



To: Executive Councillor for Community Development & Health: Councillor Tim Bick
Report by: Director of Community Services and Director of Resources
Relevant scrutiny committee: Community Services 12th January 2012
Wards affected: All Wards

**COMMUNITY DEVELOPMENT & HEALTH PORTFOLIO
REVENUE AND CAPITAL BUDGETS 2011/12 (REVISED)
2012/13 (BUDGETS) AND 2013/14 FORECAST
Key Decision**

1. Executive summary

Revenue and Capital Budgets

- 1.1 The following report sets out the overall base revenue and capital budget position for the Community Development & Health Portfolio. The report compares the proposed 2011/12 Revised Budget to the budget as at September 2011 and details the budget proposals for 2012/13 and 2013/14.

2. Recommendations

The Executive Councillor is recommended to:

Review of Charges:

- a) Approve the proposed charges for Community Development & Health Portfolio services, as shown in Appendix B to this report.

Revenue Budgets:

- b) Approve, with any amendments, the current year funding requests and savings, (shown in Appendix A) and the resulting revised revenue budgets for 2011/12 (shown in Table 1) for submission to the Executive.
- c) Agree proposals for revenue savings and unavoidable bids, as set out in Appendix C.
- d) Agree proposals for bids from external or existing funding, as set out in Appendix D.
- e) Agree proposals for Priority Policy Fund (PPF) bids, as set out in Appendix E.

- f) Approve the budget proposals for 2012/13 as shown in Table 2, for submission to the Executive.

Capital:

- g) Seek approval from the Executive to carry forward resources from 2011/12, as detailed in Appendix G, to fund re-phased capital spending.
- h) Approve capital bids, as identified in Appendix H, for submission to the Executive for inclusion in the Capital & Revenue Projects Plan or addition to the Hold List, as indicated.
- i) Confirm that there are no items covered by this portfolio to add to the Council's Hold List, for submission to the Executive.
- j) Approve the current Capital & Revenue Projects Plan, as detailed in Appendix J, to be updated for any amendments detailed in (g), (h) and (i) above.
- k) Approve the following project appraisals as detailed in Appendix K:

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

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

3. Background

- 3.1 At its meeting on 20 October 2011, Council gave initial consideration to the budget prospects for the General Fund for 2012/13 and future years. As a result an overall savings requirement was set for net expenditure. The expectation was that service reviews would contribute significantly to achievement of these targets and the position on any service reviews within this portfolio are shown in paragraph 3.12.
- 3.2 The overall Budget Strategy Report (BSR) to Strategy & Resources Scrutiny Committee on 16 January 2012 will include a review of all the factors relating to the overall financial strategy that were included in the Medium Term Strategy (MTS).
- 3.3 For 2012/13 provision was made for a Priority Policy Fund (PPF) of £500,000 to provide funding for developments that demonstrate a significant contribution to the Council's Vision Statement, as set out in the Annual Statement. Where appropriate, PPF bids are listed in Appendix E.
- 3.4 The report to The Executive on 19 January 2012 may include details of the Government's Final Settlement for 2012/13. The announcement is likely to be made shortly after the conclusion of the consultation period, which ends on 16 January 2012.
- 3.5 Capital bids will be prioritised by the Executive at its meeting on 19 January 2012. Items in the existing Capital & Revenue Projects Plan and Hold List will also be reviewed to identify any which are no longer required, or where the current indicated timing for spending is no longer accurate. The Capital & Revenue Projects Plan can then be revised to take account of any changes required.
- 3.6 Further work is required on detailed budgets due to the corporate and departmental restructuring, so delegation to the Director of Resources will be sought from Council

for authority to finalise changes relating to this and the reallocation of support service and central costs, in accordance with the CIPFA Best Value Accounting Code of Practice and the Service Reporting Code of Practice for Local Authorities (SeRCOP).

Revised Budget 2011/12

- 3.7 The following table sets out the proposed revised revenue budget for this portfolio in comparison with the September 2011 budget.

Table 1: Revised Budget 2011/12

Total Net Budget	2011/12 Budget Sept 2011 £	2011/12 Revised Budget Jan 2012 £	Variation Increase/ (Decrease) £
Community Development & Health Portfolio	3,776,550	3,741,820	(34,730)
Variation represented by:			
<u>Technical Adjustments</u>			
Depreciation adjustments Community Development			7,020
Climate Change approval Mercury Abatement			11,600
Cash limit adjustment balancing CUPBAN Grant budget			150
* Total (Savings) / Bids (as per Appendix A)			(53,500)
Total Variance			(34,730)

- 3.8 On 23 February 2012, Council will consider for approval the revised budget proposals for this portfolio. The table above demonstrates, after budget transfers, a net reduction in the use of reserves of £34,730 compared to the position at September 2011. See Appendix A for further details of amended budget proposals/changes.

Review of Charges

- 3.9 Proposals for the review of charges for this portfolio are presented at Appendix B. The effects of any proposed changes have been included in the base budget projections.

Budget 2012/13

- 3.10 A summary of the proposed budget for 2012/13 for this portfolio is shown in Table 2. This includes the effects of the proposed savings and unavoidable bids together with the impact of the proposed new charges.
- 3.11 The proposed savings and unavoidable bids, identified during the budget process to date, are detailed in Appendix C.

Service Reviews

- 3.12 The anticipated net savings resulting from service reviews are shown in Table 2 and detailed in Appendix C.

Overall Revenue Budget Position

- 3.13 The approved budget proposals for this portfolio will be submitted to the meeting of Strategy & Resources Scrutiny Committee on 16 January 2012 and for consideration by the Executive at its meeting on 19 January 2012.
- 3.14 An overall summary of the budget proposals, as set out in this report, is shown below.

Table 2: Overall Budget Proposals

Savings and Bids	2012/13 Budget £	2013/14 Forecast £
Savings:		
Service Reviews	(146,000)	(188,000)
Other	(52,910)	(52,910)
Total	(198,910)	(240,910)
Bids:		
Unavoidable	15,000	10,000
Other	0	0
Total	15,000	10,000
Net savings/bids (see Appendix C)	(183,910)	(230,910)
External Funding Bids (see Appendix D)	10,000	10,000
Priority Policy Fund (PPF) Bids (see Appendix E)	130,350	130,350

Capital – 2011/12 Revised Budget, Capital Bids and 2012/13 Proposed Budget

- 3.15 Appendix G shows the latest position against the 2011/12 Capital & Revenue Projects Plan at September 2011 for projects within the Community Development & Health Portfolio, with variances explained in detail in the accompanying notes. A variance of (£302,000) is anticipated of which (£284,000) is due to slippage. The remaining variance of (£18,000) relates to forecast net underspends on individual capital schemes and programmes.
- 3.16 Appendix H details the schemes, which have been identified as possible bids for the Capital & Revenue Projects Plan.
- 3.17 Section 6 of the Medium Term Strategy, approved in October 2011, highlighted the need to review current Hold List items. There are currently no items on the Hold List for this portfolio.
- 3.18 Appendix J shows the Capital & Revenue Projects Plan for all the projects within this committee's portfolio (including any approvals since the MTS was published in October 2011, but before any changes arising in paragraphs 3.15, 3.16 and 3.17 above).

Public Consultation

- 3.19 For a number of years the Council's budget process has included consultation with the citizens of Cambridge to find out which services were most important to residents and what they thought spending and savings priorities should be for the coming budget year.
- 3.20 We have used a mixture of surveys and workshops to build up trend data on the views of residents about spending and saving priorities and have found that views have been quite consistent over time.
- 3.21 The 2011 survey was undertaken as part of the wider Citizens Survey by BMG Research Ltd on behalf of Cambridge City Council. It was conducted by means of a postal questionnaire with 801 randomly selected residents. Questions covered the level of Council Tax, identification of those service areas that are most important and those that are less important, and those services that it was felt that the Council should not provide at all.
- 3.22 In broad terms the results reflect previous surveys - respondents placed greatest importance on our core services: collecting rubbish from properties within the City (73%), cleaning the streets and public places and removing graffiti (36%) and collecting recyclable items from properties within the City (34%)
- 3.23 They also placed high importance on working with the police to tackle anti-social behaviour (35%), providing community service for older people (31%) and managing and maintaining the City's parks and open spaces (28%)

- 3.24 As previously, results showed that residents placed least importance on managing ticketed events and free events, such as running the Corn Exchange (27%), providing events such as the Folk Festival, Big Weekend and Bonfire Night (24%)
- 3.25 With regard to the level of Council Tax, respondents were split as to the approach to be taken, answers were:
- “Cambridge City Council should charge for more services so they don’t have to increase Council Tax by more than inflation” (31%)
 - “It is important for Cambridge City Council not to increase Council tax, even if this means a reduction in the levels of service” (31%)
 - “It is important for Cambridge City Council to maintain current levels of service, even if this means increasing Council Tax” (24%)

4. Implications

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

(a) Financial Implications

Financial implications of budget proposals are summarised in Table 2 above (see also Budget Setting Report 2012/13 – Council 23 February 2012).

(b) Staffing Implications

See text above.

(c) Equal Opportunities Implications

An Equality Impact Assessment has not been conducted on these items. A consolidated Assessment for the Council’s Budget Setting Report will be submitted to the Executive at its meeting on 19 January 2012.

(d) Environmental Implications

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

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

(e) **Consultation**

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

<http://www.cambridge.gov.uk/ccm/content/consultations/2011-consultations.en>

(f) **Community Safety**

See text above.

5. **Background papers**

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

- Medium Term Strategy 2011
- Budget Papers 2012/13

6. **Appendices**

In this Report:

- Appendix A – 2011/12 Revised Budget Items
- Appendix B – Review of Charges (2012/13)
- Appendix C – Savings and Bids (2012/13 to 2015/16)
- Appendix D – Bids to Existing or External Revenue Funding
- Appendix E – Priority Policy Fund (PPF) Bids (2012/13 to 2015/16)
- Appendix F \$– Revenue Budget 2011/12 to 2013/14
- Appendix G – Capital Budget 2011/12
- Appendix H – Capital Bids (2011/12 to 2015/16)
- Appendix I * – Hold List
- Appendix J – Revised Capital & Revenue Projects Plan
- Appendix K – Project Appraisals:
K (1) Centre at St Paul's - Redevelopment of the main hall
For Clay Farm Community Centre see separate Report on
this agenda.
- Appendix L * – Earmarked Reserves

\$ = Service analysis not being presented at portfolio level

* = Not applicable for this Portfolio.

7. **Inspection of papers**

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

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Reference	Description / Justification	2011/12 Revised Budget £	Ongoing Effect	Anticipated 2012/13 Effect £	Contact Name
Community Services - Community Development & Health					
Revised Budget					
RB2786	Revised Budget - Salary underspend for Community Development Administration and Grants Administration	(45,000)	No	0	Trevor Woollams
	<i>Projected underspend for salaries across 2 cost centres. This is primarily a result of the Community Development Service's Phase 2 restructuring which is linked to the Council's on-going support services review. Savings are £45k for 11/12 split across: Code 07101 @ £17,000 and Code 06151 @ £28,000. Both reviews are due for completion by the end of March 2012.</i>				
RB2787	Revised Budget - Salary underspend for ChYpPS	(4,500)	No	0	Trevor Woollams
	<i>Projected underspend due to various vacancies across the service which have now been filled plus some staff not taking up pension.</i>				
RB2788	Revised Budget - Salary underspend for neighbourhood community development	(4,000)	No	0	Trevor Woollams
	<i>Projected underspend due to various vacancies which have now been filled</i>				
Total Revised Budget		(53,500)		0	
Total Community Services - Community Development & Health		(53,500)		0	

Bereavement Services - Fees and Charges

Appendix B

Charge Type and Description	Charges 2011/12	Proposed Charges 2012/13	% Increase
The Crematorium			
Funeral Service Fees			
Adult Band 1 (0900, 0915, 1630 & 1645 hours)	£480.00	£480.00	0.0%
Adult Band 2	£565.00	£597.50	5.8%
Adult Band 3	£585.00	deleted	0.0%
Adult Body Part	£74.00	£75.00	1.4%
Child (2yrs-12yrs)	£99.00	£101.00	2.0%
Child Body Part	£14.50	£15.00	3.4%
Infant (under 2yrs & stillborn)	£56.00	£57.00	1.8%
Infant Body Part	£8.00	£8.00	0.0%
Non viable foetus	£31.00	£32.00	3.2%
Saturday service Adult by special request	£1,040.00	£1,061.00	2.0%
Saturday Service Child (2yrs-12yrs)	£199.00	£203.00	2.0%
Saturday Service Infant (under 2yrs & stillborn)	£113.00	£115.00	1.8%
Sunday service Adult by special request	£1,299.00	£1,325.00	2.0%
Sunday Service Child (2yrs-12yrs)	£227.00	£232.00	2.2%
Sunday Service Infant (under 2yrs & stillborn)	£129.00	£132.00	2.3%
Additional Fees			
Bearer	£15.00	£20.00	33.3%
Organist		£64.00	New
Extended Service	£210.00	£214.00	1.9%
Memorial Service **	£210.00	£214.00	1.9%
Audio (CD) Recording	£28.50	£29.00	1.8%
Visual (DVD) Recording	£40.50	£41.00	1.2%
Web Cast	£74.00	£75.00	1.4%
Polytainer urn	£11.50	£12.00	4.3%
Wooden casket	£32.00	£33.00	3.1%
Witness Strewing	£21.00	£21.00	0.0%
Witness Strewing (Saturday)	£31.00	£32.00	3.2%
Strewing from another crematoria (inc witness fee)	£61.00	£62.00	1.6%
Exhumation of Cremated Remains **		100.00	New
Administration Fees			
Customs Certificate **	£35.00	£36.00	2.9%
Duplicate Cremation Certificate **	£35.00	£36.00	2.9%
Copy Green Certificate		£36.00	New
Postage & Packing	£35.00	£36.00	2.9%
Safe keeping of Cremated Remains (per month)		£65.00	New

Charge Type and Description	Charges 2011/12	Proposed Charges 2012/13	% Increase
Huntingdon Road & Newmarket Road Cemeteries			
Grants of Rights			
Headstones (18"x18") ¹	£83.00	£85.00	2.4%
5 year compulsory top up extension to reinstate grant of right to 50 years	£66.00	£67.00	1.5%
Headstone (up to 36") ¹	£162.00	£165.00	1.9%
5 year compulsory top up extension to reinstate grant of right to 50 years	£72.00	£73.00	1.4%
¹ Memorial Inspection Fee	£62.00	£63.00	1.6%
Full Kerbs 84" x 36"w x 48"h	£693.00	£707.00	2.0%
Half Kerb 36" x 36"w x 48" h	£425.00	£434.00	2.1%
Baby Kerb	£110.00	£112.00	1.8%
Additional inscriptions	£110.00	£112.00	1.8%
Vase (up to 12" high)	£110.00	£112.00	1.8%
Exclusive Right of Burial – Infant			
City resident	£62.00	£63.00	1.6%
5 year top up extension to reinstate Exclusive right to 50 years	£6.50	£7.00	7.7%
Non-City resident	£180.00	£184.00	2.2%
5 year top up extension to reinstate Exclusive right to 50 years	£20.00	£20.00	0.0%
All Interments			
Adult	£522.00	£532.00	1.9%
Child (2-12yrs)	£99.00	£101.00	2.0%
Infant (under 2 & stillborn)	£56.00	£57.00	1.8%
Non-viable foetus	£31.00	£32.00	3.2%
Cremated remains	£147.00	£150.00	2.0%
Weekend interment, by prior arrangement	<i>on application</i>		
Additional Burial Service Fees			
Exhumation**	£980.00	£1,000.00	2.0%
Exhumation (non-viable foetus) **	£58.00	£59.00	1.7%
Regular maintenance (no planting)	£74.00	£75.00	1.4%
Seasonal planting	£125.00	£128.00	2.4%
Turfing grave	£74.00	£75.00	1.4%
Use of organ	£19.00	£19.00	0.0%
Use of organist	£64.00	£65.00	1.6%
Use of chapel - Saturday	£150.00	£153.00	2.0%
Use of chapel - Sunday	£187.50	£191.00	1.9%
Administration Fees			
Duplicate Deed of Grant**	£24.00	£24.00	0.0%
Assignment of grave ownership **	£41.00	£42.00	2.4%
Transfer of Ownership**	£41.00	£42.00	2.4%

Note: ** These charges also attract VAT at current rates (20.0% from 4 January 2011)

Cambridge City Council
Specialist Services - Bereavement
Commemoration Fees & Charges

Appendix B

Description	Current Charges	Proposed Charges 2012/13	% Increase
Baby Rose quartz ceramic keepsake		£66.15	New
Bird Bath Plaque (NRC) - 05 year lease Bottom	93.00	£95.00	2.2%
Bird Bath Plaque (NRC) - 05 year lease Middle	305.00	£311.00	2.0%
Bird Bath Plaque (NRC) - 05 year lease Top	274.00	£279.00	1.8%
Bird Bath Plaque (NRC) - 10 year lease Bottom	390.00	£398.00	2.1%
Bird Bath Plaque (NRC) - 10 year lease Middle	356.00	£363.00	2.0%
Bird Bath Plaque (NRC) - 10 year lease Top	320.00	£326.00	1.9%
Bird Bath Plaque (NRC) - 20 year lease Bottom	520.00	£530.00	1.9%
Bird Bath Plaque (NRC) - 20 year lease Middle	490.00	£500.00	2.0%
Bird Bath Plaque (NRC) - 20 year lease Top	460.00	£469.00	2.0%
Bird Bath Plaque (NRC) - small design or photo plaque from	93.00	£95.00	2.2%
Book of Remembrance - 2 line entry	75.00	£77.00	2.7%
Book of Remembrance - 5 line entry	100.00	£102.00	2.0%
Book of remembrance - 8 line entry	125.00	£128.00	2.4%
Book of Remembrance - Electronic Book Additional Screens	TBA	TBA	New
Book of Remembrance - Motif	45.00	£46.00	2.2%
Book of Remembrance - Portrait	58.00	£59.00	1.7%
Book of Remembrance - Temporary insertion	17.00	£17.00	0.0%
Bracelet - Padlock		£66.66	New
Bracelet - Sweetie		£83.33	New
Bracelet -Titanium		£249.16	New
Candle - Small		£6.42	New
Candle - Church		£5.42	New
Candle - Small (personalised)		£7.33	New
Candle - Tall		£8.08	New
Casket - Carved rose (oak)		£67.91	New
Circles box (NVF)		£7.65	New
Columbaria Placement (including casket) - 05 year lease		£357.00	New
Columbaria Placement (including casket) - 10 year lease		£682.00	New
Columbaria Placement (including casket) - 20 year lease		£1,092.00	New
Cufflinks - silver		£245.83	New
Cufflinks - 9ct gold		£329.16	New
Curved Bench Plaque - 05 year lease	210.00	£214.00	1.9%
Curved Bench plaque - 10 year lease	305.00	£311.00	2.0%
Curved Bench Plaque - 20 year lease	428.00	£437.00	2.1%
Curved Bench Plaque - small design or photo plaque from	93.00	£95.00	2.2%
Daisy Chain - 05 year lease	285.00	£291.00	2.1%
Daisy Chain - 10 year lease	360.00	£367.00	1.9%
Daisy Chain - 20 year lease	735.00	£750.00	2.0%
Earrings - silver		£162.50	New
Earrings - 9ct gold		£204.16	New
Family Garden (C, NRC) - 20 year lease	2,160.00	£2,203.00	2.0%
Family Garden (C, NRC) - 20 year lease (excluding memorials)		1,500.00	New
Family Garden Memorials from		£220.00	New
Forever in our hearts - Teddys Dream		£45.83	New
Forever in our hearts - Teddys Prayer		£45.83	New
Forever in our hearts - Teddys Wish		£58.33	New
Forever in our hearts keepsakes on 20cm sterling silver chain		£66.66	New

Description	Current Charges	Proposed Charges 2012/13	% Increase
Formal Rose Beds (bush) - 10 year lease	180.00	£184.00	2.2%
Formal Rose Beds (standard) - 10 year lease	200.00	£204.00	2.0%
Formal Rose Beds - single nameplate	32.00	£33.00	3.1%
Formal Rose Beds - double nameplate	45.00	£46.00	2.2%
Formal Rose Beds - triple nameplate	55.00	£56.00	New
Granite Plaques for Wooden Seat (NRC) - 05 year lease	305.00	£311.00	2.0%
Granite Plaques for Wooden Seat (NRC) - 10 year lease	356.00	£363.00	2.0%
Granite Plaques for Wooden Seat (NRC) - 20 year lease	490.00	£500.00	2.0%
Granite Plaque for Wooden Seat (NRC) - small design or photo plaque from	93.00	£95.00	2.2%
Memories keepsake box		£11.77	New
Memory Box		£41.66	New
Memory Casket		£66.66	New
Mushroom (C & NRC) - 05 year lease	140.00	£143.00	2.1%
Mushroom (C & NRC) - 10 year lease	200.00	£204.00	2.0%
Mushroom (C & NRC) - 20 year lease	305.00	£311.00	2.0%
Paperweight		£162.50	New
Pendant (long) - silver		£204.16	New
Pendant (long) - 9ct gold		£287.50	New
Pendant (round) - silver		£204.16	New
Pendant (round) - 9ct gold		£287.50	New
Plaques (Cloisters) - 05 year lease	220.00	£224.00	1.8%
Plaques (Cloisters) - 10 year lease	315.00	£321.00	1.9%
Plaques (Cloisters) - 10 year renewal	172.00	£175.00	1.7%
Plaques (Cloisters) - 20 year lease	480.00	£490.00	2.1%
Plaques (Cloisters) - Purchase	57.00	£58.00	1.8%
Plaques (Cloisters) - Re-inscription	155.00	£158.00	1.9%
Recordia Panels - Single panel 1 year lease	85.00	£87.00	2.4%
Recordia Panels - Double panel 1 year lease	150.00	£153.00	2.0%
Recordia Panels - Emblem	67.00	£68.00	1.5%
Recordia Panels - Emblem (personalised)	145.00	£148.00	2.1%
Remembrance Cards - 2 line entry	33.00	£34.00	3.0%
Remembrance Cards - 5 line entry	40.00	£41.00	2.5%
Remembrance Cards - 8 line entry	48.50	£49.00	1.0%
Remembrance Cards - Motif	45.00	£46.00	2.2%
Remembrance Cards - Portrait	58.00	£59.00	1.7%
Ring (signet) - silver		£329.16	New
Ring (signet) - 9ct gold		£412.50	New
Ring (tribute) - silver		£245.83	New
Ring (tribute) - 9ct gold		£287.50	New
Rotunda Butterfly - 05 year lease	450.00	£459.00	New
Rotunda Butterfly - 10 year lease	650.00	£663.00	2.0%
Rotunda Butterfly - 20 year lease	990.00	£1,010.00	2.0%
Rotunda Dragonfly - 05 year lease	450.00	£459.00	New
Rotunda Dragonfly - 10 year lease	650.00	£663.00	2.0%
Rotunda Dragonfly - 20 year lease	990.00	£1,010.00	2.0%
Rotunda Seat Plaque - 05 year lease		£214.00	New
Rotunda Seat Plaque - 10 year lease		£289.00	New
Rotunda Seat Plaque - 20 year lease		£405.00	New
Rotunda Wall Plaque - 05 year lease	185.00	£189.00	2.2%
Rotunda Wall Plaque - 10 year lease	250.00	£255.00	2.0%
Rotunda Wall Plaque - 20 year lease	350.00	£357.00	2.0%
Scattering tube - large		£11.69	New

Description	Current Charges	Proposed Charges 2012/13	% Increase
Scattering tube - small		£9.93	New
Seat - 05 year lease	510.00	£520.00	2.0%
Seat - 10 year lease	735.00	£750.00	2.0%
Seat - 10 year renewal	380.00	£388.00	2.1%
Seat - 20 year lease	1,195.00	£1,219.00	2.0%
Seat - nameplate	60.00	£61.00	1.7%
Seat (HRC) - 05 year lease	820.00	£836.00	2.0%
Seat (HRC) - 10 year lease	1,190.00	£1,214.00	2.0%
Seat (HRC) - 20 year lease	1,830.00	£1,867.00	2.0%
Seat (HRC) - additional plaque incl. inscription only	201.00	£205.00	2.0%
Seat (HRC) - small design or photo plaque from	93.00	£95.00	2.2%
Shrub - 10 year lease	395.00	£403.00	2.0%
Shrub - 20 year lease		£528.00	New
Tablet - 05 year lease	220.00	£224.00	1.8%
Tablet - 10 year lease	315.00	£321.00	1.9%
Tablet - 10 year renewal	172.00	£175.00	1.7%
Tablet - 20 year lease dedication including lettering	480.00	£490.00	2.1%
Tablet (Plinth) - repaint	22.50	£23.00	New
Tablet - purchase	57.00	£58.00	1.8%
Tablet - re-inscription	155.00	£158.00	1.9%
Teddy & Baby in Leaf Pedestals - 05 year lease Tier 1	140.00	£143.00	2.1%
Teddy & Baby in Leaf Pedestals - 05 year lease Tier 2	155.00	£158.00	1.9%
Teddy & Baby in Leaf Pedestals - 05 year lease Tier 3 *	170.00	£173.00	1.8%
Teddy & Baby in Leaf Pedestals - 05 year lease Tier 4 *	185.00	£189.00	2.2%
Teddy & Baby in Leaf Pedestals - 05 year lease Tier 5 *	220.00	£224.00	1.8%
Teddy & baby in Leaf Pedestals - 10 year lease Tier 1	200.00	£204.00	2.0%
Teddy & Baby in Leaf Pedestals - 10 year lease Tier 2	220.00	£224.00	New
Teddy & Baby in Leaf Pedestals - 10 year lease Tier 3 *	235.00	£240.00	2.1%
Teddy & Baby in Leaf pedestals - 10 year lease Tier 4 *	250.00	£255.00	2.0%
Teddy & Baby in Leaf Pedestals - 10 year lease Tier 5 *	285.00	£291.00	2.1%
Teddy & Baby in Leaf Pedestals - 20 year lease Tier 1	305.00	£311.00	2.0%
Teddy & Baby in Leaf Pedestals - 20 year lease Tier 2	320.00	£326.00	1.9%
Teddy & Baby in Leaf Pedestals - 20 year lease Tier 3 *	335.00	£342.00	2.1%
Teddy & Baby in Leaf Pedestals - 20 year lease Tier 4 *	350.00	£357.00	2.0%
Teddy & Baby in Leaf Pedestals - 20 year lease Tier 5 *	390.00	£398.00	2.1%
*small designs or photoplaques for Tiers 3, 4 & 5 from	92.00	£94.00	2.2%
Trees - 05 year lease	240.00	£245.00	2.1%
Trees - 10 year lease	350.00	£357.00	2.0%
Trees - 20 year lease	520.00	£530.00	1.9%
Trees - nameplate	60.00	£61.00	1.7%
Urn - Footprints (biodegradable)		£150.00	New
Urn - Lighthouse (biodegradable)		£150.00	New
Urn - Mother of pearl cross (blue lacquer)		£54.24	New
Urn - Music for the Soul		£54.24	New
Urn - Purple Aster (fibreglass)		£46.37	New
Urn - Silver (aluminium)		£33.32	New
Urn - White (grained marble)		£95.55	New
Vault Sanctum 12 (NRC) - 05 year lease Bottom	725.00	£740.00	2.1%
Vault Sanctum 12 (NRC) - 05 year lease Middle	750.00	£765.00	New
Vault Sanctum 12 (NRC) - 05 year lease Top	775.00	£791.00	2.1%
Vault Sanctum 12 (NRC) - 10 year lease Bottom	1,030.00	£1,051.00	2.0%
Vault Sanctum 12 (NRC) - 10 year lease Middle	1,060.00	£1,081.00	2.0%

Description	Current Charges	Proposed Charges 2012/13	% Increase
Vault Sanctum 12 (NRC) - 10 year lease Top	1,085.00	£1,107.00	2.0%
Vault Sanctum 12 (NRC) - 20 year lease Bottom	1,655.00	£1,688.00	2.0%
Vault Sanctum 12 (NRC) - 20 year lease Middle	1,680.00	£1,714.00	2.0%
Vault Sanctum 12 (NRC) - 20 year lease Top	1,710.00	£1,744.00	2.0%
Vault Sanctum 12 (NRC) - Additional Lettering (per letter)		£2.75	New
Vault Sanctum 2 (C) - 20 year lease	785.00	£801.00	2.0%
Vault Sanctum 2 (C) - second interment	150.00	£153.00	2.0%
Vault Sanctum 2 (C) - second tablet	135.00	£138.00	2.2%
Vault Sanctum 2000 (C, HRC, NRC) - 05 year lease	820.00	£836.00	2.0%
Vault Sanctum 2000 (C, HRC, NRC) - 10 year lease	1,190.00	£1,214.00	2.0%
Vault Sanctum 2000 (C, HRC, NRC) - 20 year lease	1,810.00	£1,846.00	2.0%
Vault Sanctum 2000 (C, HRC, NRC) - photo plaques and designs from	135.00	£138.00	2.2%
Vault Sanctum 2000 (C, HRC, NRC) - Additional Lettering (per letter)		£2.55	New
Wishing Well Plaque (C) 5 year lease		£190.00	New
Wishing Well Plaque (C) 10 year lease		£256.00	New
Wishing Well Plaque (C) 20 year lease		£360.00	New
Woodland Book - Memorial Plaque 80 year lease	85.00	£87.00	2.4%
Woodland Leaf - 05 year lease	170.00	£173.00	1.8%
Woodland Leaf - 10 year lease	235.00	£240.00	2.1%
Woodland Leaf - 20 year lease	340.00	£347.00	2.1%

All Fees exclude VAT - currently 20%

2012/13 Budget - Bids & Savings

Appendix: Page 1 of 3

Reference	Description / Justification	2011/12 Budget £	2012/13 Budget £	2013/14 Budget £	2014/15 Budget £	2015/16 Budget £	Contact	Ctee Priority (Bids)
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Community Services - Community Development & Health

Service Reviews

SR2936	CCTV Service - Reduction in costs following a review of the CCTV service	0	(146,000)	(188,000)	(188,000)	(188,000)	Martin Beaumont	
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A review of the CCTV Service was scrutinised by the Community Services Scrutiny Committee in October 2011 and its recommendations accepted. Implementation is subject to staff consultation and delegated approval. The estimated savings are based both on reduced staffing and reassessed R&R contributions.

Service Reviews		0	(146,000)	(188,000)	(188,000)	(188,000)		
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2012/13 Budget - Bids & Savings

Appendix: Page 2 of 3

Reference	Description / Justification	2011/12 Budget £	2012/13 Budget £	2013/14 Budget £	2014/15 Budget £	2015/16 Budget £	Contact	Ctee Priority (Bids)
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Community Services - Community Development & Health

Savings

S2789	Cash limit Community Development Grants	0	(23,280)	(23,280)	(23,280)	(23,280)	Jackie Hanson	
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Cash limit the range of community development grants at £892,200

S2856	Price Review - Cremations	0	(26,600)	(26,600)	(26,600)	(26,600)	Paul Necus	
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Review of prices for Cremations, combining peak and standard rates whilst maintaining the off peak rate.

S2860	Operational savings from the Community Safety budget	0	(3,030)	(3,030)	(3,030)	(3,030)	Lynda Kilkelly	
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Restructure of the Safer Communities team in 2010/11, which resulted in a reduction in staff numbers, has facilitated a reduction in operational budgets (travel, training, consultants, special projects). This, coupled with cash limiting payments to the pooled fund for the Community Safety Partnership, Street Pastors and the Police Community Support Officers, results in the delivery of a saving.

Savings		0	(52,910)	(52,910)	(52,910)	(52,910)		
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2012/13 Budget - Bids & Savings

Appendix: Page 3 of 3

Reference	Description / Justification	2011/12 Budget £	2012/13 Budget £	2013/14 Budget £	2014/15 Budget £	2015/16 Budget £	Contact	Ctee Priority (Bids)
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Community Services - Community Development & Health

Unavoidable Revenue Bids

UR2941	Upgrade IT software - Epilog Sequel and three year support contract	0	15,000	10,000	10,000	0	Tracy Lawrence	U
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The proposal to upgrade existing bespoke bereavement software is to provide system security, financial and statistical information relating in particular to the Commemorations project and support the overall Bereavement Services Business Plan - this will meet risks/objectives identified in recent internal auditors and external consultants reports. Software package (£5,000) to be funded from R & R.

Unavoidable Revenue Bids	0	15,000	10,000	10,000	0
Community Services - Community Development & Health	0	(183,910)	(230,910)	(230,910)	(240,910)
Report Total	0	(183,910)	(230,910)	(230,910)	(240,910)

2012/13 Budget - External or Existing Funding

Appendix: Page 1 of 1

Reference	Description / Justification	2011/12 Budget £	2012/13 Budget £	2013/14 Budget £	2014/15 Budget £	2015/16 Budget £	Contact	Ctee Priority (Bids)
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Community Services - Community Development & Health

External Bids

X2783	Community Development Grant fund for new communities	0	10,000	10,000	10,000	0	Jackie Hanson	H
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Grants for voluntary and community organisations to enable activity in new communities on fringe sites to flourish and to support the integration with neighbouring parts of the city. (to be funded from Council Tax Earmarked for Growth Fund).

External Bids	0	10,000	10,000	10,000	0
Community Services - Community Development & Health	0	10,000	10,000	10,000	0
Report Total	0	10,000	10,000	10,000	0

2012/13 Budget - Priority Policy Fund, PPF

Appendix: Page 1 of 2

Reference	Description / Justification	2011/12 Budget £	2012/13 Budget £	2013/14 Budget £	2014/15 Budget £	2015/16 Budget £	Contact	Ctee Priority (Bids)
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Community Services - Community Development & Health

PPF Bids

PPF2784	Community Engagement Officer	0	47,000	47,000	47,000	47,000	Trevor Woollams	H
<p>A new post providing expertise to support the Council's approach to the Localism agenda and neighbourhood working. The post will work with managers across the Council to encourage active engagement from local residents to shape an agenda relating to the activities of the Council and other agencies. The post will provide community engagement and facilitation skills for a variety of situations, including building priorities for developer contributions for open space and community facility enhancements and outreach work in setting priorities for the work of Area Committees. The bid includes employee costs and a project budget.</p>								
PPF2785	Youth Officer - 13+ age-group	0	41,000	41,000	41,000	41,000	Trevor Woollams	H
<p>As the focal point of the Council's understanding of and work with teenagers, the officer will represent the City Council's agenda within the mixed partnership environment of providers for this age group, support the Council's own capital investment in facilities and work with colleagues and partners to undertake youth projects. The post will work closely with Community Development, Arts & Recreation and Safer Communities and will interpret teenagers' needs for service providers across the Council.</p>								
PPF2861	Funding for a 0.5 FTE post to set up a Restorative Justice system within the city	0	17,000	17,000	0	0	Alan Carter	H
<p>Restorative Justice, which has been adopted elsewhere in the country, seeks to work with partnership organisations and volunteers, to facilitate bringing together offenders and victims, in an attempt to allow the offender to address the impact of their crime, reduce the impact of repeat offending and give the victim a greater sense of justice.</p>								

2012/13 Budget - Priority Policy Fund, PPF

Appendix: Page 2 of 2

Reference	Description / Justification	2011/12 Budget £	2012/13 Budget £	2013/14 Budget £	2014/15 Budget £	2015/16 Budget £	Contact	Ctee Priority (Bids)
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Community Services - Community Development & Health

PPF2862	Increase in funding for Safer City Revenue Grants	0	25,350	25,350	25,350	25,350	Lynda Kilkelly	H
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Historically, Safer City grants have been awarded for both revenue and capital activities. With the devolution and division of the grant budget into smaller sums for Area Committees, the distinction between capital and revenue will introduce an unhelpful constraint on decision making. The grant programme will now be budgeted only as revenue (which can also be used as capital) and this item is offset by the elimination of £17,000 per annum from the capital programme. The balance of £8,350 enables the retention of a small fund centrally for citywide or strategic bids. [See also C2959]

PPF Bids	0	130,350	130,350	113,350	113,350
Community Services - Community Development & Health	0	130,350	130,350	113,350	113,350
Report Total	0	130,350	130,350	113,350	113,350

Community Development & Health Portfolio / Community Services Scrutiny Committee

2011/12 Capital Budget Position

Capital Ref	Description	Lead Officer	Original Budget 2011/12	Current Budget 2011/12	Spend to end September 2011	Anticipated Spend October 2011 to March 2012	Anticipated Variance	Re-phase Spend	Forecast Over / (Under) Spend	Comments
			£000	£000	£000	£000	£000	£000	£000	
SC106	Enhance Existing Community Facilities - East Chesterton	T Woollams	0	27	0	0	(27)	0	(27)	No further applications received. Funding no longer required. Budget to be returned to reserves fund.
SC283	City Centre Youth Venue (S106)	T Woollams	100	100	0	0	(100)	100	0	Report planned for Com Serv Scrutiny in March 2012. Rephase remaining budget.
SC351	Memorial Choice	T Lawrence	0	5	5		(0)		(0)	Project complete
SC379	Mercury Abatement	T Lawrence	2,005	1,995	508	1,487	(0)		(0)	Project due to be completed by 31st March 2012
SC385	Energy Efficiency Programme - Meadows	T Woollams	0	19	0	6	(13)	13	0	Programme delayed as Asset Manager not appointed until recently. Rephase remaining budget.
SC406	The Junction Development Programme (S106)	T Woollams	0	2	0	0	(2)	2	0	Retention held. Re-phase remaining budget
SC440	King George V Rec Ground (consolidated) (S106)	T Woollams	0	32	0	0	(32)	32	0	Additional works to be specified with Trumpington Residents Association. Re-phase remaining budget
SC503	CCTV Technology Upgrade	M Beaumont	150	150	0	160	10		10	Project due to be completed by 31st March 2012
SC513	Crematory Refurbishment	T Lawrence	0	206	0	206	0		0	Project due to be completed by 31st March 2012
SC514	Petersfield Area Play Equipment	T Woollams	0	0	0	0	0	0	0	
SC515	Replacement CCTV Cameras	M Beaumont	0	70	0	70	0		0	Project due to be completed by 31st March 2012
Total Projects			2,255	2,606	512	1,929	(165)	147	(18)	
PR006	Safer City Programme	L Kilkelly	17	17	1	16	0		0	Anticipating that the grants will be allocated in the current year

Community Development & Health Portfolio / Community Services Scrutiny Committee

2011/12 Capital Budget Position

Capital Ref	Description	Lead Officer	Original Budget 2011/12	Current Budget 2011/12	Spend to end September 2011	Anticipated Spend October 2011 to March 2012	Anticipated Variance	Re-phase Spend	Forecast Over / (Under) Spend	Comments
			£000	£000	£000	£000	£000	£000	£000	
PR025	New Town Community Development Capital Grants Programme (S106)	T Woollams	124	124	0	10	(114)	114	0	£20k allocated to Centre at St Paul's (subject to approval 12/1/12). Working with Newtown forum to bring forward projects from their programme. Rephase remaining budget.
PR026	Community Development Grants Programme (S106)	T Woollams	0	150	27	100	(23)	23	(0)	Spend dependent upon grant applicants meeting their construction programme. Rephase remaining budget.
Total Programmes			141	291	28	126	(137)	137	(0)	
Total for Community Development & Health Portfolio			2,396	2,897	540	2,055	(302)	284	(18)	

2012/13 Budget - Capital Bids & Funding

Appendix: Page 1 of 2

Reference	Description / Justification	2011/12 Budget £	2012/13 Budget £	2013/14 Budget £	2014/15 Budget £	2015/16 Budget £	Contact	Cftee Priority (Bids)
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Community Services - Community Development & Health

Capital Bids

Bids requiring funding

C2943	Refurbishment of Newmarket Road Cemetery buildings	0	120,000	0	0	0	Paul Necus	H
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Requirement for Capital Funding (included Above)

0	70,000	0	0	0
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Following the reclamation of the existing cemetery office as part of the cemetery lodge, the proposal is to utilise other existing areas to create an office, reception, waiting room and refurbish toilets, vestry and the provision of a private meeting room for the bereaved. This project to be funded by HRA - £50,000 and Reserves - £70,000. [See also C2908]

C2959	Release of Capital Funding for Safer City Grants	0	(17,000)	(17,000)	(17,000)	0	Lynda Kilkelly	H
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Requirement for Capital Funding (included Above)

0	(17,000)	(17,000)	(17,000)	0
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The capital funding for the period from 2012/13 to 2014/15, in respect of Safer City Capital Grants is proposed to be released, as a direct result of a bid for additional ongoing revenue grant funding, which better meets the requirements of grant recipients. [See also PPF2862]

Total Bids requiring funding	0	103,000	(17,000)	(17,000)	0
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Requirement for Funding : Bids requiring funding	0	53,000	(17,000)	(17,000)	0
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Bids to existing funding

C2942	Cambridge Crematorium - Chapels & Public Areas Refurbishment	0	120,000	0	0	0	Tracy Lawrence	H
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Requirement for Capital Funding (included Above)

0	0	0	0	0
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The chapels, vestries and waiting rooms at the crematorium are in need of refurbishment to meet current customer needs. This work will be undertaken once the mercury abatement project is complete. Works may include carpets, flooring and seating in addition to redecoration. This will be funded from existing R&R funds.

2012/13 Budget - Capital Bids & Funding

Appendix: Page 2 of 2

Reference	Description / Justification	2011/12 Budget £	2012/13 Budget £	2013/14 Budget £	2014/15 Budget £	2015/16 Budget £	Contact	Cttee Priority (Bids)
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Community Services - Community Development & Health

C2944	Refurbishment of Staff room to incorporate garage conversion	0	30,000	0	0	0	Tracy Lawrence	H
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Requirement for Capital Funding (included Above)

0	0	0	0	0
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The existing operations staff building will be upgraded to provide better welfare for employees following the conversion of existing staff rest room into offices for the commemorations team. This will create an area where staff are able to take their breaks which includes space for a 'quiet' area. This will be funded from existing R&R funds.

C2990	Clay Farm Community Centre - Phase 1	0	420,000	230,000	0	0	Alan Carter	H
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Requirement for Capital Funding (included Above)

0	0	0	0	0
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The City Council is leading the partnership project to provide the new Community Centre at Clay Farm. Other partners include the Primary Care Trust, the County Council, South Cambridgeshire District Council and Cambridgeshire Partnerships Limited. Facilities will include a community centre & café, a youth wing with games area, band & DJ room, a public library, a health centre, flexible spaces for primary care support services and touchdown facilities & accommodation for Police and social services. In addition, up to 20 affordable flats will be incorporated into the design. This initial bid covers design fees. The total project cost, including fees, being £8.2m which will be provided by developer contributions and other sources. A full bid during the 2013/14 budget round will address the need for prudential borrowing to 2029/30.

Total Bids to existing funding	0	570,000	230,000	0	0
Requirement for Funding : Bids to existing funding	0	0	0	0	0
Total Community Services - Community Development & Health	0	673,000	213,000	(17,000)	0
Requirement for Funding : Community Services - Community Development & Health	0	53,000	(17,000)	(17,000)	0

Community Services Scrutiny Committee / Community Development Health Portfolio - Capital and Revenue Projects Plan

Appendix J

Capital-GF Projects											
Capital Ref - Cost Centre	Description	Lead Officer	Capital Scheme Approval (£000's)	Spend in Prior Years (£000's)	Current Year Budget (£000's)	2012/13 (£000's)	2013/14 (£000's)	2014/15 (£000's)	2015/16 (£000's)	Spend this year to end Sept 2011 (£000's)	Comments
SC106 - 40011	Enhance Existing Community Facilities - East Chesterton	T Woollams	145	118	27	0	0	0	0	0	£50k approved at City Board 29/1/01. Funded from use of reserves. £100k transferred from SC105 - approved at City Board 9/7/01. Grant of £100k awarded to St. George's Church for hall refurbishment. Budget reduced by £5k 08/9 Outturn.
SC283 - 40019	City Centre Youth Venue (S106)	T Woollams	100	0	100	0	0	0	0	0	Approved at July 2005 Committee £20k funded from S106. Further £130k funding approved from S106 6.07.06, subject to project appraisal. Budget reduced by £50k MTS 2010.
SC351 - 38106	Memorial Choice	T Lawrence	110	105	5	0	0	0	0	5	£100k from Use of Reserves approved at January 07 Committee. Additional £10k funding approved 2007/08 Outturn.
SC379 - 38111	Mercury Abatement	T Lawrence	2,023	29	1,995	0	0	0	0	508	From Hold List MTS 07. £2,023k - funded £1,500 UOR, £58 R&R, £466 Other. (inc irrecoverable VAT)
SC385 - 40024	Energy Efficiency Programme - Meadows	T Woollams	62	43	19	0	0	0	0	0	Approved at Council 21/02/08. £48k funded from Reserves. Additional £14k approved on appraisal 24.07.09.
SC406 - 40028	The Junction Development Programme (S106)	T Woollams	130	128	2	0	0	0	0	0	Project Appraisal approved at Community Services Scrutiny Cttee 24 July 2008. £130k funded from S106.
SC440 - 40031	King George V Rec Ground (consolidated) (S106)	T Woollams	458	426	32	0	0	0	0	0	Consolidation of SC334 and SC402 agreed Scrutiny Committee 8.10.09 with additional funding £203k S106 and £22 External funding.
SC503 - 39141	CCTV Technology Upgrade	M Beaumont	150	0	150	0	0	0	0	0	Approved at Council 17.2.11. £150k funded from R&R
SC513 - 38165	Crematory Refurbishment	T Lawrence	206	0	206	0	0	0	0	0	Approved July 2011. £206k funded from R&R.
SC514 - 40034	Petersfield Area Play Equipment	T Woollams	55	0	0	55	0	0	0	0	Included in Capital Plan MTS Oct 2011 following S&R report July 11. £55k from UCR St Matthews Play Centre.
SC515 - 39145	Replacement CCTV Cameras	M Beaumont	70	0	70	0	0	0	0	0	Approved MTS Oct 11. £70k funded from R&R.
Capital-GF Projects			3,509	850	2,606	55	0	0	0	512	

Capital-GF Projects											
Capital Ref - Cost Centre	Description	Lead Officer	Capital Scheme Approval (£000's)	Spend in Prior Years (£000's)	Current Year Budget (£000's)	2012/13 (£000's)	2013/14 (£000's)	2014/15 (£000's)	2015/16 (£000's)	Spend this year to end Sept 2011 (£000's)	Comments
Capital-Programmes											
Capital Ref - Cost Centre	Description	Lead Officer	Capital Scheme Approval (£000's)	Spend in Prior Years (£000's)	Current Year Budget (£000's)	2012/13 (£000's)	2013/14 (£000's)	2014/15 (£000's)	2015/16 (£000's)	Spend this year to end Sept 2011 (£000's)	Comments
PR006 - 36003	Safer City Programme	L Kilkelly	302	503	17	17	17	17	0	1	Three year extension of programme approved at City Board 31/01/00. Three year extension of programme approved at Strategy Scrutiny 28/01/03. Extn to programme to 2009/10 £50k pa.
PR025 - 40029	New Town Community Development Capital Grants Programme (S106)	T Woollams	130	6	124	0	0	0	0	0	Project Appraisal approved at Community Services Scrutiny Cttee 24 July 2008. £130k funded from S106
PR026 - 40035	Community Development Grants Programme (S106)	T Woollams	800	0	150	350	300	0	0	27	
Capital-Programmes			1,232	508	291	367	317	17	0	28	
TOTAL CAPITAL PLAN			4,741	1,358	2,897	422	317	17	0	540	



Cambridge City Council

Item

To:	Executive Councillor for Community Development and Health	
Report by:	Trevor Woollams	
Relevant scrutiny committee:	Community Services Scrutiny Committee	12th Jan 2012
Wards affected:	Trumpington and Petersfield	

Project Appraisal and Scrutiny Committee Recommendation

Project Name: Centre at St Paul's – Redevelopment of the main hall

Recommendation/s

Financial recommendations –

- The Executive Councillor is asked to approve a capital grant of £34,800 (£20,000 from the New Town Community Development Capital Grants Programme and £14,800 from the East Area Committee Capital Grants Programme), towards the redevelopment costs of the Centre at St.Pauls' main hall. These grants programmes are already included in the Council's Capital Programme (New Town Ref: PR025 and East Area Ref: PR026)
 - The total cost of the grant is £34,800, funded from Developer Contributions
 - There are no ongoing revenue implications arising from the project.

1 Summary

This project is to grant £34,800 towards a project costing £179,800 that will improve facilities available to the community by modifying the Main Hall (church space) at the Centre at St Paul's.

1.1 The project

Target Dates:	
Start of procurement	
Award of Contract	
Start of project delivery	June 2012
Completion of project	November 2012

1.2 The Cost

Total Project Cost	£34,800 (Grant value)
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Cost Funded from:

Funding:	Amount:	Details:
Reserves	£	
Repairs & Renewals	£	
Developer Contributions	£34,800	£20,000 from the Newtown Forum Capital Grant Programme. £14,800 from the East Area Committee Capital Grants Programme.
Other	£	

Ongoing Revenue Cost

Year 1	£0	
Ongoing	£0	

1.3 The Procurement

The procurement will be carried out by the Centre at St.Paul's. Tenders will be invited from a minimum of 3 local contractors.

2 Project Appraisal & Procurement Report

2.1 The Project

This project is to grant £34,800 towards improving facilities available to the community by modifying the Main Hall (church space) at the Centre at St Paul's.

When the Centre was created in 1996, the Main Hall was intended to be used primarily for church services. In the past 10 years, it has developed into a multi-purpose room that is used for regular activities every day of the week. It is also in demand as a venue for wedding receptions, ceilidhs, dances, lectures and assemblies. However, the standard of the Main Hall is not in keeping with that of the rest of the Centre.

Following a comprehensive assessment of current and future needs of the Centre at St Paul's - including consultations with Centre users – it has been decided to launch a development project that will maximise the potential of the Main Hall as a community venue. On Sundays, the space is used for church services. During the rest of the week, this large area is a multi-purpose room, the largest in the complex. It is an attractive setting for regular activities involving mentally vulnerable adults, the elderly and young people as well as wedding receptions, ceilidhs, dinners and charity events run by a wide cross section of community groups.

The Main Hall was not designed or equipped for its current level of use. Modifications are therefore required so it can continue to make an outstanding contribution to the success of a wide range of community events. The following steps will be taken to maximise use and increase flexibility:

1. The remaining pews will be removed and the sloping floor, on which they rest, levelled
2. Part of the floor near the east window will be converted to include a simple stage
3. The floor in the side chapel will be levelled to match the level of the main floor
4. The dais below the terra cotta wall will be removed
5. The softwood floor will be repaired, sanded and re-varnished

6. The wooden screens separating the central space from the side areas will be removed
7. The organ console will be returned to its original position under the organ pipes
8. A more modern and efficient heating system will be installed
9. Existing furniture will be replaced with portable chairs and trolleys
10. A large storage space will be built in the north transept to house chair trolleys and user equipment. This area will also contain a server/kitchenette
11. New toilets will be installed.

2.2 Aims & objectives

The grant supports a community project. The Main Hall benefits the local community by offering a large-scale, user-friendly venue for regular and one-off activities.

The aim of the community project is to modernise existing facilities, thereby creating a flexible, multi-functional space. When the work has been completed, the Main Hall will complement the rest of the Centre and be finished to the same high standard.

The Centre's underlying principle seeks to bring people together, encourage diversity and promote acceptance. Its programme targets people who are vulnerable or socially excluded, including the elderly and mental health service users. It delivers its programme in a variety of ways, including weekly lunches held throughout the year.

At present, the Main Hall is heated on an ad hoc basis. The boilers are at least 20 years old and in need of replacement. In terms of cost effectiveness, the system heating the refurbished hall will be more efficient. Because of increased usage, the Main Hall will have more regular heating, reducing the cost of heating per head. This is highly desirable from an environmental point of view.

2.3 Major issues for stakeholders & other departments

The grant contributes to a project that will create a customised venue for regular classes and larger community events. In particular, removal of the pews and screens together with repositioning the organ console will create a versatile space capable of being used in a variety of ways. The new storage area

will accommodate furniture that currently has to be stacked along the north transept wall or below the east window. In other words, the completed refurbishment will deliver a smart-looking venue tailored to the needs of existing and future users from all sections of the community.

The Newtown Forum and East Area Committee have both been formally consulted about this proposal and are fully supportive of both the project and the proposed grant funding arrangements.

2.4 Summarise key risks associated with the project

At present the Main hall does not meet the standards of the rest of the Centre at St Paul's. If it is not refurbished, certain community groups will be denied access to a large, affordable venue in this part of the city. Community cohesion will be seriously undermined.

2.5 Financial implications

- a. Appraisal prepared on the following price base: 2011/12
- b. The Capital Grant of £34,800 will be dependent upon the Centre at St.Paul's accessing the remainder of the project costs from other sources. It would be funded from developer contributions from the Newtown Capital Grant Programme and the East Area Committee Capital Grants Programme.
- c. Grant monies will be paid in arrears on receipt of an Architect's certificate or invoices from contractors for work completed.
- d. WREN have indicated to The Centre at St.Paul's that they will consider funding only if toilet facilities are upgraded and extended.

2.6 Capital & Revenue costs

(a) Capital	£	Comments
Building contractor / works		
Purchase of vehicles, plant & equipment		
Professional / Consultants fees		
IT Hardware/Software		
Other capital expenditure	34,800	Grant
Total Capital Cost	34,800	

(b) Revenue	£	Comments
Total Revenue Cost	0	

2.7 VAT implications

There are no adverse VAT implications to this project

2.8 Environmental Implications

Climate Change impact	+L
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It is estimated that the project will have a low but positive environmental impact as the grant will pay for a new and more efficient heating system for the Centre.

2.9 Other implications

The project takes environmental issues into consideration and will ensure that the relevant health and safety standards are complied with. There will be disabled access to the new stage in the Main Hall. The existing loop system will be upgraded when the PA is replaced. The building will be easier to negotiate for the visually impaired when the organ console has been repositioned and the pews have been removed.

2.10 Staff required to deliver the project

The project will be supervised by a professional project manager/clerk of works appointed by the Parochial Church Council (PCC). The individual concerned has managed several projects at St Paul's including the original conversion and refurbishment of the downstairs and upstairs kitchens.

2.11 Dependency on other work or projects

None.

2.12 Background Papers

The Business Plan, extracts from which have been used in this appraisal, contains a detailed account of the Project.

2.13 Inspection of papers

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Date prepared:	8 Sept 2011

Appendix K(1)

Appendix B

Developer Contribution Cost Centre	Planning Reference	Contribution Type Community Facilities	Address	Amount (£)
	05/0942/FUL	✓	2 Kingston St.	1,250
	05/1258/FUL	✓	41 Mill Road	1,641
	06/0032/FUL	✓	1 Station Mews	2,415
	06/0969/FUL	✓	1 Felton St.	1,172
	06/1307/FUL	✓	24 Mill Rd	4,561
	07/0143/FUL	✓	95 Tenison Rd	3,761
Total				14,800

Appendix K(1)

Identified needs for improvements to St.Paul's

Improvement	Priority	Sub-project	Proposed Action	Estimated Cost (£)
The church space (Main Hall) needs to be modified to bring it into line with existing and projected levels of use. At present it lacks flexibility because the pews are fixed and take up a lot of space.	High	1	The Victorian pews will be removed and the sloping chancel floor on which the pews rest will be levelled. The raised floor of the side chapel on the south side of the building will be levelled to match the height of the main floor. The new space will be enhanced by removing the wooden screens designed to create a chancel and by repositioning the organ console under the organ pipes. Part of the floor immediately below the east window, will be converted into a simple stage area.	73,000
There is a marked absence of adequate storage space for chairs, other items of furniture and for equipment used for regular activities.	High	2	A large storage space will be constructed in the north transept and used to accommodate chairs, trolleys and user equipment. Existing furniture will be replaced with portable chairs and trolleys. There will be an adjoining kitchenette with facilities for preparing and serving hot and cold drinks.	17,000
The Main Hall is difficult to heat in winter partly because the heating system (boilers and radiators) is old-fashioned and inefficient.	High	1	A modern heating system will be installed with the aim of producing heat more efficiently and reducing the environmental impact.	34,800
When major events are held in the Main Hall, the existing toilets are inadequate for a large number of Centre users.	High	3	New toilets will be installed.	22,000
Total				146,800