms of size, construction, layout and to at least Level 4 of the Code for Sustainable Homes.</p> <p>HS01.3 Established the extent that new specialist housing is supported by the new Health and Well-being Board; the Local Health Partnership and the County Council in terms of the prioritisation of revenue funding.</p> <p>HS01.4 Assessed the potential for the provision of additional Gypsy and Traveller sites,</p>

	as part of the local plan development and in discussion with South Cambridgeshire District Council and the County Council.
Lead Officer:	Alan Carter, Head of Strategic Housing
Performance Measures:	<ol style="list-style-type: none"> 1. New Affordable Housing on the strategic growth sites. Completions – 176 2. New Affordable Housing on other sites. Completions - 176 3. Site(s) identified for 10 additional travellers pitches either for transit or emergency use. 4. Sustain percentage of new Affordable Homes built to at least Level 4 of the Code for Sustainable Homes – it is estimated that 100% will be completed to Level 4 of the Code in 2012.13 compared with an estimated 17% in 2011.12.
Delivery Risks:	<ol style="list-style-type: none"> 1. National policy drivers could impact on the ability to deliver policy aspirations for example, <ul style="list-style-type: none"> • the introduction of Affordable Rents changes the tenure mix of housing on new housing sites restricted choice of housing options for some lower income groups. • changes to the benefit system could adversely impact on the ability of the Council to plan under-letting of some new homes in the Growth areas to foster mixed and sustainable communities 2. The availability of development finance and mortgage finance slows up the delivery

	of new housing.
Strategic Objective HSO2:	Make the best use of existing homes.
By March 2014 we will have:	<p>HS02.1 Increased staff capacity in City Homes to mitigate the most adverse impact of welfare reforms and to settle people moving on to alternative housing from existing housing that is to be redeveloped.</p> <p>HS02.2 Completed our annual planned maintenance programme of works that ensure City Homes continue to be maintained to the best possible standard.</p> <p>HS02.3 Maintained and promoted services to take action effectively against private sector landlords that do not comply with housing health and safety matters as well as landlord and tenant issues</p> <p>HS02.4 Prioritised bringing back into occupation long standing empty homes in the private sector.</p>
Lead Officer:	Robert Hollingsworth, Head of City Homes (HS02.1), Bob Hadfield (HS02.2) Jas Lally (HS02.3; and HS02.4)
Performance Measures:	<ol style="list-style-type: none"> 120 people settled in suitable alternative housing to enable the Council's new build programme to progress Increase number of long term vacant properties returned to residential use from 15 to 25 a year.

Delivery Risks:	<ol style="list-style-type: none"> 1. More detailed analysis shows that there are complex reasons why a number of homes stay empty and the investment required to bring them back into use does not represent good value for money. 2. The availability of suitable alternative accommodation in areas of the residents choice will dictate the pace at which people can move
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Strategic Objective HSO3:	Deliver good quality housing related advice to help prevent homelessness.
By March 2014 we will have:	<p>HS03.1 Focused our housing advice to keep homelessness to a minimum and help prevent homelessness by offering early advice on alternative housing options.</p> <p>HS03.2 Increased the range of temporary housing available to minimise the impact on households who become homeless or who are threatened with homelessness and reinforced our work with partner organisations to support people with a history of homelessness to find a settled home.</p>
Lead Officer:	Alan Carter, Head of Strategic Housing
Performance Measures:	<ol style="list-style-type: none"> 1. Number of Rough Sleeping estimates average no more than 10 2. Combined number of households in and waiting for temporary accommodation no more than 95 (measured through quarterly snapshot) 3. Homelessness preventions to be above average for region ie 300 per annum

	4. Verify all Home-Link applications within 28 working days of receipt of all information required
Delivery Risks:	<ol style="list-style-type: none"> 1. Local Housing Allowance levels restrict access for some households to housing that meets their needs within the city. 2. New national policy initiatives such as the new 'Affordable Rents will restrict access to new housing provided by housing associations (Registered Providers).

Background Information:

- Housing Strategy 2012-15
- Affordable Housing Supplementary Planning Document
- Developing Affordable Housing Policy Guide
- Charter for New Affordable Housing
- Private Housing Stock Condition Survey
- Strategic Housing Market Assessment
- Cambridge Local Investment Plan 2012



To: Executive Councillor for Housing: Cllr Catherine Smart
Report by: Alan Carter, Head of Strategic Housing
Relevant scrutiny committee: Community Services Scrutiny Committee
Wards affected: All Wards

COUNCIL NEW BUILD PROGRAMME - SCHEME APPROVALS

Key Decision

1. Executive summary

This report provides details of the redevelopment of Atkins Close garages and a currently vacant site on Wadloes Road. In keeping with the model for the redevelopment of Council sites mixed tenure schemes are proposed and to be developed with the Council's new house-builder/developer partner, Keepmoat.

These sites in the Council new build programme are brought forward now in order that the proposed can be discussed with local residents and stakeholders to ensure that the new schemes can be completed by October 2014.

2. Recommendations

The Executive Councillor is recommended for each of the following schemes

- a. Atkins Close garage site.
- b. Wadloes Road.

to:

Note the indicative mix, design and layout of the schemes and that they are subject to planning approval.

Approve the scheme capital budget highlighted in the report to cover the Construction Cost of the scheme and professional quantity surveyor fees.

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 preferred house-builder/developer partner.

3. Background

Following on from the completion of the first eight new Council homes, the Committee has already scrutinised Project Appraisals for eight additional schemes.

The schemes in this report, at Atkins Close and Wadloes Road, are the next schemes to be brought forward for approval under the Council's new Council House building programme, and are brought forward now in order that detailed discussions with local residents and stakeholders can commence to ensure that the new schemes can be completed by October 2014.

The principles behind the development model used before is repeated here ie a mixed tenure scheme, developed with the Council's house-builder partner, Keepmoat, providing for the cross-subsidy of the Affordable Housing from the sale of market houses, thereby minimising capital outlay for the Council.

The Appendices show details of the Project Appraisals for each of the three schemes.

4. Implications :

(a) Financial

The financial implications of each scheme are shown in full in the Appendices. As the schemes are still subject to planning the costs are indicative. As final schemes are worked up they will only proceed if they can be funded within borrowing and capital funding parameters in the new 30 year Business Plan that has been established under 'self-financing'. If a final scheme cannot be delivered within the budget requested then a revised approval will need to be brought back to Committee for scrutiny. The risk that the schemes cannot be funded can be mitigated by;

- Adjusting the balance between new Affordable Homes and market housing in the schemes.
- Working with one of the housing association partners on the Council's Affordable Housing Development partnership framework agreement to part or completely fund a scheme.

- Reduce the number of schemes in the overall programme.

(b) Staffing

A Development Officer from the Enabling and Development Team will be allocated to Project Manager each scheme. Projects 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, and Procurement. Internal Audit and Legal are corresponding members.

(c) Equal Opportunities

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.

A project specific EQAI for Atkins Close relating to the garage and play area has been undertaken.

(d) Environmental

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

(e) Procurement

See Appendices to the report

(f) Consultation and communication

See section 3 above

(g) Community Safety

All new Affordable Housing is assessed against Secured by Design criteria.

5. Background papers

None.

6. Appendices

Appendix 1 - Atkins Close garage site.
Appendix 2 - Wadloes Road.

7. Inspection of papers

There are no background papers but if you have a query on the report please contact:

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Appendix 1 – Atkins Close Garage Site and Play Area Project Appraisal

1. Summary

This garage site was identified for possible re-development via a citywide review of garages in 2010. Out of the 14 garages on this site 7 are empty, and only 1 of the 7 let is rented to a local resident of Atkins Close. These garages were approved for consideration for redevelopment as part of the Council's 3 Year Rolling Programme in January 2011.

2. Reason for Investigation:

The site was identified in an officer review carried out in 2010 of unpopular garages that had redevelopment potential.

3. Feasibility:

Existing Site : 14 garages, and existing play area.

The current garage block is in varying states of disrepair with new lights, guttering and doors required. The site is located at the end of Atkins Close and is tucked behind a block of maisonettes. Due to the lack of surveillance the garages do occasionally attract anti social behaviour.

The play area is opposite the garage site, but has no natural surveillance from the surrounding houses and no play equipment for children to play on. Due to this the play area is not used by any of the families that live in Atkins Close. Advice on the re-provision of a new play area has taken place with the council's technical officer in Streets and Open space and in principle supportive of the re-provision of a new play area.

Maintenance and Value for Money

The garages require some maintenance in their current form. Demolition costs of the garage site will be circa £35,000.

The garage site has suffered a rental loss from 7 garages of £463.83 since January 2012.

Local Housing Need

The table below shows figures taken from the Home-Link Register in February 2013, indicating the demand City wide from applicants with a local connection.

	1 bed	2 bed
Band A	198	104
Band B	328	209
Band C	3029	679
Band D	1602	763

Site Constraints

The site has good access to local amenities with Kings Hedges local centre located within easy walking distance. Bus stops linking the site to the city centre are located within easy walking distance. The location is close to schools, medical facilities and recreation areas.

The site already has a single access road from Atkins Close with a play area to one side. Consideration will need to be given to the neighbouring properties that currently use part of grass area behind the maisonettes that will be within the new scheme.

There are significant mature trees on site and the design has taken into account the advice from the Councils arboriculture officer who is in principle happy with our proposals.

Engagement with Existing Residents

Housing officers held a resident engagement afternoon/evening meeting in January 2013 so that the local residents of Atkins Close, Ward Councillors, Housing Management Board tenant representatives and the surrounding neighbourhood could see the proposals before being presented to Committee. Four residents from Atkins Close attended. Their main concern was the loss of play space, but after seeing the new proposals and the re-provision of a new play area they were in favour of the proposals. One private resident from Stott Gardens raised objections to the

proposals with the main concern being the number of existing trees against their boundary fence. A more detailed tree appraisal will be carried out should the proposal be approved to address the resident's concerns. The Housing Management Board tenant representatives that attended and the Ward Councillor were supportive of the scheme and felt that the new dwellings would be a good addition to the area.

If approved, the scheme will also go through a robust process of neighbourhood engagement at the pre-application and formal planning applications stages.

4. Proposed scheme

The proposed scheme (subject to planning) will deliver a total of 11 homes. The **proposed mix** of the new scheme is as follows:

Affordable Housing – Total 7

6 x 1 bed/2 person apartments
1 x 2 bed/4 person house

Market Housing – Total 4

2 x 2 bed houses
2 x 3 bed houses

- All of the Affordable Housing will meet Lifetime Homes Standard.
- All units will meet the requirements of Level 4 of the Code for Sustainable Housing.
- The Market Housing will be built and sold at the developer/house-builder partner's risk.

Target Start date	Oct 2013
Target completion date	Oct 2014

An indicative layout plan of the proposed scheme is attached.

5. Costs, Funding and Viability

Capital Costs

Net Construction Costs	£662,508
Quantity Surveyor	£ 19,938
Internal Development Fee (2%)	£ 24,615
Total	£707,061

Funding

Grant	£124,061
Borrowing	£572,228

Viability

A typical benchmark used by Registered Providers to determine whether new scheme is viable is when the scheme breaks even in revenue terms (typically 12 years) and when the total capital used is paid back (typically 30 years). The viability against this benchmark is shown below:

Payback period	26 years
Break-even	Year 1

Rent Levels –

1 bed - £119.14 per week
2 bed - £130.54 per week

The rents include the RPI (currently 2.5%) +0.5% increase that will be applied to base rents from April 2013, reflecting the scheme coming into management during the 2013/14 financial year.

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.

6. 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 for redevelopment in the 3 Year Rolling Programme. The 25 March 2010 report stated that two developer partners would be procured; 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 and Keepmoat was the successful tenderer.

The principles behind the development model used on other Council schemes already approved is repeated here i.e. a mixed tenure scheme, developed with the 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 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 have been set up with the Council's legal team.

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.

The cost of the redevelopment to the Council is capped at 10% above the Construction Cost of a final scheme agreed with the house-builder/developer to allow for any onerous conditions that may be applied through the planning process (this is within the limits allowed by the Council's Contract Procedure Rules).

Key Risks

The Development Agreement will be conditional on the Director of Resources confirming that the Council has the finance in place to fund the scheme. Therefore a key consideration is developing a finance package that is acceptable to the Director of Resources.

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 reasons that are not the fault of our partner. 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.

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

Other implications

Davis Langdon has been appointed Quantity Surveyor for the Council 146 Programme and will verify that costs provided by Keepmoat are reasonable in the prevailing market.

Appendix 2 – Wadloes Road (Former Nursery School Site) Project Appraisal

1. Summary

This site has been vacant since June 2008, and was formerly tabled for consideration for redevelopment as part of the Council's 3 Year Rolling Programme in June 2011 following demolition of the existing building.

This report requests project specific approval to proceed with redevelopment of the site for residential purposes, providing a mix of affordable and market housing.

2. Reason for Investigation:

Despite active marketing on similar terms between June 2008 and January 2010 a commercial tenant could not be found. A total of six expressions of interest were received during this time, but none of them proceeded past the initial discussion stage.

A combination of building age and lack of use meant that significant investment would be required to bring it back to a standard that could continue to be marketed without the requirement for extensive refurbishment by any lessee, and a decision was taken by the Head of Property Services in April 2010 to demolish the existing building based upon the uneconomic nature of such investment.

Consequently, the site was put forward for potential redevelopment following demolition of the existing building in April 2011. Since this time Property Services have been actively marketing the vacant site, seeking a lease on a commercial basis, without any expressions of interest to date.

3. Feasibility:

Existing Site: Vacant (0.19ha)

The site has been vacant for approximately 4 ½ years, following the early surrender of the last lease (1yr into a 10 yr term). The site

was let to a Nursery School project, with formal surrender occurring in June 2008.

The existing site is currently classified as Commercial use (D1, D2) in planning terms.

A formal planning application will also require the approval of a use class change to Residential (C3). Planning has indicated that a change of use may be permitted if non-viability as a commercial site can be demonstrated.

Local Housing Need

The table below shows figures taken from the latest available update of the Home-Link Register (October 2013), indicating the demand City wide for properties of a given size and band as follows:

	1 bed	2 bed
Band A	198	104
Band B	328	209
Band C	3029	676
Band D	1602	763

Maintenance and Value for Money

The existing site requires little maintenance in its current form. Demolition of the former redundant building that once occupied the site has been undertaken, negating the need for ongoing maintenance and site security.

Site Constraints

The site has good access to local amenities with the Abbey Ward, with a local centre located within walking distance to the South at the junction with Newmarket Road. Bus stops linking the site to the city centre are located within 500m of the site. The location is close to schools, library, religious, medical, and recreation facilities.

The site will require the creation of a new vehicular access direct from Wadloes Road, which may (subject to final design) require the relocation of the existing pedestrian crossing further into Wadloes Road to avoid conflict with any new junction. A specialist

consultant has assessed the initial traffic implications of this proposed access and the site for residential vehicle movements, and considers it viable subject to detailed design and agreement with Cambridgeshire County Council Highways.

There are a number of mature trees on the site, and the final layout/design will take into account advice from the arboriculture officer, following the preparation of a specialist report.

Engagement with Local Residents

There has been no formal engagement with local residents to date. If approved, the scheme will go through a robust process of neighbourhood engagement at the pre-application and formal planning application stages.

4. Proposed scheme:

The proposed scheme (subject to planning) will deliver a total of 10 homes. The **proposed mix** of the scheme is as follows:

Affordable Housing – Total 6

2 x 1 bed/2 person apartments (48 sq/m)
4 x 2 bed/4 person apartments (71 sq/m)

Market Housing – Total 4

2 x 1 bed/2 person apartments
2 x 2 bed/4 person apartments

- All of the Affordable Housing will meet Lifetime Homes Standard.
- All units will meet the requirements of Level 4 of the Code for Sustainable Homes.
- The Market Housing will be built and sold at the developer/house-builder partner's risk.

Target Start date	Feb 2014
Target completion date	Oct 2014

An indicative layout plan of the proposed scheme is attached.

5. Costs, Funding and Viability

Capital Costs

Net Construction Costs	£730,657
Quantity Surveyor	£ 17,358
Internal Development Fee (2%)	£ 21,430
Total	£769,445

Funding

Grant	£106,338
Borrowing	£663,107

Viability

A typical benchmark used by Registered Providers in determining scheme viability is when a scheme first breaks even in revenue terms (typically 12 years max) and when the total capital used is paid back (typically 30 years max). This benchmark relates particularly to vacant sites. The viability against the benchmark is shown below.

Payback Period:	32 Years
Break Even:	Year 1

Rent Levels –

1 bed - £119.14 per week
2 bed - £130.54 per week

The rents include the RPI (currently 2.5%) + 0.5% increase that will be applied to base rents from April 2013, reflecting the scheme coming into management during the 2013/14 financial year.

VAT implications

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

6. 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 for redevelopment in the 3 Year Rolling Programme. The 25 March 2010 report stated that two developer partners would be procured; 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 and Keepmoat was the successful tenderer.

The principles behind the development model used on other Council schemes already approved is repeated here i.e. a mixed tenure scheme, developed with the 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 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 have been set up with the Council's legal team.

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.

The cost of the redevelopment to the Council is capped at 10% above the Construction Cost of a final scheme agreed with the house-builder/developer to allow for any onerous conditions that may be applied through the planning process (this is within the limits allowed by the Council's Contract Procedure Rules).

Key Risks

The Development Agreement will be conditional on the Director of Resources confirming that the Council has the finance in place to fund the scheme. Therefore a key consideration is developing a finance package that is acceptable to the Director of Resources.

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 reasons that are not the fault of our partner. 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.

Should the project proceed with HCA grant, a key risk will be not meeting key deadlines for the grant funding drawdown, which is time limited until March 2015.

Other implications

Davis Langdon (Aecom PLC) has been appointed Quantity Surveyor/Employers Agent for the Council 146 Programme and will verify that costs provided by our partner developer (Keepmoat) are reasonable in the prevailing market.

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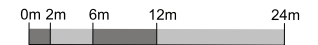
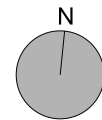


SCHEDULE

- Private Residential Units
 - 2No 1B4P Flats with 1No Parking Space
 - 2No 2B4P Flats with 1No Parking Space
- Total Private Units : 4No

- Affordable Residential Units
 - 2No 1B2P Flat with 1No Parking Space
 - 4No 2B4P Flat with 1No Parking Space
- Total Affordable Units : 6No

- Total Units : 10No



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Saunders Boston

Revisions

A - Revised Access Road	18/Feb/2013

Job Wadloes Road (CCC)		Number SK/003
Drawing Proposed Site Plan		Revision A
Scales 1:500 at A3	Drawn CR	Date 17/Jan/2013

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Cambridge City Council Equality Impact Assessment



Completing an Equality Impact Assessment will help you to think about what impact your strategy, policy, plan, project, contract or major change to your service may have on people that live in, work in or visit Cambridge, as well as on City Council staff.

The template is easy to use. You do not need to have specialist equalities knowledge to complete it. It asks you to make judgements based on evidence and experience. There are guidance notes on the intranet to help you. You can also get advice from David Kidston, Strategy and Partnerships Manager on 01223 457043 or email david.kidston@cambridge.gov.uk, or from any member of the Joint Equalities Group.

1. Title of strategy, policy, plan, project, contract or major change to your service:

Redevelopment of Atkins Close Garage site 1 - 14 and Play Area

This is a project that is being taken forward under the Council's Affordable Housing Development Programme (AHDP) – An Equalities Impact Assessment (EQIA) has been undertaken for the AHDP as a whole and this EQIA should be read in conjunction with the AHDP EQIA.

2. What is the objective or purpose of your strategy, policy, plan, project, contract or major change to your service?

1-14 Atkins Close is currently 14 council owned garages of which current records show only 7 are currently rented out. Atkins Close was identified via a citywide review of garages in 2010.

These garages were approved for consideration for redevelopment as part of the Council's 3-year rolling programme in January 2011.

The indicative mix for the scheme is as follows.

Affordable Housing 7.
6 x 1 bed/2person apartments
1 x 2 bed/4person house

Market Housing
2 x 2 bed house
2 x 3 bed house

All of the Affordable Housing will meet Lifetime Homes Standard

All units will meet Level 4 of the Code for Sustainable Housing meaning that energy bills will be much lower for residents.

The Market Housing will be built and sold by the Council's house-builder partner at their risk.

Background note on the AHDP

The Council successfully secured government grant from the Homes and Communities Agency (HCA) to provide 146 new homes by the end of March 2015. Further, the first City Homes Business Plan produced in 2012 under the new 'self-financing' regime has signalled that the Council could provide more than 600 more new homes in the medium term (say up to ten years).

There are a number of things the Council is trying to achieve through the new build programme.

- Provide additional good standard Affordable Housing.
- Replace some of the Council's existing housing that no longer meets current day standards and is becoming less popular with residents.
- Build new house types that will better meet the overall mix of Affordable Housing needed in the future.
- Improve the energy efficiency of the Council's housing.

3. Who will be affected by this strategy, policy, plan, project, contract or major change to your service? (Please tick those that apply)

Residents
 Visitors
 Staff

Residents in this sense fall into 2 groups

- Local residents who rent a garage off the Council
- Non local residents who rent a garage of the Council

4. What type of strategy, policy, plan, project, contract or major change to your service is this? (Please tick)

New
 Revised
 Existing

As indicated above the Equalities Impact Assessment (EQIA) has been undertaken for the AHDP as a whole and this EQIA should be read in conjunction with the AHDP EQIA.

5. Responsible directorate and service

Directorate: Customer and Community
Service: Strategic Housing

6. Are other departments or partners involved in delivering this strategy, policy, plan, project, contract or major change to your service?

No
 Yes (please give details):

An officer project board meets quarterly and oversees the planning and monitoring of the delivery of the overall AHDP and monitors progress on all schemes. Further details are provided in the AHDP EQIA.

City Homes officers lead on the provision of support to existing tenants where a redevelopment is proposed. The Enabling and Development Team officers have the overall project management role. The Environment Technical officer leads on advise with regard to the Councils play and open space priorities.

In terms of partner organisations further information on liaison at a strategic level is provided in the AHDP EQIA. We would not expect to liaise with partners at a strategic level about individual schemes unless a specialist scheme was being de-commissioned or proposed. This is not the case in respect of Atkins Close Garages and Play Area.

7. Potential impact

There are a mixture of residents who rent garages from the Council

Profile of garage occupiers

Unoccupied Garages	7
Garage rented by local residents (within easy walking distance)	4
Garages rented by non local residents (don't live in the area)	3

The main characteristic group under the Equalities Act at the Garage and Play area at Atkins Close effected by the redevelopment relate to Age (children) and Disability (people who require a garage on disability grounds)

(a) Age

Three local families who are tenants within the maisonettes 75 to 97 Atkins Close have expressed the view that they do not allow their children to use the current play area due to the lack of natural surveillance from surrounding properties and poor play equipment. The proposed redevelopment will have a positive impact in respect of the re-provision of a better-situated play area with better equipment suitable for young children and natural surveillance from the new development as well as existing homes in the area. It will also provide homes for a variety of household sizes.

(b) Disability

Through the local resident engagement event and letters sent to local resident and garage tenants no one had come forward with regard to their need for garage provision being needed due to a disability.

(c) Gender

We do not feel there are any specific gender equality issues as a consequence of this scheme.

(d) Pregnancy and maternity

We do not feel there are any pregnancy and maternity equality issues as a consequence of this scheme. Although it is worth noting that all of the Council's new Affordable Housing will be built to Lifetime Homes Standards. Providing level external access; improved circulation space; wc and potentially a wet shower room at ground floor level; and straight stair flights that easily accommodate a stair lift; are all features that will make the homes more useable during pregnancy and immediately after new children arrive in the household. Building to greater space standards and with improved accessibility to the properties will help 'future proof' the new Affordable Housing should housing needs change significantly in the long term. Two flats can be used very flexibly to accommodate single people with live-in carers; two person households of all ages; and three person households including small families.

(e) Transgender

We do not feel there are any specific transgender equality issues as a consequence of this scheme.

(f) Marriage and Civil Partnership

We do not feel there are any specific transgender equality issues as a consequence of this scheme.

(g) Race or ethnicity

We do not feel there are any specific transgender equality issues as a consequence of this scheme.

(h) Religion or belief

We do not feel there are any specific transgender equality issues as a consequence of this scheme.

(i) Sexual orientation

We do not feel there are any specific transgender equality issues as a consequence of this scheme.

(j) Other factor that may lead to inequality (please state):

None identified

8. If you have any additional comments please add them here

None.

9. Conclusions and Next Steps

- If you have not identified any negative impacts, please sign off this form.
- If you have identified potential negative actions, you must complete the action plan at the end of this document to set out how you propose to mitigate the impact. If you do not feel that the potential negative impact can be mitigated, you must complete question 8 to explain why that is the case.
- If there is insufficient evidence to say whether or not there is likely to be a negative impact, please complete the action plan setting out what additional information you need to gather to complete the assessment.

All completed Equality Impact Assessments must be emailed to David Kidston, Strategy and Partnerships Manager, who will arrange for it to be published on the City Council's website. Email david.kidston@cambridge.gov.uk.

The redevelopment of the Garage and Play Area at Atkins Close will have the following equalities impact.

Positive Impacts.

- The mix of new homes planned will better reflect future housing need
- The new housing planned will improve the balance of housing in the local community.
- A new and improved play area and equipment for local residents.
- A play with natural surveillance from the surrounding properties.

Negative Impacts

- Loss of play area whilst site under construction
- Loss of garages

10. Sign off

Name and job title of assessment lead officer: Alan Carter – Head of Strategic Housing.

Names and job titles of other assessment team members and people consulted:

Liz Bisset – Director of Customer and Community Services
Robert Hollingworth – Head of City Homes
Andrew Latchem – Area Manager City Homes North
Beverly Clissold – Housing Officer
Declan O'Hallron – Technical Officer (play and open space)
Sarah Lyons – Joint Enabling and Development Officer

Date of completion: 28th February 2013

Date of next review of the assessment: Annual

Action Plan

Equality Impact Assessment title:

Date of completion:

Equality Group	Age – Children
Details of possible disadvantage or negative impact	<ul style="list-style-type: none"> • For some surrounding residents the disturbance and uncertainty caused by the implementation of the AHDP will be unsettling but currently no one has expressed concerns. • Loss of the play area whilst site under construction • Loss of Garages to rent
Action to be taken to address the disadvantage or negative impact	<ul style="list-style-type: none"> • Surrounding residents have been provided with a named housing officer to contact should they have any queries • Other areas of play are within easy access to local residents. • There are other garage sites within the locality that have been refurbished which are available to rent.
Officer responsible for progressing the action	City Homes housing officer will lead in supporting local tenants. The Project Manager in the Enabling and Development Team will lead on the construction process with the contractor.
Date action to be completed by	Throughout the development/construction period

Equality Group	Disability
Details of possible disadvantage or negative impact	No disadvantage or negative impact identified
Action to be taken to address the disadvantage or negative impact	
Officer responsible for progressing the action	
Date action to be completed by	

Equality Group	Gender
Details of possible disadvantage or negative impact	No disadvantage or negative impact identified
Action to be taken to address the disadvantage or negative impact	

Officer responsible for progressing the action	
Date action to be completed by	

Equality Group	Pregnancy and maternity
Details of possible disadvantage or negative impact	No disadvantage or negative impact identified
Action to be taken to address the disadvantage or negative impact	
Officer responsible for progressing the action	
Date action to be completed by	

Equality Group	Transgender
Details of possible disadvantage or negative impact	No disadvantage or negative impact identified
Action to be taken to address the disadvantage or negative impact	
Officer responsible for progressing the action	
Date action to be completed by	

Equality Group	Marriage and Civil Partnership
Details of possible disadvantage or negative impact	No disadvantage or negative impact identified
Action to be taken to address the disadvantage or negative impact	
Officer responsible for progressing the action	
Date action to be completed by	

Equality Group	Race or ethnicity
Details of possible disadvantage or negative impact	No disadvantage or negative impact identified
Action to be taken to	

address the disadvantage or negative impact	
Officer responsible for progressing the action	
Date action to be completed by	

Equality Group	Religion or belief
Details of possible disadvantage or negative impact	No disadvantage or negative impact identified
Action to be taken to address the disadvantage or negative impact	
Officer responsible for progressing the action	
Date action to be completed by	

Equality Group	Sexual orientation
Details of possible disadvantage or negative impact	No disadvantage or negative impact identified
Action to be taken to address the disadvantage or negative impact	
Officer responsible for progressing the action	
Date action to be completed by	

Other factors that may lead to inequality	
Details of possible disadvantage or negative impact	None identified
Action to be taken to address the disadvantage or negative impact	
Officer responsible for progressing the action	
Date action to be completed by	



SCHEDULE

- Private Residential Units:
2No. 2B4P Houses with 1No. Parking Space (67sqm)
2No. 3B5P Houses with 2No. Parking Spaces (80sqm)

Total Private Units: 4No.

- Affordable Residential Units:
6 No. 1B2P Flats with 1No. Parking Space (50sqm)
1No. 2B4P House with 1No Parking Space (75sqm)

Total Affordable Units : 7No

- Play Area - Total Size : 222sqm
- Proposed Tree
- Existing Tree (Not Surveyed)

Total of All Units : 11No



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Revisions

A - Mix Revised (CCC Request)	16/Jan/2013
B - Schedule Updated	25/Jan/2013

Job **Atkins Close (CCC)**

Drawing **Proposed Site Plan**

Scales **1:500 @ A3**

Drawn **WI**

Number **SK/002**

Revision **B**

Date **09.10.12**

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To: Executive Councillor for Arts, Sport & Public Places
Report by: Elaine Midgley, Arts & Events Manager
Relevant scrutiny committee: Customer **14/03/2013**
Services
Wards affected: Cherry Hinton

Cambridge Folk Festival production tenders for the 2014 event (with options to extend to 2015 and 2016)

Key Decision

1. Executive summary

The contracts for the provision of a PA system and security services for the Cambridge Folk Festival will expire after the 2013 event. Officers are seeking permission to enter a formal tender process for the provision of these services for the Cambridge Folk Festival from 2014 for a maximum of 3 years.

Each contract will be awarded to the successful contractor on a single year basis with an option to extend the contract annually subject to satisfactory performance of the contractor and no anticipated changes to requirements.

The below anticipated contract financial values are:

1. PA System: £162,000 total for a 3 year term (£50,000 approx per annum).
2. Security Services: £170,000 for a total 3 year term (£53,000 approx per annum).

Prices include a 10% flexibility in case of changes to specification.

2. Recommendations

The Executive Councillor is recommended:

2.1 To authorise the Head of Arts & Recreation to tender for contractors to provide PA and Security services for the Folk Festival.

2.2. To authorise the Head of Arts and Recreation to award the contract(s) to the most favourable tender(s), in accordance with pre-determined selection criteria.

3. Background

3.1 The current contracts for Folk Festival provision for the above services will expire after the 2013 event.

3.2 Each of the current contractors for these services has provided a good standard of service during their term on the event.

3.3 Procurement of these services is a lengthy and resource heavy process. The Council's procurement team have advised that it is preferable to have a lengthy contract term to prevent having to repeatedly re-tender for services. Therefore each service will have a proposed maximum contract term of 3 years before we will go back out to market.

3.4 Each contract will be offered on an initial 1 year basis with an option to extend on an annual basis until the completion of the proposed maximum term.

3.5 The reason for awarding contracts on an annual basis is to enable the Festival to terminate a contract sooner if the requirements of the event change, or the relationship proves unsatisfactory. Due to the proposed re-developments of Cherry Hinton Hall Grounds in the form of the Masterplan, this has a high likelihood. This enables the Festival to flexibly respond to these changes.

3.6 In addition, the Council is continually reviewing the delivery processes for all areas of its outdoor events and the contract may need to be terminated at an earlier date if a new method of delivery is selected or the contract needs to be transferred to another party.

4. Implications

(a) Financial Implications

The combined contract values are approx £332,000 over the course of the entire term and the annual Folk festival budget contains provisions for these services. If for any reason the cost of the contract is more than 15% higher than anticipated, following consultation with the Director of Finance, the Executive Councillor will be asked to consider a decision on the contract award/s and any such acceptance of a higher offer will be reported to the next Scrutiny Committee.

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

The tenders will be project managed by the Arts & Events Manager with the support of a project team consisting of officers from procurement, finance, legal and arts & events.

(c) **Equal Opportunities Implications**

All tenders shall be dealt within accordance with the Constitution and shall be subject to a team evaluation. An EQIA was undertaken on the Council's outdoor events, including the Folk Festival, in 2010 and included contractor considerations. This is due to be repeated during 2013 and will consider procurement implications.

(d) **Environmental Implications**

Environmental performance of contract bidders (such as their recycling policy and appropriate minimising of power use) will form part of the selection criteria. Reference will be made to the Council's Green Procurement Guidelines as part of the tendering and selection process.

Rating: -L negative impact.

Follow the guidance on the intranet at <http://intranet/sustainability/policies-and-procedures.html>

(e) **Consultation**

The implications of the Folk Festival on the local community are considered within consultation meetings with Friends of Cherry Hinton, through complaints & complements received, social media feedback, and debriefs with event contractors and staff.

(f) **Community Safety**

All contractors have to meet minimum legal health & safety requirements.

5. Background papers

None.

6. Appendices

None

7. Inspection of papers

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

Author's Name: Elaine Midgley, Arts & Events Manager
Author's Phone Number: 01223 457592
Author's Email: Elaine.Midgley@cambridge.gov.uk



To: Executive Councillor for Arts, Sport and Public Places: Councillor Rod Cantrill
Report by: Debbie Kaye, Head of Arts and Recreation
Relevant scrutiny committee: Community Services 14/3/2013
Wards affected: All Wards

**DRAFT ARTS, SPORT AND PUBLIC PLACES PORTFOLIO PLAN
2013-14
Key Decision**

1. Executive summary

1.1 This report covers the draft Arts, Sport and Public Places Portfolio Plan 2013-14, which sets out the strategic objectives for the portfolio for the year ahead, describes the context in which the portfolio is being delivered and details the activities required to deliver the outcomes and the vision. Performance measures and risks are also shown for each strategic objective.

2. Recommendations

2.1 The Executive Councillor is recommended:

(i) To approve the draft Arts, Sport and Public Places Portfolio Plan 2013-14

3. Background

3.1 This is the third year in which Cambridge City Council has produced Portfolio Plans. The aim of the Portfolio Plans is to set out how each of the seven Portfolios will contribute to the delivery of the vision outlined in the Council's vision statement.

3.2 The draft Arts, Sport and Public Places Portfolio Plan for 2013-14 has been developed by officers and the Executive Councillor, in parallel with the budget planning process. In comparison to previous years, the draft Arts, Sport and Public Places Portfolio Plan for 2013-14 sets out a limited number of high-level, strategic objectives for the Portfolio, along with the broad activities required to achieve these objectives.

- 3.3 The services that will deliver the strategic objectives set out in the Plan are each developing more detailed Operational Plans. These will function as management tools to ensure the tasks that deliver the strategic objectives are planned and managed effectively.

4. Implications

(a) Financial Implications

The financial implications of this plan are set out in the budget for the portfolio.

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

Staff will be allocated personal objectives to ensure the tasks and activities to deliver the objectives are managed. Staff will be supported in the learning and development activities they need to deliver their contribution to the plan.

(c) Equal Opportunities Implications

The activities set out in this plan aim to support the Council's equality and diversity objectives. Equality impact assessments will be carried out on decisions and projects related to this plan as appropriate.

(d) Environmental Implications

The Plan contains objectives and activities that are likely to have a medium positive environmental impact. In particular, delivery of the actions identified under Objective 4 ('Protect the environment and tackle the causes and consequences of climate change') will:

- Help manage the impacts of climate change by reducing surface water flooding on parks and open spaces by retro-fitting drainage solutions.
- Increase recycling and reduce energy consumption at leisure facilities by implementing measures to improve waste management and energy efficiency.
- improve energy efficiency of the estates of the City Council and other partner organisations by supporting proposals for a community district heating/combined heat & power scheme will help.

(e) Procurement

Some of the actions involved in the Plan will involve procurement by the Council. Separate reports on the procurement elements of actions included in the Plan will be provided at an appropriate time.

(f) Consultation and communication

This is a strategic document covering a number of different objectives. There has therefore been no consultation on this plan per se, although there will be consultation on those elements of it that have a significant impact on residents at the appropriate time, in accordance with the Council's code of practice on consultation and community engagement.

(g) Community Safety

There are no significant community safety issues associated with the strategic actions set out in the Portfolio Plan.

5. Background papers

N/a

6. Appendices

Appendix A - Draft Arts, Sport and Public Places Portfolio Plan 2013-14

7. Inspection of papers

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

Author's Name: Debbie Kaye
Author's Phone Number: 01223 - 458633
Author's Email: Debbie.kaye@cambridge.gov.uk

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Cambridge City Council

Arts, Sport & Public Places - Portfolio Plan 2013-14

Portfolio Holder: Councillor Rod Cantrill

Page 103

Lead Officer: Debbie Kaye

Email address: debbie.kaye@cambridge.gov.uk

Phone number: 01223 458633

Introduction

The Arts, Sport & Public Places portfolio is responsible for the management of parks, streets and open spaces, and a broad range of cultural arts and sporting provision.

The portfolio has three strategic objectives:

- § To enable all City residents to have the opportunity to influence, access and benefit from arts, sports and public places and in particular, to increase our focus on the delivery of growth related services to existing and new communities across the City
- § To maintain and enhance the City's reputation and identity through provision of well-managed public places and high-quality, accessible arts and sports activities
- § To protect the environment and tackle the causes and consequences of climate change

And an additional corporate objective:

- § To ensure that projects within the City Council's Capital & Revenue Projects Plan are prioritised and delivered in a cost effective and timely manner

The following vision statements are applicable to the Arts, Sport & Public Spaces portfolio

- § A City which is diverse and tolerant, values activities which bring people together and where everyone feels they have a stake in the community
- § A City which draws inspiration from its iconic historic centre and achieves a sense of place in all of its parts, with generous urban open spaces and well designed buildings
- § A City in the forefront of low carbon living and minimising its impact on the environment from waste and pollution

Strategic Objectives 2013-2014

Vision Statement 1:	A City which is diverse and tolerant, values activities which bring people together and where everyone feels they have a stake in the community
Strategic Objective 1:	Enable all City residents to have the opportunity to influence, access and benefit from arts, sports and public places, and in particular, to increase our focus on the delivery of growth related services to existing and new communities across the City
By March 2014 we will have:	<p>AS&PP 1.1 Put in place mechanisms to encourage and support more local groups to apply for Area Committee funding</p> <p>AS&PP 1.2 Implemented Year 1 of the 3-year business plan for the Guildhall and Corn Exchange including undertaking essential improvements and marketing activity.</p> <p>AS&PP 1.3 Awarded a new 7 year leisure management contract</p> <p>AS&PP 1.4 Encouraged a more strategic use of open space for events; organised activity to celebrate 150th Anniversary of the Football Association and 400th Anniversary of Parkers Piece</p> <p>AS&PP 1.5 Identified and implemented methods for increasing participation by under-represented groups and people with protected characteristics</p> <p>AS&PP 1.6 Developed the role of the Cambridge Arts Network to better coordinate and promote the city's arts and cultural offer and improve networking and support for arts providers and practitioners</p> <p>AS&PP 1.7 Produced new 5-year plans for Sports Development, Open Space and Play.</p> <p>AS&PP 1.8 Introduced new allotment sites and community orchards</p> <p>AS&PP 1.9 Delivered developer contribution-funded Public Art projects as prioritised by Area and Scrutiny Committees.</p> <p>AS&PP 1.10 Made improvements to open space, sport & recreation provision by delivering 3 new developer contribution-funded projects for each part of the City as approved by Area Committees.</p>

	<p>AS&PP 1.11 Continued to work with all parties to explore proposals for a community stadium for Cambridge.</p> <p>AS&PP 1.12 Implemented plans to support new communities living in major growth areas – through arts, events, sport and public open space provision</p> <p>AS&PP 1.13 Undertaken a facilities audit and needs analysis of creative workspace and identified a process for addressing arts needs within the new Local Plan</p>
Lead Officer:	<p>Debbie Kaye, Head of Arts & Recreation (1.1, 1.2, 1.3, 1.4, 1.5, 1.6, 1.7, 1.10, 1.11, 1.12, 1.13)</p> <p>Toni Ainley, Head of Streets & Open Spaces (1.4, 1.5, 1.7, 1.8, 1.9, 1.10, 1.12)</p>
Performance Measures:	<p>AS&PP 1.1 Percentage take up of grant funding devolved to area committees</p> <p>AS&PP 1.2 Whether Year 1 actions in the Guildhall and Corn Exchange Business Plan have been delivered</p> <p>AS&PP 1.3 A new contract is in place for 30th September 2013. Increased resident satisfaction with management of services via Citizens' Survey/Place Survey</p> <p>AS&PP 1.4 Number and size of permitted events included in the Event Management Framework</p> <p>AS&PP 1.5 Increase in attendance at events and venues by people with protected characteristics, measured through indicators included in Leisure Management Performance Framework (quarterly) and Sport England Benchmarking Survey (minimum 3 surveys in first 7 years of contract)</p> <p>AS&PP 1.6 Established and achieved number of Cambridge Arts Network activities</p> <p>AS&PP 1.8 Increased number of allotment plots and community orchards</p> <p>AS&PP 1.9 Whether developer contribution-funded Public Art projects are delivered within timescales (as stated in the Capital Plan and Developer Contribution Programme Management)</p> <p>AS&PP 1.12 Whether plans to support new communities have been developed and implemented and arts/events/public open space provision meets the needs of new communities</p>

	AS&PP 1.13 Whether the arts facilities audit and needs analysis has been completed
Delivery Risks:	AS&PP 1.1, 1.2, 1.4, 1.8 Subject to availability of bids/resources AS&PP 1.4 Subject to discussion with the Football Association and Cambs FA AS&PP 1.11 Subject to lead by developers, football/sports clubs and other potential stakeholders AS&PP 1.3 Potential transfer/handover process to a new leisure management contractor

Vision Statement 2:	A City which draws inspiration from its iconic historic centre and achieves a sense of place in all of its parts with generous urban open spaces and well designed buildings
Strategic Objective 2:	Maintain and enhance the City's reputation and identity through provision of well-managed public places and high-quality, accessible arts and sports activities
By March 2014 we will have:	AS&PP 2.1 Reviewed and updated licensing arrangements for activities on parks and open spaces AS&PP 2.2 Introduced a revised Tree Management Protocol which aligns with devolved decision making to Area Committees AS&PP 2.3 Reviewed the quality and quantity of benches, recycling/litter and dog waste bins and improve as required AS&PP 2.4 Undertaken a review of riverbank management AS&PP 2.5 Explored options for renovation or rebuilding of Rouse Ball Pavilion on Jesus Green AS&PP 2.6 Worked with stakeholders to develop a management plan for Coldham's Common AS&PP 2.7 Plan and coordinate multi agency arrangements for the Tour de France: Grand Depart third leg start from Cambridge to London on 7 July 2014.
Lead Officer:	Toni Ainley, Head of Streets & Open Spaces (2.1-2.6) Debbie Kaye, Head of Arts & Recreation (2.7)

Performance Measures:	<p>AS&PP 2.1 Whether new premises licence arrangements are in place</p> <p>AS&PP 2.1, 2.2, 2.3, 2.4, 2.5, 2.6 Increased resident satisfaction with management of public places, as measured through Citizens' Survey/Place Survey</p> <p>AS&PP 2.3 Numbers of bins on open spaces increased with higher levels of recycling</p> <p>AS&PP 2.5 Whether work to explore options has concluded</p> <p>AS&PP 2.6 Commencement of the broader management plan, including grazing, on the open space</p> <p>AS&PP 2.7 Planning work progresses in accordance with project plan</p>
Delivery Risks	<p>AS&PP 2.3, 2.5 Availability of resources to undertake improvements</p> <p>AS&PP 2.2 Localised decisions about trees affect wider district needs</p>
Strategic Objective 3:	To ensure that projects within the City Council's Capital & Revenue Projects Plan are prioritised and delivered in a cost effective and timely manner
By March 2014 we will have:	<p>AS&PP 3.1 Delivered prioritised schemes in relation to Council and Area Committee objectives</p> <p>AS&PP 3.2 Produced management plans for every approved project, including timetables for delivery</p> <p>AS&PP 3.3 An in-house management approach that oversees delivery of designated projects</p> <p>AS&PP 3.4 Monitoring mechanisms in place for scrutinising and reporting progress of the Council's Capital & Revenue Projects Plan, including revised budget forecasts</p>
Lead Officer:	David Horspool, Director of Resources (3.1-3.4)
Performance Measures:	<p>AS&PP 3.2 & 3.4 Quarterly review of Capital & Revenue Projects Plan against budget and original completion date</p> <p>AS&PP 3.1 & 3.3 Delivery of Schemes against Area Committee aspirations</p> <p>AS&PP 3.4 No avoidable capital rephasing at year end</p>

Delivery Risks	<p>Availability of project delivery skills</p> <p>Small schemes requiring a disproportionate staff input</p> <p>Over optimistic delivery dates leading to budget rephasing</p> <p>Reliance on third parties e.g. property ownership/external or partnership funding</p>
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Vision Statement 3:	A City in the forefront of low carbon living and minimising its impact on the environment from waste and pollution
Strategic Objective 4:	Protect the environment and tackle the causes and consequences of climate change
By March 2014 we will have:	<p>AS&PP 4.1 Identified opportunities to improve biodiversity, sustainability and waste management on our parks and open spaces open spaces and mitigate against surface water flooding by retro-fitting drainage solutions</p> <p>AS&PP 4.2 Implemented measures to improve waste management and energy efficiency measures in leisure facilities</p> <p>AS&PP 4.3 Supported corporate engagement with proposals for a community district heating/combined heat & power scheme</p> <p>AS&PP 4.4 Reviewed environmental control within outdoor events and set new improvement targets</p>
Lead Officer:	<p>Debbie Kaye, Head of Arts & Recreation (4.2, 4.3, 4.4)</p> <p>Toni Ainley, Head of Streets & Open Spaces (4.1, 4.4)</p>
Performance Measures:	<p>AS&PP 4.1 Whether a list of projects to improve open spaces and mitigate against surface water flooding has been identified, consulted upon and approved</p> <p>AS&PP 4.2 Whether a list of measures has been agreed and estimated energy savings identified</p> <p>AS&PP 4.3 Input to outcomes/options appraisal to any potential scheme</p>

	AS&PP 4.4 Whether improvement targets for outdoor events have been agreed and met
Delivery Risks	AS&PP 4.2 Feasibility and affordability – cost benefit analysis AS&PP 4.4 Viability of district heating scheme – in addition, option to go proceed with scheme but decide not to include leisure facilities

Performance measures

This plan identifies a high level approach to performance management. Detailed targets will be developed on this basis in service operational plans.

Background Information:

Arts Strategy 2011-2014 (Cambridge City Council)

<http://www.cambridge.gov.uk/ccm/content/leisure-and-entertainment/arts-strategy.en>

Taking Part Survey, Q3 March 2012 (Arts Council England)

http://www.culture.gov.uk/images/research/TakingPart_2011-12_Q3_StatisticalRelease.pdf

Sports Strategy 2009-2013 (Cambridge City Council)

<http://www.cambridge.gov.uk/public/docs/Sports%20Strategy%202009-13.pdf>

Local Sport Profile Tool, February 2012 (Sport England)

http://www.sportengland.org/support_advice/local_government/local_sport_profiles.aspx

Leisure Management Contract 2013-20, 5.10.2012 Scrutiny report

Leisure Management - Performance Management Framework – 2012

District Heating Scheme

<http://www.cambridge.gov.uk/democracy/documents/s13859/Strategy%20and%20Resources%20Report%20-%20DHS%20-%20Oct%202012%20final.pdf>



To: Executive Councillor for Arts, Sport and Public
Places: Councillor Rod Cantrill
Report by: Head of Streets and Open Spaces
Relevant scrutiny committee: Community Services Committee 14th March 2013
Wards affected: Cherry Hinton

The introduction of byelaws on Cherry Hinton Chalk Pit Local Nature Reserve.

Not a Key Decision

1. Executive summary

- 1.1 Byelaws are laws of local or limited application that local authorities can make under an Act of Parliament. They are generally based on centrally approved model byelaws that refine and add detail to the existing Acts of Parliament which enable their creation.
- 1.2 It is proposed that byelaws will be introduced that will enable enhanced protection of Cherry Hinton Chalk Pits Local Nature Reserve. The site consists of three adjacent chalk pits designated for their ecological value. In addition to LNR status, two of the Pits (East Pit and West Pit) are also nationally designated as Sites of Special Scientific Interest (SSSIs). The Wildlife Trust own and manage East Pit and lease the other two pits from the City Council.
- 1.3 Since the Trust purchased the largest of the Pits (East pit) the site has been subject to extensive habitat restoration and opened for public enjoyment. Wildlife Trust staff have requested the adoption of byelaws following concerns over certain undesirable activities, including large all night parties that are occurring on the site and threaten to disturb or destroy the rare flora and fauna for which the site was designated.

2. Recommendations

The Executive Councillor is recommended:

To approve the process of adopting byelaws under section 21 of the National Parks and Access to the Countryside Act 1949 and section 66, Land Drainage Act 1991.

Note: the legal adoption of byelaws is subject to approval by the Civic Affairs Committee.

3. Background

Local Nature Reserves byelaws

- 3.1 The National Parks and Access to the Countryside Act 1949 provided the framework for the creation of National Parks and Areas of Outstanding Natural Beauty, Local Nature Reserves in England and Wales, and also addressed public rights of way and access to open land. Section 21 allows byelaws to be created to protect any created Local Nature Reserve.
- 3.2 To enable further protection of Local Nature Reserves, local authorities have powers to create byelaws. The Wildlife Trust manages the reserve and have suggested the adoption of byelaws based on the Department for Environment, Food and Rural Affairs (Defra) model for byelaws.

These byelaws seek to prevent potentially harmful activities being undertaken on the Cherry Hinton Chalk Pits Reserve. They do not restrict access for quiet enjoyment of the site or the walking of dogs under appropriate control. These byelaws include sections dealing with the following issues:

- Restriction of access to certain areas at certain times e.g. to protect sensitive wildlife when breeding
- Deliberate damage to or disturbance of things in the Reserve
- Bringing animals into the reserve that may have a negative impact e.g. Falconry. Please note that well controlled dogs are welcome in the Reserve
- Use of vehicles such as motorbikes that might damage the reserve and disturb the wildlife
- Use of certain equipment such as radios that might disturb wildlife.
- Use of firearms
- Use of fire
- Interference with duly authorised Officers

The Process for byelaws

- 3.8 Consultation has been undertaken with Natural England and The Wildlife Trust as to which sections are appropriate and to ensure no conflict with existing byelaws. A draft has also been sent to the Department for Environment, Food and Rural Affairs for informal consultation. All of the consulted professional partners have indicated they have no comments to make or are satisfied with the proposed wording.
- 3.9 The Civic Affairs Committee will then be asked to approve the sealing with the Council's Common Seal and approve the advertising of the byelaws allowing for an inspection period of 6 weeks.
- 3.10 Written public representations will then be received and due consideration will be undertaken and written responses will be provided to any objectors with the aim of resolving any objections and having them withdrawn. Any significant or substantive change would mean the re-advertising of the byelaws.
- 3.11 Application for confirmation would then be sent to the relevant department of the Department for Environment, Food and Rural Affairs together with the following documents:
1. two sealed and signed copies of the byelaws;
 2. statement as to deposit (where deposited, dates and times, copy of the newspaper page(s) and website pages where advertised);
 3. copies of any objections that may have been sent to the local authority and the local authority's response.
 4. statement that local and other public authorities (naming them) were notified and when.

Local Government Act

- 3.12 Section 238 of the Local Government Act 1972 and evidence of byelaws is satisfied if the statement regarding confirmation of the byelaws, and these being true copies, are normally effected by reproducing, either at the beginning or end of the printed byelaws, the confirmation certificate to the byelaws returned to the local authority by the appropriate department of the Department for Environment, Food and Rural Affairs.

Usage

- 3.13 It is not intended that the byelaws be formally used on a day-to-day basis, but more as an aid to negotiations with individuals that may be undertaking undesirable actions concerning Cherry Hinton Chalk Pits Local Nature Reserve. On the Local Nature Reserve a notice board

displaying the bylaws will allow City Council, Wildlife Trust (owners of East Pit) and police officers to easily point out the relevant bylaws to individuals who may be in contravention.

Enforcement

3.14 Any enforcement will follow the Council's Enforcement Policy Guidelines and will be undertaken by existing officers within the City Council, the Wildlife Trust and the Police.

4. Implications

(a) Financial Implications

There are no financial implications relating to the introduction of bylaws as all work will be undertaken by existing officers.

(b) Staffing Implications

There are no staffing implications other than potential training of existing officers to deal with enforcement.

(c) Equal Opportunities Implications

An Equality Impact Assessment has been conducted and because bylaws apply to all groups regardless of their age, sex, gender or gender assignment, race, religion, ability, marital status, sexual orientation there are no impacts associated with adopting bylaws.

(d) Environmental Implications

Nil: the proposal has no climate change impact.

(e) Procurement

There are no procurement implications

(f) Consultation and communication

Natural England and the Wildlife Trust have been consulted and their views have been incorporated into the bylaws. Legal services have been involved in the drafting of both sets of bylaws.

The process of adopting the bylaws will include a 6 week public consultation period that will include ward councillors, local community groups and residents associations.

(g) **Community Safety**

There are no negative community safety implications; the introduction of byelaws will have a positive effect on community safety with the prohibition of fires, firearms and vehicles in inappropriate places.

5. Background papers

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

- National Parks and Access to the Countryside Act 1949

6. Appendices

Appendix A: Local Nature Reserves Byelaws

7. Inspection of papers

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

Author's Name: Guy Belcher
Author's Phone Number: 01223 458532
Author's Email: guy.belcher@cambridge.gov.uk

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Cambridge City Council
Cherry Hinton Chalk Pits, Cambridge (*East Pit, West Pit and Lime Kiln Close*) Nature Reserve

Cambridge City Council in exercise of the powers conferred upon them by sections 20¹, 21(4)² and 106³ of the National Parks and Access to the Countryside Act 1949 and in accordance with section s 236(4) of the Local Government Act 1972² and Environment Protection Act 1990, hereby make the following byelaws for the protection of the Nature Reserve at Cherry Hinton Chalk Pits Cambridge in the City of Cambridge in the County of Cambridgeshire

1. INTERPRETATION

In these byelaws

- a. "The Reserve" shall mean the pieces or parcels of land containing in the whole 15.24 hectares or thereabouts and situated in Cambridge in the County of Cambridgeshire declared to be managed as a Nature Reserve by the declaration dated the 2 day of June 2009 and two other declarations of unknown date made by the Council in pursuance of section 21 of the National Parks and Access to the Countryside Act 1949, and the Reserve is for the purposes of identification shown as nearly as may be on the map annexed to these byelaws and therein edged in red.
- b. "The Council" shall mean Cambridge City Council.
- c. "Firearm" shall have the same meaning as in section 57 of the Firearms Act 1968.
- d. Within the Reserve the following acts are hereby prohibited except insofar as they may be authorised by a permit issued by the Council in accordance with Byelaw 4, or are necessary to the proper execution of his duty by an officer of the Council or by any person, or servant of any person, employed or authorised by the Council.

2. PROHIBITED ACTS

Restriction of access

- (1) Entering at any time those parts of the Reserve where notice to keep out has been posted by order of the Council.

Damage to or disturbance of things in the Reserve

- (2) Spreading or using any net, or setting or using any lamp or other instrument, or any snare or lure, for the taking, injury or destruction of any living creature.
- (3) Taking, molesting or intentionally disturbing, injuring or killing any living creature.
- (4) Taking or intentionally disturbing or destroying the eggs, larvae, pupae or other immature stages, or the place used for the shelter or protection of any living creature.

Notes for Guidance

1. Amended by Natural Environment and Rural Communities (NERC) Act 2006.
Water Act and Communications Act 2003. Telecommunications Act 1984.
2. Amended by (NERC) Act 2006
3. Amended by the (NERC) Act 2006 and the Environmental Protection Act 1990

- (5) Intentionally removing or displacing the whole or part of any tree, shrub, plant, fungus or part thereof, or any unfashioned mineral thing including water.
- (6) Climbing or ascending any tree or cliff.

Bringing animals into the Reserve

- (7) Intentionally bringing, or permitting to be brought, into the Reserve any living creature, or the egg of any living creature, or any plant, or any seed or any other part of any plant, in such circumstances that it is likely that such creature or plant will reproduce or propagate itself, or such egg will hatch, or such seed will germinate.
- (8) Bringing into, or permitting to remain within, the Reserve any animal other than a dog unless it is kept under proper control and is prevented from worrying or disturbing any animal or bird.
- (9) Permitting a dog to disturb any animal or wild bird.
- (10) Turning out any animal or poultry to feed or graze.

Use of vehicles

- (11) Driving, riding, propelling or leaving any mechanically propelled vehicle (including a bicycle) elsewhere than on a highway or on a road, or in a place indicated by a notice as being available for the purpose.
- (12) Landing any aircraft except in case of emergency.
- (13) Launching or landing except in an emergency a hang glider.

Use of certain equipment

- (14) Using a device designed or adapted for detecting or locating metal or mineral in the Reserve.
- (15) Using any camera or any apparatus for the transmission, reception, reproduction, or amplification of sound, speech or images by electrical or mechanical means, except apparatus designed and used as an aid to defective hearing and apparatus used in a vehicle so as not to produce sound audible by a person outside the vehicle.

Use of firearms etc

- (16) Possessing a firearm (with ammunition suitable for use in that firearm) otherwise than on a public paved road, or discharging a firearm or lighting a firework.
- (17) Projecting any missile manually or by artificial means.

General prohibitions

- (19) Bringing any polluting or noxious substances into the Reserve.
- (20) Erecting, occupying or using any tent, shed, caravan or other structure.
- (21) Flying any kite or model aircraft.
- (22) Erecting any post, rail, fence, pole, booth, stand, building or other structure.
- (23) Neglecting to shut any gate or to fasten it if any means of doing so are provided.
- (24) Posting or placing any notice or advertisement.

(25) Selling or offering or exposing for sale, or letting for hire or offering or exposing for letting for hire, any commodity or article, or selling or offering for sale any service.

(26) Engaging in any activity which is causing or likely to cause a disturbance.

(27) Holding any show, performance, public meeting, exhibition or sports or playing of any organised game.

(28) Roller skating, skiing, tobogganing, or skate-boarding.

Use of fire

(29) Lighting any fire, stove, heater or other appliance capable of causing a fire.

(30) Letting fall or throwing any lighted match or lighted substance in a manner likely to cause a fire.

(31) Intentionally leaving items in a place other than a receptacle provided by the Council for deposit of litter or refuse.

3. INTERFERENCE WITH DULY AUTHORISED OFFICER

Intentionally obstructing any officer of the Council or any person, or the servant of any person, employed or authorised by the Council in the execution of any works including research or scientific work connected with the laying out, maintenance or management of the Reserve.

4. PERMITS

The Council may issue permits authorising any person to do any act or class of acts within the Reserve or any part thereof which would otherwise be unlawful under these byelaws.

Any such permit shall be issued subject to the following conditions:

(a) that it must be carried whenever a visit is made to the Reserve, and produced for inspection when required by a person duly authorised by the Council in that behalf; and

(b) that it may be revoked by the Council at any time.

5. BYELAWS

These byelaws shall not operate so as to interfere with the exercise –

(a) by a person of -

(i) a right vested in him/her as owner, lessee or occupier of land in the Reserve,

(ii) any easement or profit a prendre to which he is entitled,

(iii) any public right of way.

(b) of any functions of a local authority, statutory undertaker or drainage authority

(c) by a constable or a member of the armed forces or of any fire brigade or ambulance service of the performance of his duty.

6. OFFENCES

Any person who offends against any of these byelaws shall be liable on summary conviction to a fine on level 2 as laid down in the Criminal Justice Act 1982 and in the case of a continuing offence to a further fine for each day during which the offence continues after the said conviction.

Cambridge City Council Equality Impact Assessment



Completing an Equality Impact Assessment will help you to think about what impact your strategy, policy, plan, project, contract or major change to your service may have on people that live in, work in or visit Cambridge, as well as on City Council staff.

The template is easy to use. You do not need to have specialist equalities knowledge to complete it. It asks you to make judgements based on evidence and experience. There are guidance notes on the intranet to help you. You can also get advice from David Kidston, Strategy and Partnerships Manager on 01223 457043 or email david.kidston@cambridge.gov.uk or from any member of the Joint Equalities Group.

1. Title of strategy, policy, plan, project, contract or major change to your service:

The introduction of byelaws on Cherry Hinton Chalk Pit Local Nature Reserve.

2. What is the objective or purpose of your strategy, policy, plan, project, contract or major change to your service?

It is proposed that byelaws will be introduced that will enable enhanced protection of Cherry Hinton Chalk Pits Local Nature Reserve within the Cambridge City Council administrative boundary.

3. Who will be affected by this strategy, policy, plan, project, contract or major change to your service? (Please tick those that apply)

- Residents
- Visitors
- Staff

A specific client group or groups (please state):
N/A

4. What type of strategy, policy, plan, project, contract or major change to your service is this? (Please tick)

- New
- Revised
- Existing

5. Responsible directorate and service

Directorate: Environment

Service: Streets & Open Spaces

6. Are other departments or partners involved in delivering this strategy, policy, plan, project, contract or major change to your service?

No

Yes (please give details):

BCN Wildlife Trust

7. Potential impact

Please list and explain how this strategy, policy, plan, project, contract or major change to your service could **positively** or **negatively** affect individuals from the following equalities groups.

When answering this question, please think about:

- The results of relevant consultation that you or others have completed (for example with residents, people that work in or visit Cambridge, service users, staff or partner organisations).
- Complaints information.
- Performance information.
- Information about people using your service (for example whether people from certain equalities groups use the service more or less than others).
- Inspection results.
- Comparisons with other organisations.
- The implementation of your piece of work (don't just assess what you think the impact will be after you have completed your work, but also think about what steps you might have to take to make sure that the implementation of your work does not negatively impact on people from a particular equality group).
- The relevant premises involved.
- Your communications.
- National research (local information is not always available, particularly for some equalities groups, so use national research to provide evidence for your conclusions).

(a) Age (any group of people of a particular age, including younger and older people)

Proposed bylaws do not discriminate against any particular group based on age.

(b) Disability (including people with a physical impairment, sensory impairment, learning disability, mental health problem or other condition which has an impact on their daily life)

Proposed bylaws do not discriminate against any particular group based on disability.

(c) Gender

Proposed bylaws do not discriminate against any particular group based on gender.

(d) Pregnancy and maternity

Proposed bylaws do not discriminate against any particular group based on pregnancy or maternity.

(e) Transgender (including gender re-assignment)

Proposed bylaws do not discriminate against any particular group based on transgender.

(f) Marriage and Civil Partnership

Proposed bylaws do not discriminate against any particular group based on marriage or civil partnership status.

(g) Race or Ethnicity

Proposed bylaws do not discriminate against any particular group based on race or ethnicity.

(h) Religion or Belief

.Proposed bylaws do not discriminate against any particular group based on religion or belief.

(i) Sexual Orientation

Proposed bylaws do not discriminate against any particular group based on their sexual orientation.

(j) Other factor that may lead to inequality (please state):

Not applicable.

8. If you have any additional comments please add them here

Officers have considered the nature of each of the proposed bylaws and assessed whether their adoption and implementation would negatively or positively impact upon any particular group. It is concluded that the bylaws are reasonable to protect the Local Nature Reserve and their creation will not discriminate against Cambridge residents, visitors or City Council Staff.

9. Conclusions and Next Steps

- If you have not identified any negative impacts, please sign off this form.
- If you have identified potential negative actions, you must complete the action plan at the end of this document to set out how you propose to mitigate the impact. If you do not feel that the potential negative impact can be mitigated, you must complete question 8 to explain why that is the case.
- If there is insufficient evidence to say whether or not there is likely to be a negative impact, please complete the action plan setting out what additional information you need to gather to complete the assessment.

All completed Equality Impact Assessments must be emailed to David Kidston, Strategy and Partnerships Manager, who will arrange for it to be published on the City Council's website. Email david.kidston@cambridge.gov.uk

10. Sign off

Name and job title of assessment lead officer: I Guy Belcher. Nature Conservation Officer

Names and job titles of other assessment team members and people consulted:
Simon Bunn Drainage Engineer

Date of completion: 28th January 2013

Date of next review of the assessment:

Action Plan

Equality Impact Assessment title:

Date of completion:

Equality Group	Age
Details of possible disadvantage or negative impact	
Action to be taken to address the disadvantage or negative impact	
Officer responsible for progressing the action	
Date action to be completed by	

Equality Group	Disability
Details of possible disadvantage or negative impact	
Action to be taken to address the disadvantage or negative impact	
Officer responsible for progressing the action	
Date action to be completed by	

Equality Group	Gender
Details of possible disadvantage or negative impact	
Action to be taken to address the disadvantage or negative impact	
Officer responsible for progressing the action	
Date action to be completed by	

Equality Group	Pregnancy and Maternity
Details of possible disadvantage or negative impact	
Action to be taken to address the disadvantage or negative impact	
Officer responsible for progressing the action	
Date action to be completed by	

Equality Group	Transgender
Details of possible disadvantage or negative impact	
Action to be taken to address the disadvantage or negative impact	
Officer responsible for progressing the action	
Date action to be completed by	

Equality Group	Marriage and Civil Partnership
Details of possible disadvantage or negative impact	
Action to be taken to address the disadvantage or negative impact	
Officer responsible for progressing the action	
Date action to be completed by	

Equality Group	Race or Ethnicity
Details of possible disadvantage or negative impact	
Action to be taken to address the disadvantage or negative impact	
Officer responsible for progressing the action	
Date action to be completed by	

Equality Group	Religion or Belief
Details of possible disadvantage or negative impact	
Action to be taken to address the disadvantage or negative impact	
Officer responsible for progressing the action	
Date action to be completed by	

Equality Group	Sexual Orientation
Details of possible disadvantage or negative impact	
Action to be taken to address the disadvantage or negative impact	
Officer responsible for progressing the action	
Date action to be completed by	

Other factors that may lead to inequality	
Details of possible disadvantage or negative impact	
Action to be taken to address the disadvantage or negative impact	
Officer responsible for progressing the action	
Date action to be completed by	

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To: Executive Cllr Community Development and Health
Executive Cllr Arts, Sport and Public Places

Report by: Trevor Woollams (Head of Community
Development)

Relevant scrutiny
committee: Community
Services

Wards affected: All

City Youth Projects

Not a Key Decision

1. Executive summary

- 1.1 This report sets out how work has progressed since the Scrutiny Committee meeting in October 2012 when it was decided not to take forward work with the YMCA to create a City Centre Youth Venue. At that meeting it was agreed that officers should carry out further consultation with the young people attending the Urban Sports Festival and bring projects ideas back to this committee for consideration.
- 1.2 This report highlights the recent Urban Sports Festival held in the Grafton Centre car park during October half term (2012) and presents some new projects for members to consider including the hosting of a second Urban Sports Festival in the summer of 2013.
- 1.3 The report recommends that the informal member panel are further tasked with supporting the youth officer to involve young people to produce a feasibility study on indoor skate provision and to pilot a web based information brochure promoting the facilities, activities and opportunities that are available across the city for young people. Many of these facilities and activities were raised by young people (during the extensive consultation in 2012) as things they would like to see and do in Cambridge which suggests that better promotion and information targeted at young people is needed.

2. Recommendations

The Executive Councillors are recommended that the Youth Officer and staff from Arts and Recreation:

- 2.1 Jointly deliver an Urban Sports Festival in the city during the summer of 2013.
- 2.2 Ask the young people involved in the delivery of the first Urban Sports Festival (and other interested young people) to work with the informal member panel on a feasibility study into the provision of an indoor skate facility in the city.
- 2.3 Explore options in the city to support and promote young people's music including the identification of non licensed venues where they can perform.
- 2.4 Pilot a web based brochure for young people. The brochure will promote the range of sports and arts opportunities available for young people in the city.

3. Background

- 3.1 In October 2012 members of this committee agreed not to pursue the proposal to locate a city centre venue at the YMCA. This followed extensive consultation with young people across the city, their parents and local stakeholders. Members also agreed that the informal member panel already involved in the consultation would continue to meet to explore ideas for youth projects and would return to the March committee with some suggestions.
- 3.2 In October 2012 during the half term holiday staff including the Youth Officer, Parking Services, ChYpPS , Arts and Recreation and the Grafton Centre management organised an Urban Sports Festival. This was held in the car park at the Grafton Centre and was attended by 300 young people from Cambridge and surrounding villages. We had a range of activities on offer which included a temporary skate park, street dancing and graffiti workshops. The event was supported by 20 young people who helped develop and deliver on the day.
- 3.3 Quotes from the festival include:

'Absolutely brilliant, excellent, really enjoyed it so much'
'Happy with what's here. Having a good time and it's lots of fun'
'Great activities and atmosphere and very helpful staff'
- 3.4 The festival was well supported by young people and their parents. Feedback after the event suggested that another venue might offer something more or be an easier site to manage. However, on the day things went very well and without incident.

- 3.5 Following the Urban Sports Festival in October some of the young people involved in the planning of the event met members to share their views and to consider future events. They agreed unanimously that they would like to see a summer festival and would like to be involved again in the planning and delivery. The suggestion was made that we consider other venues which may lend themselves to more outdoor activity assuming the weather is better in the summer and daylight hours longer.
- 3.6 The young people also discussed the need for young people's age appropriate music venues in the city. Young people are prohibited from performing in many local music venues because of licensing laws. This issue is often raised by young people who rehearse and sometimes record in the music and media space at the Newton Q, Meadows Community Centre. It is appreciated that there is no simple solution to finding appropriate venues for young people and that the logistics are complicated not only by licensing laws but by accessibility and young people's sometimes fluctuating commitment.
- 3.7 There are, however, a growing number of local bands who want to perform to live audiences, as demonstrated by the success of 'Bling' and the performance tent at Big Weekend, and officers are keen to explore possible options both within the Council and with partner organisations. The consultation with young people in 2012 supported this theme. Many of them, when asked, 'what would you like to see provided for young people in Cambridge' replied 'festivals / events for young people'.
- 3.8 In January 2013, 12 young people involved in planning the Urban Sports Festival went with officers to visit the indoor skate facility 'Adrenaline Alley' in Corby, Northamptonshire. This is a facility that many local young skaters visit as well as others in Kings Lynn and Saffron Walden. For some time skaters have told ChYpPS officers that they would welcome a similar type of venue in Cambridge.
- 3.9 'Adrenaline Alley' is an indoor ramp park housed within a large warehouse on an industrial estate on the edge of the town. The park provides ramps for skate boards, BMX bikes, scooters and inline skates. It is run by a social enterprise company and is open every day and is well used by young people from across the region. Since opening in 2006 they have recorded 32,000 visits. The facility also offers a café, equipment hire, music rehearsal space and has a retail and repair outlet.

- 3.10 In order to understand better the needs of local skaters, the type of facility required, availability of premises and running options the next step would be to initiate a feasibility study. This study would engage young people citywide and would seek to address the views of all potential stakeholders.
- 3.11 During 2012 young people across the city were consulted on their views about the provision of a city centre venue and 686 responded via survey monkey or postcards. The young people were also asked what else they would like to see provided locally. Much of the feedback from young people related to sports facilities and officers have reflected that many facilities that they mentioned are available in the city but many young people may not be aware of what is actually being offered or may be unable to afford to use them. In the past we have considered links to other information providers e.g. Local Secrets and Youthoria but would like to explore and pilot a web based information brochure. This brochure would be targeted at children and young people and may have the potential to promote discounts as well more age specific information.
- 3.12 If members support the recommendations it is proposed that officers report back to this committee in January 2014 following the summer Urban Sports Festival, with a progress update on the children and young people's leisure brochure, a completed feasibility study into an indoor skate venue and news on young people's performance space.

4. Implications

(a) Financial Implications

The summer Urban Sports Festival would be funded from existing project budgets within ChYpPS (£5K will be ring fenced from within the Youth Officer budget to support the event) and Sports Development and staff will also explore sponsorship possibilities.

The feasibility study will be undertaken by the Youth Officer, working with young people. Minor costs relating to meeting room hire / refreshments and travel will be met from existing budgets. Any costs beyond this will be set out in the feasibility report.

(b) Staffing Implications

There are no staffing implications. The work will need to be undertaken from existing staff resources.

(c) **Equal Opportunities Implications**

An EQIA will need to be carried out if a major scheme is identified and taken forward.

(d) **Environmental Implications**

None

(e) **Consultation and Communication**

Set out in the report

(f) **Procurement**

None

(g) **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:

City Centre Youth Venue – Report to Community Services Scrutiny Committee, October 2012

6. **Appendices**

Appendix A: Feedback from the Urban Sports Festival and summary of Adrenaline Alley indoor Skate facility

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
Author's Phone Number: 01223 457861

Appendix A

Feedback from Urban Festival October 2012

300 Young People attended the Festival.

1. Feedback forms were completed by Young People at the event:

- 35% heard about the event through word of mouth
- 63% would normally use the internet to find out about events
- 51% took part on the skate ramps
- 33% attended because friends were attending
- 49% prefer activities in holiday time
- 46% prefer activities in the day time
- 58% prefer activities lasting all day

Quotes from young people:

- Absolutely brilliant excellent, really enjoyed it so much.
- Happy with what's here: Good time, lots of fun
- Great activities and atmosphere very helpful staff

2. We also held a feedback meeting with a number of the young people's planning group, with Councillors Paul Saunders and Susannah Kerr in attendance.

Key points from the meeting were:

1) Feedback from Urban Festival (positive)

- a. Good that ramps were outside but do have to be mindful of weather
- b. Would have been good to have event in summer when weather would be more dependable
- c. If concrete is not possible, wood is better for ramps than those provided by Highline: – mentioned 'Kings Ramps' as good supplier
- d. Things that were popular at festival – Graffiti and skating, some of the activities in the car park were tried out by the skaters and they were reasonably impressed!

2) Feedback from festival (not so positive)

- a. The way some staff spoke to young people. This was discussed and officers present confirmed that they were aware of some of the incidents

- b. The appropriateness of venue (lots of ways on/off site difficult to manage where safe for young people to bike /skate during event)

3) Future Urban Festivals

- a. Strong feedback from young people that they would like to see the Urban Festival repeated and preferably in the Summer
- a. Would like more music - possibly young bands performing in the Grafton Centre itself (negates issue of residents and noise and would act as promotional tool for event)
- b. Potential venues discussed, included: Grafton Centre West car park, Park Street car park and Leisure Park, possible in partnership with the Junction

Adrenaline Alley

Adrenaline Alley is an indoor ramp park, providing ramps for Skate Boards, BMX Bikes, Scooters and inline skates.

Originally opened in 2006, in a 51,000 sq ft industrial unit, the facility was established by and is run by a Social Enterprise Company.

The initial ramps and interior facilities were developed with £125,000 of Partner funding. Since that date a further £320,000 has been raised in grants from sources such as Northants Enterprise partnership, WREN, Aim Higher, Lottery and private sector funding, to further expand and develop the facilities.

The facility is open 7 days a week, young people happily pay £9.00 for a 4.5 hour session, since opening in 2006 Adrenaline Alley has hosted over 320,000 visitors (1000+/week)

In addition to the Ramps, the Facility also includes:

- Study/education Centre
- After school club/Curriculum activities
- Hire equipment
- Private hire for individuals and groups
- Professional music band practice room
- Empire retail and repair shop
- Cafe



To: Executive Councillor for Community Development and Health: Councillor Mike Pitt
Report by: Trevor Woollams, Head of Community Development
Relevant scrutiny committee: Community Services 14/3/2013
Scrutiny Committee
Wards affected: All Wards

DRAFT COMMUNITY DEVELOPMENT AND HEALTH PORTFOLIO PLAN 2013-14

Key Decision

1. Executive summary

1.1 This report covers the draft Community Development and Health Portfolio Plan 2013-14, which sets out the strategic objectives for the portfolio for the year ahead, describes the context in which the portfolio is being delivered and details the activities required to deliver the outcomes and the vision. Performance measures and risks are also shown for each strategic objective.

2. Recommendations

2.1 The Executive Councillor is recommended:

(i) To approve the draft Community Development and Health Portfolio Plan 2013-14

3. Background

3.1 This is the third year in which Cambridge City Council has produced Portfolio Plans. The aim of the Portfolio Plans is to set out how each of the seven Portfolios will contribute to the delivery of the vision outlined in the Council's vision statement.

3.2 The draft Community Development and Health Portfolio Plan for 2013-14 has been developed by officers and the Executive Councillor, in parallel with the budget planning process. In comparison to previous years, the draft Community Development and Health Portfolio Plan for 2013-14 sets out a limited number of high-level, strategic objectives for the Portfolio, along with the broad activities required to achieve these objectives.

3.3 The services that will deliver the strategic objectives set out in the Plan are each developing more detailed Operational Plans. These will function as management tools to ensure the tasks that deliver the strategic objectives are planned and managed effectively.

4. Implications

(a) Financial Implications

The financial implications of this plan are set out in the budget for the portfolio.

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

Staff will be allocated personal objectives to ensure the tasks and activities to deliver the objectives are managed. Staff will be supported in the learning and development activities they need to deliver their contribution to the plan.

(c) Equal Opportunities Implications

The activities set out in this plan aim to support the Council's equality and diversity objectives. Equality impact assessments will be carried out on decisions and projects related to this plan as appropriate.

(d) Environmental Implications

The objectives contained in the plan are not expected to have a significant environmental impact.

(e) Procurement

Some of the actions involved in the Plan may involve procurement by the Council. Separate reports on the procurement elements of actions included in the Plan will be provided at an appropriate time.

(f) Consultation and communication

This is a strategic document covering a number of different objectives. There has therefore been no consultation on this plan per se, although there will be consultation on those elements of it that have a significant impact on residents at the appropriate time, in accordance with the Council's code of practice on consultation and community engagement.

(g) Community Safety

There are no significant community safety issues associated with the strategic actions set out in the Portfolio Plan.

5. Background papers

N/a

6. Appendices

Appendix A - Draft Community Development and Health Portfolio Plan 2013-14

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
Author's Phone Number:	01223 - 457861
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Cambridge City Council

Community Development and Health Portfolio Plan 2013-14

Portfolio Holder: Mike Pitt

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Lead Officer: Trevor Woollams

Email address: Trevor.woollams@cambridge.gov.uk

Phone number: 01223 457861

Introduction

a) Remit/purpose of the portfolio.

This portfolio is about building and empowering safe, strong and healthy communities of people in line with our demanding vision for Cambridge.

b) Context for plan

The national economic situation is putting increasing pressure on people's individual budgets as well as on the budgets of public service and voluntary organizations. At the same time, the Localism Act gives voluntary groups more say over how local services are run.

Our priority will be to respond to these challenges by protecting those services we provide to the vulnerable. We will work in partnership with our communities and other service providers to understand and respond to local needs.

Key initiatives in 2013-14 will be:

- public engagement in local decision making
- effective management of community facilities
- implementing a new Plan for our children and young people's service
- managing a comprehensive grants programme for voluntary groups
- delivering community infrastructure in the city's growth areas
- ensuring the local health partnership provides a strong voice for Cambridge

Momentum will also be maintained with the Bereavement Services Business Plan, especially its new Commemorations service, and the implementation of the recent CCTV review recommendations.

The following service divisions will contribute to the achievement of this Plan's Objectives:

Vision Statements applicable to this portfolio

Council Vision

The Council's eight corporate vision statements were reiterated as part of the 2012 Annual Statement and provide the context for the Council's work.

The vision statements most pertinent to this portfolio are:

Cambridge - where people matter:

- A city which celebrates its diversity, unites in its priority for the disadvantaged and strives for shared community wellbeing
- A city whose citizens feel they can influence public decision making and are equally keen to pursue individual and community initiatives

Cambridge – a good place to live, learn and work:

- A city which recognises and meets needs for housing of all kinds – close to jobs and neighbourhood facilities
- A city with a thriving local economy that benefits the whole community and builds on its global pre-eminence in learning and discovery

Cambridge – caring for the planet

- A city of low carbon living and minimising its impact on the environment from waste and pollution

Overarching all these visions the City Council will continue to promote its values and objectives by seeking to achieve value for the public money the Council spends

Strategic Objectives 2013-2014

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Vision Statements	A city whose citizens feel they can influence public decision making and are equally keen to pursue individual and community initiatives. A city which celebrates its diversity, unites in its priority for the disadvantaged and strives for shared community wellbeing.
Strategic Objective 1:	Strive to continue to provide high quality and sustainable services in neighbourhoods across the city in a time of austerity
By March 2014 we will have:	CD&H 1.1 Implemented Year 1 of the Children and Young People’s Participation Service Business Plan and completed an annual review of progress. CD&H 1.2 Agreed a strategy for the future management of the Council’s community facilities which protects them in the long term for Cambridge residents and responds to the localism agenda and future pressures on public sector funding. CD&H 1.3 Effectively promoted and managed a comprehensive grants programme that supports the city’s thriving voluntary sector. CD&H 1.4 Developed the commemorations service to extend choices to the bereaved and improve the council's commercial performance

	CD&H 1.5 Rationalised the operational side of the cremation services to improve efficiency and reduce costs.
Lead Officer:	Trevor Woollams (CD&H 1.1, 1.2 & 1.3) Paul Necus (CD&H 1.4 & 1.5)
Performance Measures:	<p>CD&H 1.1</p> <ul style="list-style-type: none"> • Total number of play hours provided across all ChYpPS activities • Net income generated by ChYpPS activities <p>CD&H 1.2</p> <ul style="list-style-type: none"> • Whether Strategy has been considered by Scrutiny and agreed by Executive Councillor • Percentage of all visits to community centres which are by people from priority groups <p>CD&H 1.3</p> <p>Whether the Community Development Grants budget has been allocated in accordance with the Council's grants criteria and objectives.</p> <p>CD&H 1.4</p> <ul style="list-style-type: none"> • Whether the budget objectives for 2013/14 for the Commemorations service have been met • Whether greater choices have been provided to the bereaved by the commemorations service • Percentage increase in income from the Commemorations service between 2012/13 and 2013/14 <p>CD&H 1.5</p> <ul style="list-style-type: none"> • Whether the reorganisation of cremation operations has been completed and target savings have been achieved
Delivery Risks	CD&H 1.1

	<ul style="list-style-type: none"> • Availability of commissioned work for ChYpPS from schools and public sector sources is lower than anticipated - income target not met. CD&H 1.2 • Unable to reach agreement on strategy for future management of centres CD&H 1.3 • Low take up of grants from voluntary sector • Other funders reduce their budgets which could de-stabilise some voluntary groups CD&H 1.4 <ul style="list-style-type: none"> • Low economic growth suppresses demand for commemorations CD&H 1.5 • Reorganisation does not yield anticipated level of savings
Vision Statements	<p>A city which recognises and meets needs for housing of all kinds – close to jobs and neighbourhood facilities.</p> <p>A city which celebrates its diversity, unites in its priority for the disadvantaged and strives for shared community wellbeing.</p>
Strategic Objective 2:	Ensure new communities in the southern fringe and north west Cambridge growth sites are well integrated with existing communities
By March 2014 we will have:	<p>CD&H 2.1 Maintained and strengthened effective and well supported community engagement structures across the southern fringe growth sites and established effective structures across the north west Cambridge growth sites.</p> <p>CD&H 2.2 Involved stakeholders and residents in the design and future management arrangements for new community facilities at Clay Farm, the University site and NIAB1</p> <p>CD&H 2.3 Participated actively with partners to open the new community facilities on</p>

	Trumpington Meadows.
Lead Officer:	Trevor Woollams
Performance Measures:	<p>CD&H 2.1</p> <ul style="list-style-type: none"> • Structures are in place and effectively engage members, stakeholders and residents. • Attendance at Community Forum meetings <p>CD&H 2.2</p> <ul style="list-style-type: none"> • Number of stakeholders and residents participating in design and management arrangements for community facilities at Clay Farm, the University site and NIAB1 • Whether Members agree design of new community facilities at Clay Farm, the University Site and NIAB1. <p>CD&H 2.3</p> <ul style="list-style-type: none"> • Whether Trumpington Meadows primary school and community facilities open in September 2013.
Delivery Risks	<p>CD&H 2.1</p> <ul style="list-style-type: none"> • Partners and stakeholders do not engage or work together actively. • Developers do not engage with the structures. <p>CD&H 2.2</p> <ul style="list-style-type: none"> • Developer's programmes do not come forward as planned. • Partners and stakeholders cannot agree on design or future management arrangements (e.g. because projected revenue costs are too high) • Members do not agree design proposals.
Vision Statement	A city whose citizens feel they can influence public decision making and are equally keen to pursue individual and community initiatives.

	<p>A city which celebrates its diversity, unites in its priority for the disadvantaged and strives for shared community wellbeing.</p> <p>A city with a thriving local economy that benefits the whole community and builds on its global pre-eminence in learning and discovery</p>
Strategic Objective 3:	Work strategically with local partners to deliver key local priorities.
By March 2014 we will have:	<p>CD&H 3.1 Ensured that the Local Health Partnership sets priorities on public health work within the City Council linked to the priorities of the Cambridgeshire Health and Well being strategy.</p> <p>CD&H 3.2 Implemented plans for ultra fast broadband coverage within the city area, as part of the Connecting Cambridgeshire initiative, subject to successful bids for Government funding.</p>
Lead Officer:	<p>Jas Lally (CD&H 3.1)</p> <p>David Horspool (CD&H 3.2)</p>
Performance Measures:	<p>CD&H 3.1</p> <ul style="list-style-type: none"> • Whether priorities are set and agreed by both the Health and Well-being Board and Local Health Partnership. • Whether the Commissioning plans set by the GP's are aligned to the priorities of the Health and Well-being Board and Local Health Partnership. <p>CD&H 3.2</p> <ul style="list-style-type: none"> • Percentage increase in the number of Cambridge residents and businesses which have access to superfast broadband <p>CD&H 3.2</p> <ul style="list-style-type: none"> • Whether Ultra fast broadband project has been implemented by Government funding deadlines i.e. end March 2014

Delivery Risks	<p>CD&H 3.1</p> <ul style="list-style-type: none"> • Local Health Partnership is not focussed and as a result priorities are not defined according to needs • Integrating public health within the City Council functions • CD&H 3.2 – State Aid considerations constrain local plans • Government do not fund the proposals
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Background Information: *The following strategies and reports give some background to the portfolio:*

- **ChYpPS Business Plan**
<http://www.cambridge.gov.uk/democracy/documents/g540/Public%20reports%20pack%2011th-Oct-2012%2013.30%20Community%20Services%20Scrutiny%20Committee.pdf?T=10> See item 13
- **Review of Future Management of Community Centres (Phase 1)**
<http://www.cambridge.gov.uk/democracy/documents/g539/Public%20reports%20pack%2028th-Jun-2012%2013.30%20Community%20Services%20Scrutiny%20Committee.pdf?T=10> See item 20
- **Bereavement Services Business Plan**
- **Cambridge Local Health Partnership website:**
<http://www.cambridge.gov.uk/democracy/mgCommitteeDetails.aspx?ID=347>
- **Cambridgeshire Health and well being strategy**
<http://www.cambridgeshire.gov.uk/CMSWebsite/Apps/Committees/AgendaItem.aspx?agendaItemID=6066>
- **Connecting Cambridgeshire** <http://www.connectingcambridgeshire.co.uk/>

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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 14th 2013
Wards affected: All

Community Development Strategy Re-refresh Aims and Objectives 2013 - 16

Key Decision

1. Executive summary

- 1.1 This report examines the pressures on the Council's Community Development Service and pulls together the findings of recent reviews of each part of the service to provide a summary document setting out high level Aims and Objectives for the next 3 years.
- 1.2 The high level Aims and Objectives are shown in Appendix C together with the approach Community Development is planning to take to ensure each service area remains financially sustainable in the difficult economic climate and given the Council's savings requirements over the next few years.

2. Recommendations

The Executive Councillor is recommended:

- 2.1 To agree the draft Aims and Objectives for the Community Development service for 2013 to 2016 as set out in Appendix C.

3. Context

- 3.1 The Community Development Strategy covered the period 2009 to 2012 and set priorities for the service. The priorities were:
 1. *Priority should be given to the community development needs of groups and communities experiencing social and economic deprivation, in particular those at risk from the effects of economic recession.*

2. *Work with partners to explore options for planning, delivering and managing sustainable community facilities in growth areas.*
3. *Re-engineer the grant aid process to improve the monitoring and evaluation of the contribution that grants to voluntary organizations make to corporate and service objectives.*
4. *Increase the range and availability of funding opportunities for voluntary organizations in partnership with the Cambridgeshire Community Foundation.*
5. *Focus the work of the Children and Young People's Participation Service on the needs of and opportunities for the 9 – 13 age group and work in partnership with the County Council and other play and youth work providers to address the needs of vulnerable young people.*
6. *In partnership with the Cambridge Council for Voluntary Service and other voluntary organizations, explore the potential for efficiencies through greater use by voluntary groups of shared premises and services.*
7. *Work with residents in areas of the city that are adjacent to or nearby growth sites to develop the social and community infrastructure required to address existing community needs and to facilitate the integration of new communities.*
8. *Promote community cohesion – good relations between people of different backgrounds in the city.*

3.2 The context for the strategy was a period of significant uncertainty. The banking crash had recently happened, the country was facing recession, public spending was under pressure and significant growth was being planned for Cambridge. It was uncertain what impact the economic situation would have on the Council's budgets or the timing of the growth sites.

3.3 Whilst the economic situation remains very challenging we do have more clarity about the impact that government measures to reduce the country's deficit are having on the budgets of public sector organisations nationally and locally. For example, we have recently learned that South Cambridgeshire District Council is reducing their voluntary sector funding and the County Council has announced £32m of savings in the next year.

3.4 Demand is growing on the voluntary sector to support those in need and to step in to help as public sector organisations reduce their costs and services.

3.5 We have much more certainty about growth. It is happening. There has already been significant development around the station area. Developers are building homes across the southern fringe sites and

new residents are already moving in. Developers will soon be starting on site across the north west of Cambridge. Plans are well advanced for new community facilities in both the southern fringe and north west Cambridge sites. We need to ensure these are well designed, built to high standards and that they have financially sustainable management arrangements that engage users and local residents. We also need to encourage existing and new residents to fully integrate.

- 3.6 In addition, as the 2011 Census has confirmed, the city has become more diverse with greater numbers of people from different cultural backgrounds. BME residents in Cambridge now make up 17.5% of the population. We have the move towards localism, greater transparency and the immediacy of social media which provides greater scrutiny about everything we do.
- 3.7 The services within Community Development play a very important role in delivering sustainable communities as the city grows, and in supporting the voluntary sector to encourage community cohesion and help our more vulnerable residents and communities.
- 3.8 The City Council is working hard to find savings through efficiencies or through different service delivery methods so that front line services, services to more vulnerable residents and grants to voluntary groups can be protected. However, it must be remembered that the City Council also has challenging savings targets to meet in the coming years. All of the services provided by Community Development are discretionary and so we also have to continue to seek ways of delivering our services more efficiently.

4. Service Reviews

- 4.1 Over the last 12 months or so, the key elements of the Community Development Service have been reviewed:
 - The Children and Young People's Participation Service (ChYpPS) went through a thorough member review informed by the views of partners, young people and parents. In January 2012 the Review was reported to this committee and in October 2012 this committee considered and supported a 3 year Business Plan for ChYpPS.
 - A major review of the management of our community centres, involving members, staff and voluntary sector providers, is being reported to this committee today. The review recommends a strategy for the future management of our community centres that will protect

the centres for residents, increase community participation in the management of the centres and deliver savings.

- The Community Development Grants Priorities were re-affirmed and proposed funding awards supported by this committee in January 2013. A process for awarding capital grants using developer contributions to improve community facilities operated by voluntary organisations has been implemented successfully as part of the wider Council process to devolve budgets. £1.33m has been spent or committed on projects to improve community facilities owned by voluntary or faith groups in the last 3 years.
- The 3 Neighbourhood Community Development Projects in Abbey, Arbury and Kings Hedges were reviewed by this committee in March 2012 and the 3 year work programmes produced by the project's partners supported by this committee (together with funding proposals to support the projects) in January 2013.
- The budget for the service was agreed at Council in February 2013.

4.2 In addition, a small team of Community Development staff are supporting existing and new communities across the southern fringe growth sites, bringing partner providers together to ensure new residents are fully integrated into city life. A similar team will be recruited over the next 12 to 18 months as funding becomes available to support the north west growth sites. A Community Development Officer also supports work across the Newtown area and will soon be working closely with an officer from Bedfordshire Pilgrims Housing Association to cover the CB1 area. All the above are being funded through developer contributions.

4.3 Community centre managers at Buchan Street, Ross Street and Brown's Field community centres also carry out work in neighbourhoods along with the Neighbourhood Community Development Manager. A lot of their work involves supporting BME, elderly, disabled and residents' groups and families in work to enhance health and well-being. They primarily work in the wards with the highest multiple deprivation scores in the north and east of the city but they are also currently doing project work in Cherry Hinton and Queen Edith's wards.

4.4 Our 'flexible' community development staff resource within the Neighbourhood Community Development team amounts to around 44hrs per week or 1.5 fte posts and includes some time spent on this work by centre managers. This is the staff time that is left once the staff funded through developer contributions or the 3 Neighbourhood

Community Development Projects are discounted. This staff time is currently allocated across the wards with the higher rates of multiple deprivation in line with the existing Community Development Strategy.

- 4.5 In addition we have a community development worker who works 18 hour a week focusing on Asian communities, particularly supporting Asian women. The Council's Community Engagement Officer also reports to the Head of Community Development. They have been working to support managers with the devolved decision making processes around developer contributions and supporting the work around capital grants for improving community facilities, as well as having a corporate role to support other community engagement projects across the Council.
- 4.6 A chart summarising how community development resources are currently split across the city is shown at Appendix A.
- 4.7 Equalities is central to the work of Community Development and our approach across the whole service is about trying to bring people and groups together to promote understanding and foster mutual support. We therefore, do not have an 'Equalities' team. However, we do have one post that focuses on promoting understanding across the various equalities strands by working with partners and groups to arrange activities to celebrate events such as Black History Month, LGBT History Month, Disability History Month, Refugee Week, International Women's Day etc. We also have two part time posts within Community Development that specifically work with and support Asian community groups, in particular Asian women's groups, across the City.

5. Approach to the Strategy Refresh

- 5.1 Given that most of the service has recently undergone review, officers have pulled together the key outcomes of the reviews together with the grants priorities agreed in January and examined them against the pressures and demands on the service and the service priorities in the 2009-2012 Strategy.
- 5.2 Appendix B summarises the pressures that shaped the service in 2008/9 when the Strategy was written. The pressures that are shaping the service today are very similar and so our overall service aim and the outcomes we are seeking to deliver also remain similar.
- 5.3 Appendix C sets out draft service specific aims and objectives for the next 3 years. This is high level and presented in summary form so as

not to duplicate information in the service reviews and reports that have informed the strategy refresh.

- 5.4 The Executive Councillor is asked to agree the draft Aims and Objectives shown at Appendix C which will guide and focus the work of the Community Development Service over the next 3 years.

6. Implications

(a) Financial Implications

The approved budget for Community Development in 2013/14 is £3.77m

ChYpPS has savings targets of £30k in 2013/14 and £60k on-going from 2014/15 which will be off-set through increased income to protect the net service budget.

The budget for the operation of the Council's existing community centres is planned to reduce by £35k in 2013/14, 70k in 2014/15 to a total of £100k on-going by 2016 through efficiency savings, increased income and closer involvement of residents and community groups.

There is a need to plan for and agree additional funding if the Council wishes to provide and maintain similar service provision across the growth areas in the future.

(b) Staffing Implications

There are currently no plans for any compulsory redundancies arising from the service reviews. However, when a member of staff leaves we will carefully assess whether their work can be accommodated more efficiently through other means such as re-prioritising work, greater use of volunteers etc.

(c) Equal Opportunities Implications

As the government's measures to reduce the national deficit take more of an effect, there are and will be more residents living on low incomes who need support. These are likely to be those residents who were already on relatively low incomes and who are likely to live in the city's more deprived wards. The impact of the welfare benefits changes will start to be realised this year and this is likely to increase the demand on our

partners such as the Citizens Advice Bureaux, Cambridge Council for Voluntary Services, Cambridge Ethnic Community Forum etc.

Equality of opportunity is central to everything the service does. An Equalities Impact Assessment of the proposed Aims and Objectives has been carried out, drawing on more specific EQIA findings from the different service areas. A link to the EQIA is: <https://www.cambridge.gov.uk/sites/www.cambridge.gov.uk/files/document/s/community-development-strategy-refresh-2013-eqia.pdf>

The key findings are:

Positive:

The focus of the Community Development strategy is to improve the community wellbeing of local communities, particularly those who are socially and economically disadvantaged.

Our community centres are primarily in the north and east of the city and many of the user groups are local to the centres and support vulnerable people. Our 5 main centres record around 130,000 visits each year from residents within our 'priority' groups which are children, young people, families, older people, people with disabilities, black and minority ethnic residents and residents living locally to the centres. Our draft Community Centre Management Strategy seeks to protect these centres for our residents into the future. We are also working to ensure developers provide new community facilities in the growth areas and we are using developer contributions to improve the accessibility of community facilities operated by voluntary and faith organisations in the city.

Our Community Development grants programme supports around 280 groups including umbrella organisations such as CAB, CCVS, CECF who in turn provide support for those in need. Unlike our neighbours, the Council is protecting its Community Development grants budgets into 2013/14.

ChYpPS provide an extensive programme of free play activities for children and young people running around 1,500 sessions and recording around 30,000 attendances. They also run some targeted sessions for young people with particular needs (for example, for Travellers at Fen Road). The ChYpPS Business Plan seeks to protect the service's net budget by generating income through offering its specialist services to schools and other providers of services to young people.

Our Neighbourhood Community Development workers bring residents together in their local area and help them to provide mutual support and access funding. Our Neighbourhood Community Development Projects in Abbey, Arbury and Kings Hedges have had their budgets protected for another 2 years.

We are receiving significant funding from developers to support our community development work in the growth areas in the south and north west parts of the city so we can make sure new and existing communities are well integrated and social infrastructure is established to protect those who are vulnerable.

Negative

Measures to reduce costs and/or increase income across our community centres may impact a little on groups supporting people on low incomes or those from groups with protected characteristics and their impact will need to be assessed when individual changes are considered.

Our grants budgets have been protected for 2013/14 however, demand is growing from groups and organisations who have seen other income streams cut. As an example, South Cambridgeshire District Council has recently announced cuts in its grant to CAB and the County Council are having to make huge savings in the coming years. The grants budget has been cash limited and so will not rise by inflation.

Whilst our Neighbourhood Community Development Project budgets for Abbey, Arbury and Kings Hedges have been protected, there is growing demand for support in other areas of the city.

The developer contributions that are paying for Community Development staff in the growth areas is time limited for 3-4 years. Staff will be encouraging new residents to come together to provide mutual support groups such as resident's associations but we will need to decide whether some on-going Community Development support should be retained beyond the life of the developer contributions.

The Council can not be expected to step in and pick up all the additional need, especially when some of it is the result of funding decisions made by other organisations. However, our Community Development Strategy prioritises those areas of the city and those communities which have the highest needs.

(d) Environmental Implications

Staff try to ensure that the Council's existing community facilities are energy efficient and we take the opportunity to encourage other community facility providers to improve the energy efficiency of their buildings when we give capital grants.

(e) Consultation and Communication

All of the work we do involves working with and supporting community groups and residents. Examples are:

Young people, voluntary groups, members, and staff were actively involved in the review of the ChYpPS service.

Voluntary groups, staff and members have been involved in the review of the management of our community centres and a key strand of our work going forward is to involve local residents in the running of our centres.

Residents and community groups, members and staff are being consulted or are actively engaged with Architects designing new community centres at Clay Farm and the University site.

Existing and new residents are being engaged at the southern fringe sites through community activities, forums and meetings. A community Forum for the north west sites has been established.

Residents and local members were involved in the review and preparation of the forward plans for the 3 Neighbourhood Community Projects.

Residents, community groups and local members have been involved in shaping priorities for capital grants and the Community Development grants application process was widely promoted across the City by our staff and through the voluntary sector networks.

(f) Community Safety

Much of the work carried out by Community Development indirectly improves community safety through improved understanding, reduced prejudice, mutual respect. The service also carries out some specific work aimed at improving

community safety. For example, ChYpPS has recently worked with a group of young people identified as causing or at risk of causing anti-social behaviour.

(g) **Procurement**

There is limited procurement within the service at present however, they may be procurement implications should we look to transfer any community centres to community ownership.

7. Background papers

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

ChYpPS Review and Business Plan.

<http://democracy.cambridge.gov.uk/documents/g530/Public%20reports%20pack%2012th-Jan-2012%2013.30%20Community%20Services%20Scrutiny%20Committee.pdf?T=10>

This one goes to whole committee agenda not the particular report

<http://democracy.cambridge.gov.uk/documents/g540/Public%20reports%20pack%2011th-Oct-2012%2013.30%20Community%20Services%20Scrutiny%20Committee.pdf?T=10>

<http://democracy.cambridge.gov.uk/documents/g540/Public%20reports%20pack%2011th-Oct-2012%2013.30%20Community%20Services%20Scrutiny%20Committee.pdf?T=10>

Review of the management of the Council's Community Centres

Please see separate report on today's agenda

Review of the Neighbourhood Community Projects

<http://democracy.cambridge.gov.uk/documents/g541/Public%20reports%20pack%2017th-Jan-2013%2013.30%20Community%20Services%20Scrutiny%20Committee.pdf?T=10>

<http://democracy.cambridge.gov.uk/documents/g541/Public%20reports%20pack%2017th-Jan-2013%2013.30%20Community%20Services%20Scrutiny%20Committee.pdf?T=10>

Community Development Grants Report January 2013

<http://democracy.cambridge.gov.uk/documents/g541/Public%20reports%20pack%2017th-Jan-2013%2013.30%20Community%20Services%20Scrutiny%20Committee.pdf?T=10>

<http://democracy.cambridge.gov.uk/documents/g541/Public%20reports%20pack%2017th-Jan-2013%2013.30%20Community%20Services%20Scrutiny%20Committee.pdf?T=10>

8. Appendices

Appendix A Neighbourhood Community Development Resources in the City

Appendix B: Pressures and outcomes

Appendix C: Community Development Strategy Refresh – Draft Aims and Objectives for 2013-2016

9. 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

Community Development Resources in the City

The table below shows the Neighbourhood Community Development staff time and how it is currently allocated across wards. Wards are ranked according to Multiple Deprivation across the County. A number of staff have dual roles such as managing a centre and doing outreach work. The staff time shown does not include time spent on centre management work. Flexible staff time that can be moved to support community activities or projects is shown [xx]. In addition we have a Community Development Worker who works 18hrs a week focusing on Asian Communities across the city. The Council's Community Engagement Officer also reports to the Head of Community Development. They provide support to managers across the Council and support to the Head of Community Development to help manage the community facilities capital grants programme.

Capital grants from developer contributions to improve community facilities operated by voluntary or faith groups are shown in column 3 for the last 3 years. Council owned community centres are shown in column 4.

Ward	Rank Mult. Deprivation Index Cambs	Capital spent / committed (last 3 years) on community facilities	Council Community Centres	Staff time hrs per week [xx] = flexible time	Comments
Kings Hedges	8th	£130k	Buchan St Lawrence Way Nun's Way	[12hrs] 18.5 (KHNP)	Provided by CDO north (also manages Buchan Street) Comm worker – KHNP – time split between managing house and community projects in the area
Abbey	11th	£220k	-	18.5 hrs (NCP)	Staff time is support for Abbey Action NCP
East Chesterton	13th	£140k	Brown's Field	[6hrs] [2hrs]	Average, depends upon activities – e.g. support for Chesterton Festival Focus on Asian women

Ward	Rank Mult. Deprivation Index Cambs	Capital spent / committed (last 3 years) on community facilities	Council Community Centres	Staff time hrs per week [xx] = flexible time	Comments
Arbury	17th	£0	Meadows 82 Akeman St St.Lukes Barn	18.5hrs (NCP) [2hrs]	Staff time is support for Arbury NCP Focus on Asian women
Petersfield	29th	£208k	-	[2 hrs]	Some support form CDO south (also manages Ross Street)
Trumpington	30th	£130k	Trumpington Pavilion	80hrs approx 10hrs 22.5 hrs	Will get new community centre at Clay Farm in 2015. All staff time paid by developers for 3 years. CB1 – paid for by developers for 3 years from April 2013. Newtown area - CDO Cupban area paid for by grant from Circle Anglia
Romsey	33rd	£122k	Ross Street	[6 hrs] [2hrs]	CDO south (also manages Ross Street) Focus on Asian women
Cherry Hinton	37th	£9k	-	[4hrs]	Focused on supporting CH Residents Association and plans for community room in the library.
Coleridge	41st	£355k	-	0hrs	
West Chesterton	44th	£0	-	[2hrs]	NCDM – working with Milton Rd Library and links with Festival / Newsletter in Ch area which feed into WC area
Market	46th	£12k	-	0hrs	
Queen Ediths	72nd	£0	-	[6hrs]	CDO south (also manages Ross Street)

Ward	Rank Mult. Deprivation Index Cambs	Capital spent / committed (last 3 years) on community facilities	Council Community Centres	Staff time hrs per week [xx] = flexible time	Comments
Castle	89th	£0	-	11 hrs per week developing n/w forums	Staff time is temporary until we receive developer contributions for on-site CD staff. Will get new community centre on University site in 2014 and community café on NIAB1 site in 2014/15
Newnham	106th	£0	-	0hrs	

Appendix B Pressures and outcomes

The following table summarises the pressures that shaped the service and the desired outcomes in 2008/9 when the Community Development Strategy was written and compares them with the pressures today. We conclude that the pressures are similar but broader and stronger. Our service aim and the outcomes we are seeking to achieve are similar but need to be re-focussed on the Council's vision statement.

Community Development Service	
<p>Service Pressures 2009-2012</p> <ul style="list-style-type: none"> • Funding uncertain • Impact of recession uncertain • Capacity /funding of voluntary sector • Growth planning – timing uncertain • Greater diversity 	<p>Service Pressures 2013-2016</p> <ul style="list-style-type: none"> • Funding for service will reduce • Austerity- increasing demand / more people in need • Capacity of voluntary sector (less funding, more demand) • Growth implementation – tight deadlines • Greater diversity • Localism • Transparency / expectation
<p>Our Service aim 2009-2012</p> <p>To develop healthy, thriving, safe and sustainable communities built on social justice, mutual respect and trust. Priority should be given to tackling the barriers that prevent people from living fulfilling lives and from participating in decisions that affect them, particularly in areas of the city lacking opportunities and facilities and with groups experiencing social and economic deprivation.</p>	<p>Our Service Aim 2013-2016</p> <p>To develop community wellbeing, where support for the economically and socially disadvantaged is prioritized, where all citizens respect each other, where diversity is celebrated and where all citizens can influence public decision making and pursue individual and community activities.</p>

Desired outcomes 2009-2012

- More liveable communities – good and safe places to live which have access to high quality community facilities.
- More inclusive communities – the barriers, preventing people from living fulfilling lives, are tackled and removed.
- More sustainable communities – who have the knowledge, skills and ambition to sustain healthy and thriving communities and are committed to tackling the causes and effects of climate change.

Desired outcomes 2013-2016

- Communities which have consideration for others and celebrate their diversity.
- Communities which support the economically and socially disadvantaged and work together to improve community wellbeing.
- Communities which work together on community initiatives and can influence public decision making

Appendix C

Community Development Strategy Refresh – Draft Aims and Objectives for 2013-2016

Community Development contributes towards the achievement of the following Council Vision Statements:

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

A city whose citizens feel they can influence public decision making and are equally keen to pursue individual and community initiatives.

A city where people behave with consideration for others and where harm and nuisance are confronted wherever possible without constraining the lives of all.

Our service aim is:

To develop community wellbeing, where support for the economically and socially disadvantaged is prioritized, where all citizens respect each other, where diversity is celebrated and where all citizens can influence public decision making and pursue individual and community activities.

The key outcomes for the service are:

- Communities which have consideration for others and celebrate their diversity.
- Communities which support the economically and socially disadvantaged and work together to improve community wellbeing.
- Communities which work together on community initiatives and can influence public decision making

Community Developments' Strategic Objectives are:

Ref	Strategic Objectives
CD1	Work with stakeholders to plan, provide and sustain access for residents to good quality community facilities and services in parts of the city where opportunities are lacking including growth areas.
CD2	Develop and support networks of community groups and agencies working together to improve the quality of community life.
CD3	Promote opportunities for residents to get involved in decisions that impact on their neighbourhoods and which improve and sustain their satisfaction with their neighbourhoods as places to live.
CD4	Improve the capacity of local people to organise activities of benefit to their communities.
CD5	Work with partners to help reduce the community development needs of disadvantaged groups and communities experiencing social and economic deprivation, in particular those at risk from measures to reduce the national debt.
CD6	Provide support for targeted groups including children and young people; low-income families with pre-school children; active older people; black and minority ethnic communities: people with disabilities.
CD7	Promote community cohesion – good relations between people of different backgrounds in the city.
CD8	Work with residents in areas of the city that are adjacent to or nearby growth sites to develop the social and community infrastructure required to address existing community needs and facilitate the integration of new communities.
CD9	Promote health and well-being through community development facilities and services in partnership where appropriate.
CD10	Support voluntary and community organisations to contribute to community development objectives through funding, infrastructure support and capacity building.
CD11	Work with partners to promote, develop and review the Cambridgeshire Compact and monitor funding to the voluntary sector.
CD12	Focus the work of the Children and Young People's Participation Service on the needs of and opportunities for the 9 – 13 age group providing open access, neighbourhood, and citywide provision and opportunities for them to be involved in issues that affect them.

Our service area objectives

This summary document brings together the key findings of the recent reviews of the key strands of the Community Development Service in the table below. It shows how the service will deliver its outcomes by focusing on key Aims and Objectives for the next 3 years. The 'Equalities' strand has not been formally reviewed and we do not have an equalities team. Equality and diversity are central to what we do as a service and, therefore, central to the work of all of our staff. The 'Service Sustainability' column recognises that staff within Community Development will have to play their part in working more efficiently to find savings whilst doing all they can to protect the services they deliver to residents.

Community Development Service			
Service Area	Aim	Primary Objectives	Service Sustainability
ChYpPS	To enrich the growth and development of the city's children and young people through play and to give children and young people a voice in the development of their city	<p>To meet the needs of 9 – 13 year olds by:</p> <p>Providing open access play and youth provision in neighbourhoods where children and young people live, particularly areas lacking opportunities</p> <p>Running city-wide projects bringing children and young people together from different parts of the city</p> <p>Creating opportunities for children and young people to be actively involved in and consulted on issues that affect them, their families and neighbourhoods</p>	<p>ChYpPS are developing a more entrepreneurial and business focused approach by:</p> <ul style="list-style-type: none"> • Offering services such as training and the delivery of specialist play programmes to schools and other providers • Developing, over time, stronger relationships with volunteers and voluntary groups <p>Income generation will be used to reduce the cost of the service to the Council whilst protecting the net service budget.</p>

Community Development Service

Service Area	Aim	Primary Objectives	Service Sustainability
Council Owned Community Centres	Cambridge residents have access to high quality, well maintained community centres.	<p>To maintain high quality accessible facilities for Cambridge residents.</p> <p>To encourage greater resident involvement in the running of the Council's community centres.</p>	<p>Seek to reduce the cost of running the existing community centres through:</p> <ul style="list-style-type: none"> • Involving centre staff in exploring income generation activities and money saving ideas such as energy efficiency improvements. • Closer resident involvement including community management where appropriate
Neighbourhood Community Development	Stronger, more cohesive and self sufficient communities	<p>To build the capacity of voluntary groups to help them become self sufficient.</p> <p>To encourage resident involvement and build confidence through community activities and project work.</p> <p>To encourage integration of new and existing communities.</p>	<p>Seek to do more through:</p> <ul style="list-style-type: none"> • Partnership work with other stakeholders / groups • Encouraging volunteers • The use of developer funding • External funding sources

Community Development Service

Service Area	Aim	Primary Objectives	Service Sustainability
Community Development Grants	Enable voluntary community and not-for-profit organizations to provide activities meeting the needs of residents experiencing discrimination or social or economic disadvantage.	<p>To provide access to funding for activities meeting the community development grants priorities and criteria.</p> <p>To build the capacity of voluntary groups to maximize efficiency, effectiveness and sustainability.</p> <p>To develop cohesive and engaged communities.</p>	<p>Work with and support partner organizations to maximize support for voluntary groups.</p> <p>Work with other public sector funders to minimize the impact of funding pressures on the voluntary sector.</p>
Community Development Grants (Capital)	Improved community access to community facilities owned and operated by voluntary and faith based organizations across the City	To ensure developer contributions are used effectively to improve community access to community facilities owned and operated by voluntary sector and faith based organisations.	<p>Use developer contributions to improve the resilience of voluntary and faith based organizations is maintained and improved.</p> <p>Developer contributions will become available as the City grows.</p>

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Community Development Service

Service Area	Aim	Primary Objectives	Service Sustainability
Equalities	Community cohesion is strong across the City	<p>To promote understanding of equalities and diversity issues to residents and staff.</p> <p>To celebrate the City's diversity through events and activities such as Disability History Month, Black History Month etc.</p>	Through strong partnership work with other Council services, voluntary groups, Universities etc.



To: Executive Cllr Community Development and Health
Report by: Trevor Woollams (Head of Community Development)
Relevant scrutiny committee: Community Services March 14th 2013
Wards affected: All

Future Management of the Council's Community Centres

Key Decision

1. Executive summary

- 1.1 This report sets out the conclusions of a review of the way the Council's community centres should be managed into the future to ensure they are protected for community use in a climate of reducing public sector resources.
- 1.2 The community centres are primarily based in the north and east of the city in wards with higher deprivation levels. They provide affordable, accessible and comfortable spaces for residents and groups to meet and participate in activities. In line with the community development strategy, the centres are promoted to our priority groups which have higher levels of need. We get around 130,000 visits a year from our priority groups across our 5 main centres.
- 1.3 The report highlights the key drivers for the review which are long term financial sustainability and greater participation by local residents in the management of their local centres. It notes that Cambridge City Council is unusual amongst District Councils in still directly managing its own community centres.
- 1.4 The report notes that the Council's centres and the staff that run them are highly valued and there is little desire from other facility providers or members involved in the review for wholesale change (for example by outsourcing all the centres to a Community Trust).
- 1.5 Instead, the review concludes that the Council's strategy in terms of community centre management should be to:

- a) Continue to employ its own staff to run its community centres but that staff will actively seek ways of reducing running costs through efficiencies and/or increasing income.
- b) Seek to engage local residents to form community boards or associations which would work with their centre managers to shape management decisions and discuss ways to reduce costs or increase income.
- c) Where community groups or associations express an interest in taking over the running of a centre, to positively support them, helping to build their capacity and learning from the successful transfer of Trumpington Pavilion which is leased to and managed by local residents.

1.6 This incremental approach is aimed at sustaining the Council's community centres over the longer term whilst increasing the sense of community ownership and reducing the net cost of the service.

2. Recommendations

The Executive Councillor is recommended:

- 2.1 To agree the strategy for the management of the Council's community centres 2013-2016 as set out in Section 7 of this report
- 2.2 To endorse the approach being taken by partners to develop management arrangements for the new multi-use centre at Clay Farm.

3. Context

- 3.1 The context for this review is the need for the Council to find ways of ensuring it can protect the community centres that it owns for the benefit of local residents. The Council needs to do this within a financial climate where it also has to make significant savings over the next 4 or 5 years.
- 3.2 The community centres are primarily based in the north and east of the city in wards with higher deprivation levels. They provide affordable, accessible and comfortable spaces for residents and groups to meet and participate in activities. This helps to build community cohesion, strengthen local neighbourhoods and improve the confidence of some of our more vulnerable residents. In line with the community development strategy, the centres are promoted to our priority groups which have higher levels of need. We get around 130,000 visits a year from our priority groups across our 5 main

centres (Meadows, Brown's Field, Buchan Street, Ross Street and 82 Akeman Street) plus a further 28,000 visits from non-priority groups.

Number of visits:	2010/11	2011/12	2012/13 (to Dec)
Children	20,478	27,939	20,209
Young people	10,503	8,839	5,762
Older people	8,647	10,014	5,773
Families	40,466	34,439	28,209
Local people	31,151	37,812	22,622
People with disabilities	6,710	8,405	6,215
BAME	6,347	4,900	5,532
Total Priority groups	124,302	132,348	94,322
Total non-priority groups	28,773	28,051	22,403

3.3 The net cost to the Council of managing its community centres is £525k. Some staff have dual roles, both managing a centre and providing community development support in the community. Their community development hours have been removed from this calculation to focus on the actual cost of running the community centres. The figures include normal repairs and renewal costs (currently under review as part of a corporate process) but do not include capital depreciation.

3.4 The centres included in the calculations are shown in the following table:

Centre	Net Cost (13/14 budget)	Comment
Meadows	£264k	Includes the youth and family wings and cafe
Buchan Street	£68k	Has some key holders
Browns Field	£124k	The team of Project Workers based at the centre is now managed by ChYpPS
Ross Street	£24k	Has some key holders
82 Akeman Street	£18k	Has some key holders
37 Lawrence Way	£8k	Managed by Kings Hedges Neighbourhood Partnership
Nun's Way Pavilion	£10k	Managed by KHNP from April 2013.
St.Luke's Barn	£9k	Managed by St,Luke's School (under review)
Total	£525k	

3.5 In addition, the move towards localism and greater community involvement in the way the Council runs its centres means we need to

find ways to support residents and community groups who wish to play an active part in the way their local community centres are managed.

- 3.6 The Community Right to Challenge enables voluntary groups or organisations to challenge local authorities to let them take over the running of a particular service. Should this happen with one or more of the Council's community centres, the Council would need to assess the challenge and, if it were sound, run a procurement exercise which would open up the opportunity to any organisation, voluntary or private. The risk with this approach is that the successful bidder may not be a local, or voluntary sector, organisation. Officers believe that a consensual approach, with the Council working with local residents who express an interest in running their local centre (as happened with Trumpington Pavilion) is much more appropriate.
- 3.7 There will also be some major new community facilities provided over the next 3 or 4 years within the growth sites. The fact that they are new means that we can design them with different management models in mind which are sustainable, build in community involvement and minimise revenue costs for the Council.

4. Background

- 4.1 A review of the management of the Council's Community Centres was set out in the Community Development and Health Portfolio Plan for 2012/13. The Head of Community Development has been supported in the review by Marilyn Taylor (of Marilyn Taylor Associates) who has extensive experience of community development, and community facility provision and management, across both the public and voluntary sector. Marilyn has provided both knowledge and independent challenge to the review.
- 4.2 The objectives for the review were confirmed at this Scrutiny Committee's meeting in June 2012 as:
- To protect access to the City Council's community centres for all residents, including our most vulnerable and disadvantaged, into the future.
 - To build upon and strengthen the sense of 'community ownership' for each centre currently owned and managed by the City Council.
 - To ensure the community centres currently owned and managed by the city council have strong governance and management

arrangements that are affordable and sustainable over the longer term.

- To ensure new community facilities planned for the growth sites at Clay Farm and NIAB1 have management arrangements that ensure the facilities are accessible to all residents, including our most vulnerable and disadvantaged, and that are affordable and sustainable over the longer term.

Phase 1

- 4.3 Phase 1 of this review involved an independent assessment of the community centres managed by Council staff and workshops with centre staff. The Phase 1 report by Marilyn Taylor was reported to this committee in June 2012.
- 4.4 In summary, the Phase 1 report concluded that the community centres managed by Council staff are well run, well used and well maintained. The activities within the centres are predominantly promoting health and well-being and are generally aimed at more disadvantaged and vulnerable residents in line with the Community Development's service priorities. Whilst community development expertise is seen as a vital component within the centre management staff teams, it was recognised that building management responsibilities dominated staff time.
- 4.5 The Phase 1 report also highlighted that whilst community use of the centres was high, involvement of local residents in the management of the centres was low and mainly restricted to the use of approved key holders in all the centres except The Meadows Community Centre and Brown's Field Youth and Community Centre.
- 4.6 In terms of centre provision in other areas of the country, Marilyn highlighted a long-standing trend for community centres to be transferred to community management. In fact, Cambridge is now unusual in still directly managing most of its community centres.
- 4.7 The Phase 1 report recommended that 3 options should be explored in Phase 2 of the review with respect to the Council's existing community centres that it directly manages. These were agreed at this committee's meeting in June 2012:
- a) Promoting wider community involvement and partnership
 - Greater use of keyholders
 - Closer work and shared resources with other providers
 - Community involvement in the operation of centres

- b) Externalising facilities management (buildings maintenance and cleaning)
- c) Community / social enterprise management
This could be a wholesale transfer to a single trust, individual centre transfers to suitable community organisations (in a similar way to Trumpington Pavilion), or the transfer of a cluster of centres (e.g. in the north of the City).

5. Phase 2

5.1 Phase 2 of the review was completed in January 2013 and included:

- A survey and analysis of 25 other community facility providers in the City
- 2 workshops (20th October 2012 and 22nd January 2013) bringing together the Council's centre staff, ward councillors and other providers of community facilities within the City.
- Analysis of provision in a selection of other Authority areas.

5.2 The survey of other community facility providers looked at issues around funding, facility use and challenges and the findings informed the workshops. In summary the key findings were:

- Turnover ranged from under £20k to over £100k a year.
- Use profiles were similar to the Council managed facilities and were predominantly community based groups.
- The greatest challenges were fundraising, finding volunteers and keeping the buildings maintained.
- However, most providers are positive about the future with a number planning improvements to their facilities and more planning to broaden their use.
- Some providers wanted to increase the amount of volunteers and community groups involved in the running of their facilities.

Workshop 1

5.3 The first workshop took place on Saturday 20th October 2012 and explored the potential for closer collaboration between the Council managed centres and those managed by other providers. Many of the other providers taking part had a paid centre manager or administrator who arranged bookings, cleaning and general maintenance. They were usually supported by some volunteers who acted as trusted key holders. This model is broadly similar to the management arrangements at the Council's smaller centres (not at the Meadows

and Brown's Field) where staffing is minimal and the activities at the centres are mainly provided by groups hiring rooms at the centres.

- 5.4 There was little real enthusiasm from those participating for wholesale changes to create shared management arrangements between Council run centres and centres managed by other providers. Retaining independence and control over their own local facility was important to the other providers. However, there was strong support for closer collaboration between the Council managed centres and other providers. In particular, around issues such as building repairs and maintenance, shared promotion of the facilities and closer networking between staff to exchange ideas and knowledge and to help with advice when problems arise.
- 5.5 Participants agreed that it was important to work incrementally to build trust and capacity and strengthen support mechanisms over time so that we would collectively be better placed to help a provider who found themselves in a crisis situation at some time in the future.
- 5.6 Some of the other providers acknowledged the capital funding support that they had received from the Council's developer contributions which had helped to pay for improvements to their facilities.

Workshop 2

- 5.7 The second workshop took place on Tuesday 22nd January 2013. This workshop focused firstly on practical ideas for collaboration and agreed that we should:
 - a) Set up a simple web-based directory of all the main community facilities in Cambridge and its immediate surroundings. We should ask Cambridgeshire.net to host the directory which would provide links to each provider's website and/or provide details of rooms available and contact details.
 - b) Organise quarterly network meetings for centre staff from both the Council managed centres and other providers. The meetings would be themed and guest speakers could be invited to inform participants. These meetings could be used to explore some of the common issues raised in workshop 1 such as bulk buying opportunities, reliable and affordable maintenance contractors, insurance, entertainment licenses etc.
 - c) Maintain an e-mail group of centre managers so that members of the group had quick access to other managers if they needed help or advice or mutual support.

- 5.8 Participants then focused on the sustainability of the community centres managed by Council staff given the challenging budget savings facing the Council in the next 4 or 5 years. It was noted that whilst the Council's Community Development service provided crucial support across the city, it was entirely discretionary. Many other Councils either did not provide such services or provided very basic services. Those Councils that had their own community facilities had handed over the management to Trusts or residents' groups, often with little back up support if things went wrong.
- 5.9 The workshop noted that whilst there appeared to be little support for wholesale change, the Council had to look at ways of reducing the net cost of its community centres. Participants discussed ideas about how savings might be made and/or income increased. There was a strong view that the staff working in the Council's centres should be involved in generating ideas and in taking some of the ideas from the workshop forward.
- 5.10 The workshop also agreed that local residents should be encouraged to get involved in the running of their local Council community centre through community boards or associations which would work with their centre manager to shape management decisions and discuss ways to reduce costs and/or increase income.
- 5.11 Again, the workshop supported an incremental approach so that the strength of local resident involvement and sense of ownership in their local centre could grow over time alongside measures to reduce the net running cost of the centres. There was a recognition that local residents may not want to get involved in management issues or that it may take a significant amount of time and effort to build local interest. If and when the community associations expressed a desire to take over the management of a centre, staff would support them both to build their capacity and to make sure they had a model that was financially sound.
- 5.12 The Council does already have examples of resident's groups managing its community centres. Trumpington Residents Association successfully manage Trumpington Pavilion and Kings Hedges Neighbourhood Partnership (KHNP) will start managing Nun's Way Pavilion from April 2013 under a service level agreement. KHNP already manage 37 Lawrence Way with the assistance of community development staff.

6. Conclusions

6.1 The conclusions from the review are:

- Strong support for the Council's community centre provision which is primarily located in the areas of the city with the highest deprivation levels.
- Valued the staff working in the Council's community centres
- Lots of other community facility providers in the city who are experiencing similar challenges
- The capital grants using developer contributions were very helpful to other providers wishing to extend and improve their facilities
- Support from other providers for collaboration and provision of mutual support but most providers want to retain their independence
- Encourage and strengthen the involvement of local residents in the running of their local centres
- Support residents / community groups who are interested in running their local Council owned community centre
- Recognition of the Council's need to reduce costs
- Take an incremental approach to building resident involvement and reducing costs

7. Strategy

7.1 Given the conclusions of the review, officers have set out a proposed strategy to shape and direct the future management of the Council's existing community centres. In acknowledgement of the Council's challenging savings requirement, the Strategy includes proposals to reduce the net running cost of the community centres by £100,000 over a 3 year period. The strategy is shown at 7.2 below.

7.2 **Strategy for the Management of the Council's Community Centres 2013 - 2016**

7.2.1 The Council will protect its existing community centres for the residents of Cambridge in a difficult financial climate.

- i) The Council will continue to manage its own community centres.
- ii) Centre staff will seek to actively engage local residents in the management of their centres and, where appropriate, form informal community boards or associations.
- iii) Where residents express an interest in running a centre themselves, Community Development staff will support them to do this by helping them to increase their capacity and seeking a sustainable and affordable management solution.

- iv) Community Development managers will work with centre staff to identify efficiencies and/or opportunities to increase income. This work will involve the community boards or associations as they become established. Some examples of things we might do that were raised at the workshops included promoting wedding receptions at the Meadows Centre, greater use of trusted key-holders, reviewing hire charges (e.g. reducing them at low-use times), better promotion of the facilities (e.g. to businesses at times when community use is low), provide and promote high quality ICT facilities at centres (e.g. projectors & screens, WiFi etc.).
- v) When any existing posts within the Council's community centres become vacant, managers and centre staff will consider whether the work can be carried out more efficiently before recruiting to the post (for example by increasing the hours of another existing post to work across 2 centres or by sharing managers across more than one centre).
- vi) Community Development will reduce the net cost of running the Council's community centres by a total of:
 - £35,000 in 2013/14
 - a further £35,000 in 2014/15
 - a further £30,000 in 2015/16
 - Making a total ongoing net saving of £100,000

7.2.2 The Council will work with other providers of community facilities within Cambridge and its immediate surrounding area in a spirit of co-operation and mutual support.

- vii) Centre staff will work with managers of the centres of other providers to seek joint solutions to mutual challenges such as those identified in the review.
- viii) Community Development will work with other providers to jointly promote the community facilities across the city and its immediate surrounding area. This will include co-ordinating network meetings and an e-mail support group and setting up and maintaining a centres database on Cambridgeshire.net.
- ix) The Council will continue to use appropriate developer contributions, in consultation with ward councillors and other providers, to improve community facilities and community access to community facilities in the City.

8. New Community Centre provision in Growth Sites

8.1 Four new community facilities are currently being planned or are under construction in the growth sites:

- a) A new community centre within the University's north west Cambridge development (Castle ward)
 - b) A new community café within the NIAB1 development in north west Cambridge (Castle ward)
 - c) A new multi-use centre at Clay Farm (Trumpington)
 - d) New community facilities at Trumpington Meadows within the new primary school (within Haslingfield Parish in South Cambs)
- 8.2 The new community facilities at Trumpington Meadows are due to open this summer and will be managed by the new primary school.
- 8.3 The new community facility within the University site is due to open around September 2014 and will be managed (along with some public open space on the development) by a joint venture company with charitable status. The University and the Council will each have a 50% stake in the company. The University has agreed to meet the costs of the joint venture company for the first 12 years after which the Council will meet half the costs. Initial estimates are that the joint venture company will cost around £200,000 a year (net) to run but this depends upon design, use etc.
- 8.4 The community café on the NIAB1 site will be leased to the Council. Timing for the opening is uncertain but likely to be around summer 2015. There are restrictions preventing the café being run by a commercial operator but officers will be looking at options including management by a social enterprise.

Clay Farm Community Centre

- 8.5 In the June report to this committee officers were asked to report back with recommendations about the future management of the Clay Farm multi-use centre. This centre is being built by the City Council and will include health provision, a library, café, police and social care touch down space, community hall and rooms and youth facility. There will also be housing above the centre managed by Bedfordshire Pilgrims Housing Association. Delivery is being managed by a Project Board comprising partners (including Trumpington Resident's Association) and led by the Head of Strategic Housing. A design partner, ADP Ltd. has been procured and the design process has commenced. The centre is due to open in 2015. This committee has received reports on this project at previous meetings.
- 8.6 A stakeholder event to consider shared operational needs to help inform decisions about management models for the centre was held on 9th November 2012. The main message from this event was that stakeholders wanted the centre to be seen as a unified facility and not

just a collection of different services. To encourage this, the design should seek to provide shared space and the management should include shared staff. So, for example, a parent might take their child to the centre to participate in a children's activity in the hall and whilst waiting for them, take a book or magazine from the library area have a coffee in the café area whilst they read. The parent might also book a GP visit.

- 8.7 The centre will remain in the ownership of the City Council. However, partners have been considering governance and management options that will provide a financially sustainable solution and satisfy each partner's needs. Importantly, we need to find a solution that will enable the space within the centre to be used and managed as flexibly as possible.
- 8.8 Partners have considered an option of granting leases to each partner, however, this will require each lease to have a defined and exclusive area of occupation which conflicts with the desire for the flexible use of space.
- 8.9 Instead, partners favour a similar model to the joint venture company being progressed with the University. The centre could be leased to the company which would be governed by its own Articles of Association and not by different policies and procedures of each partner. The company would employ its own staff and partners' stake or shares in the company could be commensurate to their financial contribution. Shares could be transferred should any partner organisation change or new partner emerge. Trumpington Residents Association (and/or other emerging resident's association) could have representatives co-opted onto the board. The company could seek charitable status which could bring added benefits and opportunities to access alternative funding.
- 8.10 There are many complexities to overcome if we are to accommodate all of the partner's needs and aspirations and achieve the flexible design and management arrangements that we all say we would like. Separate lease arrangements will almost certainly be required for the housing element and it may be that the health elements will also require separate arrangements due to issues such as confidentiality. However, partners intend to progress this model further, learning from the negotiations with the University.
- 8.11 An estimate of the revenue contribution that the City Council will need to meet to cover its proportion of the management costs will be fed into the Council's Medium Term Strategy in the autumn.

9. Implications

(a) Financial Implications

Set out in the report. The proposed strategy for the management of the Council's existing centres will deliver on-going savings of £100,000 from 2015/16.

The Council has included a revenue contribution of up to £100,000 towards the cost of the Joint Venture company which will manage the new community centre on the University site. This contribution will not be required for the first 12 years after the centre opens.

More work is required to understand any revenue contribution that will be required by the Council towards the management of the new Clay Farm multi use centre and the community café on the NIAB1 site, both of which are due to open in 2015. Allowances will need to be included in the Council's Medium Term Strategy later this year.

(b) Staffing Implications

If and when a member of centre staff leaves, the Head of Community Development will take the opportunity to review staffing with the centre staff themselves to consider whether there are opportunities to work more efficiently. For example, by sharing more staff across 2 or more local centres.

There will be staffing implications if community groups take over the management of the Council's community facilities. Any such changes will be managed in accordance with the Council's organisational change policy.

(c) Equal Opportunities Implications

Equality of opportunity is central to the service. The Council's community centres are situated within the city's more deprived wards and are extensively used by residents on low income, older and younger residents and by BME communities.

The proposed strategy seeks to protect the community centres for the city's residents whilst acknowledging that the Council faces significant savings targets over the coming years.

An Equalities Impact Assessment of the proposed strategy has been carried out and can be found on the Council's website at this link:

<https://www.cambridge.gov.uk/sites/www.cambridge.gov.uk/files/document/s/community-centre-management-review-2012-eqia.pdf>

Measures to reduce the net budget for the Council's community centres may have negative or positive impacts on various equalities groups and each significant change will need to be assessed carefully before being implemented.

Not all changes will have a negative impact. For example, transferring the management of a centre to a local charity or Resident Group may reduce running costs and improve the availability of the facility through the use of volunteers. Also, charities can often access funding through other sources. Improving the energy efficiency of a building would reduce energy costs. Greater use of trusted key holders could broaden use and increase income.

Examples of changes that may have a negative impact are:

Increase the amount of hire by businesses to increase income. This may reduce availability of space for voluntary groups.

Restructuring staff to reduce costs – this may reduce the opening hours.

Increasing hire charges – any significant increase may make the centres unaffordable to some groups, especially those helping people on low incomes.

(d) Environmental Implications

Staff try to ensure that the Council's existing community facilities are energy efficient and we take the opportunity to encourage other community facility providers to improve the energy efficiency of their buildings when we give capital grants.

(e) Consultation and Communication

Staff managing the Council's community centres are engaging daily with residents and community groups.

The strategy seeks to increase resident involvement in the running of their local centre and to increase collaboration

between the Council's staff and staff managing the community centres owned by other providers.

The strategy has been developed with the engagement of staff, ward councillors and representatives from community groups and other centre providers.

(f) Community Safety

Much of the work carried out by Community Development staff indirectly improves community safety through improved understanding, reduced prejudice, mutual respect.

(g) Procurement

There may be procurement implications associated with any future asset transfer arrangements. The implications will depend upon the model being taken forward.

There will also be procurement associated with the Clay farm facility design and build (which is being managed directly by the Council) and there may be procurement implications at the NIAB1 café if, for example, the Council decides to look for a social enterprise management solution.

10. Background papers

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

- i) Existing and Planned Community Centres – Future Management Options: Report to Community Services Scrutiny Committee June 2012
[http://democracy.cambridge.gov.uk/documents/s12400/Com_Services_28.6.12 - Community Centres - FINAL.pdf](http://democracy.cambridge.gov.uk/documents/s12400/Com_Services_28.6.12_-_Community_Centres_-_FINAL.pdf)
- ii) Review of the Council's Neighbourhood Community Projects: Report to Community Services Scrutiny Committee January 2013
[http://democracy.cambridge.gov.uk/documents/s14892/NCP_3_year_prog_CS Scrutiny Jan 13 Final.pdf](http://democracy.cambridge.gov.uk/documents/s14892/NCP_3_year_prog_CS_Scrutiny_Jan_13_Final.pdf)
- iii) Package of Documents from Marilyn Taylor for Phase 2 of the Review including:
 - a. Phase 1 Review Options
 - b. Survey of Community Facility Providers
 - c. Notes from workshops 1 & 2
 - d. Review of provision by other councils<http://democracy.cambridge.gov.uk/documents/s17447/Centres%20Review.pdf>

11. Inspection of papers

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

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