

Appendix 3 - Workbook of Scheme Audit Checklists (all information at 11 June 2013)

1. Scheme – Jane’s Court (formerly known as Seymour Court)

2. Stage

Stage	Date (estimate in italics)
3 Year Programme	
Community Serv. Scrutiny Com. - Exec Cllr Approval	
Development Agreement Signed	
Pre-application First Meeting	
Planning Application	
Planning Approval	Nov 2010
Development Agreement – Unconditional	
Start on Site	March 2012
Practical Completion	<i>October 2013</i>

Comments: This scheme was originally part of the Sheltered Housing Programme.

3. Resident Engagement

First 3 Year Programme Letter	N/A
3 Year Programme Up-date Letter (if applicable)	N/A
Residents Meeting Prior to Exec Cllr Approval	N/A
Pre-application Neighbourhood Meeting	N/A

Comments (including progress with residents re-housing): Tenants were re-housed under the Sheltered Housing Programme. There were no leaseholders.

4. Scheme Mix History

Mix	Formerly	HCA Bid	Exec Cllr Approval	Current
Bedsits	50	0	0	0
1 bed flat	0	2	2	2

2 bed flat	0	19	19	18
Total	50	21	21	20

Comments: Two flats are to fully wheelchair accessible standards. The new scheme will also deliver fourteen market sale properties, alongside the Affordable Housing.

5. Scheme Cost History

£	HCA Bid	Exec Cllr Approval	Current
Construction	-	-	-
Home Loss	-	-	-
Project Agent	-	-	-
Internal Fee	-	-	-
Total	400,000	400,000	400,000

Comments: The scheme was sufficiently advanced when the HCA bid was made for the grant bid and allocation to cover the net construction cost of the Affordable Housing. The cost of relocating tenants is not shown in the above.

1. Scheme – Latimer Close, Cambridge CB5 8RP

2. Stage

Stage	Date (estimate in italics)
3 Year Programme	Nov 2008
Community Serv. Scrutiny Com. - Exec Cllr Approval	28/06/2012
Development Agreement Signed	25/01/2013
Pre-application First Meeting	28/08/2012
Planning Application	20/12/2012
Planning Approval	03/03/2013
Development Agreement – Unconditional	<i>June 2013</i>
Start on Site	<i>Sept 2013</i>
Practical Completion	<i>Sept 2014</i>

Comments: The detailed scheme design is now being worked up by the architects. Final scheme costs are being prepared ready for validation. Planning conditions are being addressed to enable the Development agreement to move to the unconditional stage.

3. Resident Engagement

First 3 Year Programme Letter	13/11/2008
3 Year Programme Up-date Letter (if applicable)	05/10/2011
Residents Meeting Prior to Exec Cllr Approval	None
Pre-application Neighbourhood Meeting	20/09/2012

Comments (including progress with residents re-housing): All tenants have been re-housed. One leasehold property has been repurchased through negotiation and a second is in the Council's ownership through a Compulsory Purchase Order. Negotiations with the remaining two leaseholders has broken down and approval is being sought to apply for Compulsory Purchase Orders.

4. Scheme Mix History

Mix	Existing	HCA Bid	Exec Cllr Approval	Current
1 bed flat	16	1	2	1
2 bed flat	0	3	2	3
2 bed house	0	2	2	2
3 bed house	0	3	5	5
4 bed house	0	1	1	1
Total	16	10	12	12

Comments: There are currently 16 one bedroom rented flats, with 4 one bedroom leasehold flats. The new scheme will also deliver eight market sale properties, alongside the twelve Affordable Housing.

5. Scheme Cost History

£	HCA Bid	Exec Cllr Approval	Current
Construction	-	772,734	690,373
Home Loss	-	565,712	565,712

Project Agent	-	30,160	17,650
Internal Fee	-	-	26,148
Total	982,936	1,368,606	1,299,883

Comments: The HCA bid included assumptions about the cost construction and of compensating leaseholders but no other cost.

1. Scheme – Barnwell Road, Cambridge CB5 8RG

2. Stage

Stage	Date (estimate in italics)
3 Year Programme	2008
Community Services Scrutiny Comm - Exec Cllr Approval	15/03/2012
Development Agreement Signed	<i>June 2013</i>
Pre-application First Meeting	09/01/2013
Planning Application	10/05/2103
Planning Approval	<i>August 2013</i>
Development Agreement – Unconditional	<i>August 2013</i>
Start on Site	<i>Sept 2013</i>
Practical Completion	<i>August 2014</i>

Comments: The detailed scheme design has been worked up by the architects and will now be submitted for formal planning approval. Final scheme costs are being prepared ready for validation.

3. Resident Engagement

First 3 Year Programme Letter	2008
3 Year Programme Up-date Letter (if applicable)	16/03/2012
Residents Meeting Prior to Exec Cllr Approval	None
Pre-application Neighbourhood Meeting	30/04/2013

Comments (including progress with residents re-housing): All 23 tenants have now been re-housed. Final negotiation is underway with sole leaseholder regarding purchase.

4. Scheme Mix History

Mix	Existing	HCA Bid	Exec Cllr Approval	Current
1 bed flat	23	1	2	2
2 bed flat	0	3	6	10
2 bed FOG	0	0	3	1
2 bed house	0	2	5	0
3 bed house	0	3	0	0
4 bed house	0	1	0	0
Total	23	10	16	13

Comments: There are currently 23 No 1 bed rented flats, with 1 No. 1 bed leasehold flat. The new scheme will also deliver eight market sale properties, alongside 13 Affordable Housing.

5. Scheme Cost History

£	HCA Bid	Exec Cllr Approval	Current
Construction	-	940,000	908,654
Home Loss	-	248,000	248,000
Project Agent	-	30,160	22,113
Internal Fee	-	-	32,760
Total	529,804	1,218,160	1,211,527

Comments: The HCA bid included assumptions about the cost construction and of compensating leaseholders but no other cost.

1. Scheme – Stanesfield Road, Cambridge CB5 8NH

2. Stage

Stage	Date (estimate in italics)
3 Year Programme	June 2012
Community Services Scrutiny Comm - Exec Cllr Approval	11/10/2012
Development Agreement Signed	<i>June 2013</i>
Pre-application First Meeting	11/12/2012

Planning Application	10/05/2013
Planning Approval	August 2013
Development Agreement – Unconditional	August 2013
Start on Site	Sept 2013
Practical Completion	June 2014

Comments: The detailed scheme design has been prepared by our architects, and will now be submitted for formal planning approval.

3. Resident Engagement

First 3 Year Programme Letter	Not applicable
3 Year Programme Up-date Letter (if applicable)	16/03/2012
Residents Meeting Prior to Exec Cllr Approval	Not applicable
Pre-application Neighbourhood Meeting	02/04/2013

Comments : Continued negotiation underway with Scouts regarding surrender of lease.

4. Scheme Mix History

Mix	Existing	HCA Bid	Exec Cllr Approval	Current
1 bed flat	0	Not specified	1	1
2 bed flat	0	-	1	1
3 bed house	0	-	3	2
Total	0		5	4

Comments: The scheme was not considered until after the HCA grant bid had been made however the grant allocation available can be allocated to the scheme. There is currently a Scouts Hut on the site, which will be re-provided. The new scheme will deliver four market sale properties, alongside four Affordable Housing.

5. Scheme Cost History

£	HCA Bid	Exec Cllr Approval	Current
Construction	Not specified	673,485	673,485
Home Loss	-	248,000	248,000
Project Agent	-	9,092	9,092

Internal Fee	-	13,470	13,470
Total		696,047	696,047

Comments: A contribution of £100,000 has been agreed with the Community Development Service towards the cost of the Scouts Hut.

1. Scheme – Campkin Road (Phase 1), Cambridge CB4 2ND

2. Stage

Stage	Date (estimate in italics)
3 Year Programme	June 2010
Community Services Scrutiny Comm - Exec Cllr Approval	28/06/2012
Development Agreement Signed	<i>June 2013</i>
Pre-application First Meeting	<i>June 2013</i>
Planning Application	<i>July 2013</i>
Planning Approval	<i>Oct 2013</i>
Development Agreement – Unconditional	<i>Oct 2013</i>
Start on Site	<i>Dec 2013</i>
Practical Completion	<i>Dec 2014</i>

Comments: The final draft scheme design is now being worked up by the architects, pending a pre-application submission. Scheme costs are being prepared ready for validation.

3. Resident Engagement

First 3 Year Programme Letter	02/07/2010
3 Year Programme Up-date Letter (if applicable)	14/08/2012
Residents Meeting Prior to Exec Cllr Approval	22/08/2012
Pre-application Neighbourhood Meeting	To be confirmed

Comments (including progress with residents re-housing): To date 36 of the 40 tenants have either been re-housed or are about to move. 5 of the 8 leaseholders have agreed for the Council to purchase their flat; 2 of the 8 have agreed for valuations to be undertaken; leaving one at early stages of negotiation.

4. Scheme Mix History

Mix	Existing	HCA Bid	Exec Cllr Approval	Current
1 bed flat	40	2	2	4
2 bed flat	0	7	4	10
2 bed house	0	4	4	6
3 bed house	0	10	6	0
4 bed house	0	3	2	0
Total	40	26	18	20

Comments: Scheme viability is driving a predominance of flats as the Affordable Housing.

5. Scheme Cost History

£	HCA Bid	Exec Cllr Approval	Current
Construction		1,281,202	1,281,202
Home Loss		1,300,000	1,300,000
Project Agent		23,590	23,590
Internal Fee		34,947	34,947
Total	1,852,940	2,459,739	2,459,739

Comments: The HCA bid included assumptions about the cost construction and of compensating leaseholders but no other cost.

1. Scheme – Colville Road

2. Stage

Stage	Date (estimate in italics)
3 Year Programme	June 2011
Community Services Scrutiny Comm - Exec Cllr Approval	28/06/12
Development Agreement Signed	
Pre-application First Meeting	18/12/12

Planning Application	<i>June 2013</i>
Planning Approval	<i>Aug 2013</i>
Development Agreement – Unconditional	<i>Aug 2013</i>
Start on Site	<i>Sep 2013</i>
Practical Completion	<i>Nov 2014</i>

Comments: A second pre-application meeting was held on 9 January 2013. Planning application anticipated June 2013

3. Resident Engagement

First 3 Year Programme Letter	30/06/11
3 Year Programme Up-date Letter (if applicable)	29/06/12
Residents Meeting Prior to Exec Cllr Approval	None
Pre-application Neighbourhood Meeting	<i>June 2013</i>

Comments (including progress with residents re-housing): Discussions were held with residents as long ago as 2008 but feasibility work was put on hold pending the refurbishment of Talbot House. Two resident meetings have been held together with Ward Councillors after the Executive Councillor approval to proceed.

To date all but 1 of the 17 tenants have either been re-housed or are about to move.

4. Scheme Mix History

Mix	Existing	HCA Bid	Exec Cllr Approval	Current
1 bed one person bungalows	18			
1 bed two person flats		2	2	3
2 bed four person flats		5	4	14
2 bed four person houses		5	6	
3 bed five person houses		10	7	3
4 bed six person house		2	2	
Total	18	24	21	20

Comments: At HCA bid stage a 40 dwelling scheme was anticipated ie 24 Affordable Housing and 16 market dwellings. Following discussions with planning officers the current scheme

has been reduced to 34 dwellings ie 20 Affordable Housing and 14 market dwellings. The flats that are Affordable Housing will be designed for older people aged fifty five years and over.

5. Scheme Cost History

	HCA Bid	Exec Cllr Approval	Current
Construction		1,434,344	Not available
Home Loss		212,000	
Project Agent		26,641	
Internal Fee		39,469	
Total	1,364,088	1,712,453	

Comment: The HCA bid included assumptions about the cost construction and of compensating leaseholders but no other cost.

1. Scheme – 1-8a and 39-50 Aylesborough Close

2. Stage

Stage	Date (estimate in italics)
3 Year Programme	June 2009
Community Services Scrutiny Comm - Exec Cllr Approval	17/01/13
Development Agreement Signed	<i>June 2013</i>
Pre-application First Meeting	<i>July 2013</i>
Planning Application	<i>August 2013</i>
Planning Approval	<i>October 2013</i>
Development Agreement – Unconditional	<i>October 2013</i>
Start on Site	<i>Nov. 2013</i>
Practical Completion	<i>Nov. 2014</i>

Comments: A report was first submitted for Executive Councillor approval in October 2012. Following concerns raised at the Community Services Scrutiny Committee the report was resubmitted in January 2013.

3. Resident Engagement

First 3 Year Programme Letter	June 2009
3 Year Programme Up-date Letter (if applicable)	July 2012
Residents Meeting Prior to Exec Cllr Approval	Oct and Dec 2012
Pre-application Neighbourhood Meeting	To be confirmed

Comments (including progress with residents re-housing): A At the end of April 2013, six of the twenty tenants have moved or are about to. There are four leaseholders. Two have readily engaged with officers and the other two are beginning to engage, one of whom is interested in re-housing under shared equity.

4. Scheme Mix History

Mix	Existing	HCA Bid	Exec Cllr Approval	Current
Bedsits	2			Not available
1 bed one person	7			
1 bed two person flats		1	3	
2 bed four person flats	11	7	7	
2 bed four person houses			2	
3 bed five person houses		7	2	
4 bed seven person house		2	2	
Total	20	17	16	

Comments: Four existing homes are occupied by a leaseholders – these are a one bed flat and three two bed flats. The current scheme includes 12 market houses and flats.

5. Scheme Cost History

	HCA Bid	Exec Cllr Approval	Current
Construction	-	1,488,352	Not available

Home Loss		775,398	
Project Agent		20,093	
Internal Fee		29,767	
Total	1,804,176	2,313,610	

Comments: The HCA bid included assumptions about the cost construction and of compensating leaseholders but no other cost.

1. Scheme – Water Lane

2. Stage

Stage	Date (estimate in italics)
3 Year Programme	June 2009
Community Services Scrutiny Comm - Exec Cllr Approval	17/01/13
Development Agreement Signed	
Pre-application First Meeting	<i>August 2013</i>
Planning Application	<i>Oct 2013</i>
Planning Approval	<i>Dec 2013</i>
Development Agreement – Unconditional	<i>January 2014</i>
Start on Site	<i>Feb. 2014</i>
Practical Completion	<i>Dec. 2014</i>

Comments: A report was first submitted for Executive Councillor approval in October 2012. Following concerns raised at the Community Services Scrutiny Committee the report was resubmitted in January 2013.

3. Resident Engagement

First 3 Year Programme Letter	June 2009
3 Year Programme Up-date Letter (if applicable)	June 2012
Residents Meeting Prior to Exec Cllr Approval	1 Oct 2012
Pre-application Neighbourhood Meeting	To be confirmed

Comments (including progress with residents re-housing): A further residents meeting was held in December 2012. Six of the twenty-three tenants have moved or are about to. The one leaseholder is engaging with officers and is interested in moving away from the scheme temporarily and then moving back to a new flat on an equity share basis.

4. Scheme Mix History

Mix	Existing	HCA Bid	Exec Cllr Approval	Current
1 bed one person bungalows	4			
1 bed one person flats	19			
1 bed two person flats		1	3	2
2 bed four person flats		2	11	12
2 bed four person houses		2		
3 bed five person houses		4		
4 bed six person house		1		
Total	23	10	14	14

Comments: There is an additional one bedroom flat occupied by a leaseholder. The current scheme includes 12 market houses and flats.

5. Scheme Cost History

£	HCA Bid	Exec Cllr Approval	Current
Construction	-	1,143,486	Not available
Home Loss		249,200	
Project Agent		15,437	
Internal Fee		22,870	
Total	767,610	1,430,993	

Comments: The HCA bid included assumptions about the cost construction and of compensating leaseholders but no other cost.

1. Scheme – Atkins Close Garages

2. Stage

Stage	Date (estimate in italics)
3 Year Programme	June 2012
Community Serv. Scrutiny Com. - Exec Cllr Approval	March 2013
Development Agreement Signed	<i>June 2013</i>
Pre-application First Meeting	<i>June 2013</i>
Planning Application	<i>August 2013</i>
Planning Approval	<i>October 2013</i>
Development Agreement – Unconditional	<i>October 2013</i>
Start on Site	<i>Oct 2013</i>
Practical Completion	<i>June 2014</i>

Comments: The detailed scheme design is now being worked up by the architects. Final scheme costs are being prepared ready for validation.

3. Resident Engagement

First 3 Year Programme Letter	N/A
3 Year Programme Up-date Letter (if applicable)	N/A
Residents Meeting Prior to Exec Cllr Approval	January 2013
Pre-application Neighbourhood Meeting	January 2013

Comments (including progress with residents re-housing): This scheme is the redevelopment of a garage site.

4. Scheme Mix History

Mix	Existing	HCA Bid	Exec Cllr Approval	Current
1 bed flat	0	Not specified	6	6
2 bed flat	0	0	0	2
2 bed house	0	0	1	0
Total	0	0	7	8

Comments: The scheme was not specified as part of the HCA grant bid. Included in the bid was a general application for garage

and small in-fill sites. There will be four market properties on the site as well as the eight flats as Affordable Housing.

5. Scheme Cost History

£	HCA Bid	Exec Cllr Approval	Current
Construction	-	662,508	Not available
Home Loss	-	-	-
Project Agent	-	19,938	-
Internal Fee	-	24,615	-
Total	Not specified	707,061	-

Comments: The costing of the latest revised scheme is currently being worked on.

1. Scheme – Wadloes Road, Cambridge CB4 2ND

2. Stage

Stage	Date (estimate in italics)
3 Year Programme	June 2011
Community Services Scrutiny Comm - Exec Cllr Approval	14/03/2013
Development Agreement Signed	<i>June 2013</i>
Pre-application First Meeting	<i>June 2013</i>
Planning Application	<i>Nov 2013</i>
Planning Approval	<i>Feb 2014</i>
Development Agreement – Unconditional	<i>Feb 2014</i>
Start on Site	<i>Feb 2014</i>
Practical Completion	<i>Oct 2014</i>

Comments: The final draft scheme design is now being worked up by the architects, pending a pre-application submission. Scheme costs will then be prepared ready for validation.

3. Resident Engagement

First 3 Year Programme Letter	N/A
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3 Year Programme Up-date Letter (if applicable)	N/A
Residents Meeting Prior to Exec Cllr Approval	N/A
Pre-application Neighbourhood Meeting	To be confirmed

Comments (including progress with residents re-housing): A letter has been sent to all residential neighbours advising them of our intention to redevelop the site.

4. Scheme Mix History

Mix	Existing	HCA Bid	Exec Cllr Approval	Current
1 bed flat	0	1	2	2
2 bed flat	0	2	4	4
2 bed house	0	1	0	0
3 bed house	0	3	0	3
Total	0	7	6	6

Comments: The site is currently vacant, with the previous use being as a children's nursery (building now demolished). The new scheme will also deliver four market sale properties, alongside the six Affordable Housing.

5. Scheme Cost History

£	HCA Bid	Exec Cllr Approval	Current
Construction	-	730,657	730,657
Home Loss	-	0	0
Project Agent	-	17,358	17,358
Internal Fee	-	21,430	21,430
Total	187,284	769,445	769,445

Comments: The HCA bid included assumptions about the cost construction and of compensating leaseholders but no other cost.

1. Scheme – 69-159a Lichfield Road

2. Stage

Stage	Date (estimate in italics)
3 Year Programme	June 2012
Community Services Scrutiny Comm - Exec Cllr Approval	
Development Agreement Signed	
Pre-application First Meeting	
Planning Application	
Planning Approval	
Development Agreement – Unconditional	
Start on Site	
Practical Completion	

Comments: This scheme was not added to the 3 Year Programme until after the grant bid to the HCA was made and therefore the scheme is not being considered as part of the 146 Programme that is due to be completed by March 2015. Residents are aware that the earliest a report will be submitted for consideration is October 2013.

3. Resident Engagement

First 3 Year Programme Letter	28 June 2012
3 Year Programme Up-date Letter (if applicable)	
Residents Meeting Prior to Exec Cllr Approval	See comments
Pre-application Neighbourhood Meeting	

Comments (including progress with residents re-housing): Four residents meetings have taken place since June 2012. The meetings have helped inform the feasibility stage.

4. Scheme Mix History

Mix	Existing	HCA Bid	Exec Cllr Approval	Current
1 bed	40	N/A		12
2 bed	0			34
Total	40			46

Comments: Following the consultation meetings with residents the feasibility work has focused on the redevelopment of the flats to

provide modern day standard accommodation for older people aged 55 and over. The feasibility work has shown that a phased redevelopment would be possible.

5. Scheme Cost History

	HCA Bid	Exec Cllr Approval	Current
Construction			
Home Loss			
Project Agent			
Internal Fee			
Total			

Comment: A costing exercise is currently being undertaken that will inform the feasibility stage.

1. Scheme – Anstey Way

2. Stage

Stage	Date (estimate in italics)
3 Year Programme	<i>June 2012</i>
Community Services Scrutiny Comm - Exec Cllr Approval	
Development Agreement Signed	
Pre-application First Meeting	
Planning Application	
Planning Approval	
Development Agreement – Unconditional	
Start on Site	
Practical Completion	

Comments: This scheme is not being considered as part of the 146 Programme that is due to be completed by March 2015.

3. Resident Engagement

First 3 Year Programme Letter	June 2012
3 Year Programme Up-date Letter (if applicable)	June 2012
Residents Meeting Prior to Exec Cllr Approval	To be confirmed
Pre-application Neighbour Meeting	To be confirmed

Comments (including progress with residents re-housing):

4. Scheme Mix History

Mix	Existing	HCA Bid	Exec Cllr Approval	Current
Bedsits	3			
1 bed	20			
2 bed	0			
3 bed	5			

Comments: The scheme is still at the early stages of feasibility assessment.

5. Scheme Cost History

	HCA Bid	Exec Cllr Approval	Current
Construction	N/A		
Home Loss			
Project Agent			
Internal Fee			
Total			

Comments: A costing exercise is currently being undertaken that will inform the feasibility stage. This will be assisted by information that has been generated from work on the Lichfield Road scheme.

1. Scheme – Clay Farm

2. Stage

Stage	Date
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3 Year Programme	June 2012
Community Services Scrutiny Comm - Exec Cllr Approval	
Development Agreement Signed	
Pre-application First Meeting	
Planning Application	
Planning Approval	
Development Agreement – Unconditional	
Start on Site	
Practical Completion	

Comments: This scheme is for up to 105 new Affordable Housing on the Council's land at Clay Farm. Exec Cllr approval in principle to include the housing as part of the Council's programme was given July 2012.

3. Resident Engagement

First 3 Year Programme Letter	
3 Year Programme Up-date Letter (if applicable)	
Residents Meeting Prior to Exec Cllr Approval	
Pre-application Neighbourhood Meeting	

Comments (including progress with residents re-housing): These is a 'greenfield' site and there are no existing residents.

4. Scheme Mix History

Mix	Existing	HCA Bid	Exec Cllr Approval	Current
1 bed	N/A	N/A	N/A	9
2 bed				68
3 bed				22
4 bed				6
Total				105

Comments: This scheme is not being considered as part of the 146 Programme that is due to be completed by March 2015. The current mix is that required by the City Council in the tender exercise to select a partner to develop out the site.

5. Scheme Cost History

	HCA Bid	Exec Cllr Approval	Current
Construction	N/A		11,097,116
Home Loss			N/A
Project Agent			To be confirmed
Internal Fee			To be confirmed
Total			

Comments: Four cost and funding scenarios were considered at the July 2012 Customer and Community Services Scrutiny Committee. Hill Partnerships has been selected as the Council's partner to develop the site and a further report will be submitted in due course once final costings are known.

Note – Early feasibility work is also being undertaken on the following small sites in the 3 Year Rolling Programme.

Small Infill:

Kendal Way

Garage Sites:

Uphall Road

Fulbourn Road

Rear 55 Wulfstan Way

Cadwin Fields

Markham Close

Cameron Road

Wiles Close