

AGENDA

Page No

1. MINUTES
To confirm the decisions of the meeting held on 11 February 2014 (CA.78 - CA.89), previously circulated.
2. APOLOGIES FOR ABSENCE
3. Overview and Scrutiny
POLICY REVIEW - PAPERLESS WORKING WITHIN THE COUNCIL 1 - 4
This report presents the final report from the Scrutiny Committee 1 on Paperless Working within the Council for consideration.
Relevant Ward(s): All Wards
4. Resources Management
CAPITAL PROGRAMME SCHEME PROPOSAL FORMS 2014/15 AND ADDITIONAL SCHEMES IN 2013/14 5 - 36
This report seeks approval of the Capital Programme Scheme proposal forms 2014/15 and additional schemes in 2013/14.

In accepting the recommendations, the capital programme scheme proposal forms 2014/15 detailed in Annex A1-A22 of the report will be approved for implementation in 2014/15; and the capital programme schemes in 2013/14 detailed at paragraph 1.4 and further detailed in Annex B1-B2 of the report will be approved for implementation in the current financial year 2013/14.

Relevant Ward(s): All Wards
5. LIVING WAGE 37 - 42
This report provides information on the Living Wage Campaign. It advises on issues to be considered in deciding whether to adopt the Living Wage and also sets out an alternative initiative that the Council might introduce to help the Council's lowest paid staff.

In accepting the recommendation, Cabinet will approve, subject to negotiation with the union, the introduction a local living wage pay scheme from 1 April 2014 which increases the salaries of low paid employees by reference to the national Living Wage, the details to be determined by the Chief Executive.

Relevant Ward(s): All Wards
6. DISCRETIONARY BUSINESS RATE RELIEF 43 - 44
This report submits for consideration a policy for the determination of the allocation of Discretionary Rate Relief to retail business premises.

In accepting the recommendation, Cabinet will approve the Retail Relief for Business Rates Policy to Council in accordance with the Department for Communities and Local Government guidance with the following exclusions:-

 - (a) any ratepayer that occupies 50 or more premises in England and Wales; and
 - (b) Charity shops in receipt of 80% Mandatory Business Rate Relief.

and that approval of Discretionary Business Rate Relief be delegated to Officers in line with this policy.

Relevant Ward(s): All Wards
7. Policy Implementation
HAMBLETON LOCAL DEVELOPMENT FRAMEWORK 45 - 52
This report set out a timetable for the preparation of the Local Plan/Local Development Framework (LDF) documents.

In accepting the recommendation, Cabinet will approve the Local Development Scheme for publication and will recommend it to Council.

Relevant Ward(s): All Wards

8. MANAGEMENT PLAN FOR THE HOWARDIAN HILLS AREA OF OUTSTANDING NATURAL BEAUTY 53 - 54

This report seeks consideration and adoption of the revised Management Plan for the Howardian Hills Area of Outstanding Natural Beauty (AONB).

In accepting the recommendation the Management Plan for the Howardian Hills Area of Outstanding Natural Beauty will be approved and adopted.

Relevant Ward(s): Stillington; White Horse

9. PUBLIC OPEN SPACE, SPORT AND RECREATION PLANS 55 - 62

This report seeks endorsement of the Public Open Space, Sport and Recreation Action Plans for Northallerton, Romanby and Sowerby.

In accepting the recommendation, the Public Open Space, Sport and Recreation Action Plans in Annex B of the report will be endorsed.

Relevant Ward(s): Northallerton Broomfield; Northallerton Central; Northallerton North; Romanby; Sowerby

10. EXCLUSION OF THE PUBLIC AND PRESS

To consider passing a resolution under Section 100A(4) of the Local Government Act 1972 excluding the press and public from the meeting during consideration of items 11 to 14 on the grounds that they involve the likely disclosure of exempt information as defined in paragraphs 1 and 3 of Part 1 of Schedule 12A to the Act.

11. BEDALE GATEWAY CAR PARK

This report seeks consideration of further information in relation to the development of Bedale Gateway Car Park.

Relevant Ward(s): Bedale

12. LAND AT GALTRES CENTRE, EASINGWOLD

This report provides information in relation to the disposal of land at the Galtres Centre, Easingwold.

Relevant Ward(s): All Wards

13. LAND ACQUISITION

This report seeks approval to acquire land to create a Sports Village in Sowerby that is linked to the South West Thirsk allocated development site.

Relevant Ward(s): Sowerby

14. MANAGEMENT STRUCTURE

Relevant Ward(s): All Wards

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HAMBLETON DISTRICT COUNCIL

Report To: Cabinet
18 March 2014

From: Scrutiny Committee 1

Subject: POLICY REVIEW – INTRODUCTION OF PAPERLESS WORKING WITHIN THE COUNCIL – FINAL REPORT

All Wards

1.0 SUMMARY:

1.1 Between July 2013 and January 2014 the Committee undertook a review regarding the Introduction of Paperless Working within the Council. This report sets out the Committee's findings, conclusions and recommendations.

2.0 INTRODUCTION:

2.1 Paperless Working within the Council was regarded as an appropriate topic for review because of the emerging use of tablet technology within the Local Government Sector and the potential efficiencies generated from the use of such technology.

2.2 The Committee as a whole undertook the review and the terms of reference were:-

To examine:

- the appropriateness of Council Members moving towards a paperless working environment;
- how the Council currently engages with external stakeholders and how this can be improved upon in a paperless manner, i.e. information on the website, etc;
- how secure the current forms of information provision are and how this can be improved upon;
- the technology that is available to facilitate such improvements;
- the methods of archiving information both electronically and paper.

2.3 The following evidence, arranged through the Enabling Officer, was provided at meetings of the Committee:

2 July 2013

- Agreed Project Plan

24 September 2013

- Evidence gathering

15 October 2013

- Evidence gathering

19 November 2013

- Evidence gathering

7 January 2014

- Concluded review

3.0 OTHER EVIDENCE

3.1 The following witnesses attended meetings of the committee to give evidence:

- Justin Ives, Director of Resources, Hambleton District Council (HDC);
- Helen Kemp, ICT Manager, HDC;
- Sue Seddon, Improvement Manager, HDC;
- Jane Hindhaugh, Committee Team Leader, HDC;
- Councillor Mrs Penny Marsden, Portfolio Holder for HR, Performance, Transport and ICT, Scarborough Borough Council (SBC);
- Jeff Crowe, Support Analyst, ICT Services, SBC;
- Anna Wood, Legal and Democratic Support Assistant, Legal and Democratic Services, SBC;
- Councillor Diane Gallon, Chairman, Easingwold Town Council;
- Claire Armitage, Clerk, Easingwold Town Council;
- Liz Foster, Clerk, Hillside Parish Council;
- Geoff Marron, Clerk, Newby Parish Council.

3.2 A small group of Members also attended a Council meeting at Scarborough Borough Council to see paperless technology in use.

4.0 FINDINGS

4.2 Based on the written and oral evidence presented, the Committee's findings were as follows:

4.2.1 The Committee determined the suitability of Council Members moving to an environment of paperless working by establishing the current methods of dealing with committee documents, examining the technology available to facilitate such a development and considering how secure the current forms of information provision were. It also gave regard to the affect the introduction of paperless working could have on Town and Parish Councils.

4.2.2 The Committee acknowledged that the introduction of paperless working would increase effectiveness, enable information to be accessed more quickly, provide additional security benefits and produce cost savings and to this end the Committee agreed that the introduction should be supported. However there were certain conditions which the Committee wished to stipulate.

4.2.3 The Committee recognised that introducing paperless working would mean a fundamental change to the way in which Members accessed information and acknowledged that Cabinet Members were already in the process of trialling tablet technology. The Committee was therefore of the opinion that the introduction should be undertaken in a phased approach; but were somewhat disappointed that the decision to roll out the trial of Ipads further to Committee Chairmen, Vice Chairman and members of the ICT Member Working Group had been taken prior to the Committee concluding its review.

4.2.4 The Committee was aware that systems could breakdown and were obviously concerned how such events could affect the Council if paperless working was in place. The Committee therefore suggested that suitable back up systems needed to be established, in the event of any such failure.

4.2.5 The Committee expressed concern about the functionality of the website but acknowledged that a review was currently underway and suggested that the review should ensure that the website could facilitate paperless working for Members.

- 4.2.6 The Committee established that training would be provided to all Members on the use of any technology associated with a move to a paperless working environment and that the cost of such training would not be excessive. The Committee recognised the importance of such training and appreciated that individual needs should be identified, it was therefore suggested that any training should be carried out in a staged approach.
- 4.2.7 The Committee considered the provision of paper copies of documents following the introduction of paperless working and determined how other authorities dealt with this issue. It also gave regard to the legal requirements to provide committee documents to both Council Members and members of the public, and considered how documents could be relayed electronically on a screen at meetings. It was therefore suggested that paper copies should still be provided on a request basis and that consideration should be given to the use of a screen to relay agendas at meetings.
- 4.2.8 The Committee welcomed the input of Town and Parish Councils and determined the wide range of capabilities and facilities available to each. Some Councils dealt with most information electronically where as others did not communicate electronically at all. The Committee therefore agreed that Town and Parish Councils should be supported to operate as they chose.

5.0 CONCLUSIONS:

- 5.1 From the evidence received the Committee concluded that the introduction of paperless working within the Council should be supported subject to certain provisions.
- 5.2 The Committee considered that the introduction of paperless working should be undertaken in a staged approach.
- 5.3 The Committee expressed concern about adequate back up being in place in the event of system failure and requested assurance that the review of the website would facilitate paperless working for Members.
- 5.4 Members recognised the importance of adequate training provision and suggested that this should be carried out in a phased approach.
- 5.5 The Committee considered the legal position with regard to the provision of hard copies of agendas and reports for meetings and wished to maintain the facility to request hard copies as desired. Members also suggested that consideration should be given to the use of a screen to relay agendas at meetings.
- 5.6 The Committee also recognised the affect the introduction of paperless working could have on Town and Parish Councils and considered that they should be supported to operate as they decided.

6.0 RECOMMENDATIONS:

- 6.1 To recommend to Cabinet that the introduction of paperless working within the Council be supported subject to:
- the introduction being undertaken in a staged approach;
 - adequate back up being in place in the event of system failure;
 - the review of the website ensuring that it can facilitate paperless working for Members;

- adequate training being provided in a phased manner;
- the provision of hard copies being maintained on a request basis;
- consideration being given to the use of a screen to relay the agenda at meetings; and
- Town/Parish Councils being supported to operate as they decide.

COUNCILLOR A P WAKE
CHAIRMAN

Background Papers: None

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180314 Scrutiny 1 paperless working

HAMBLETON DISTRICT COUNCIL

Report To: Cabinet
18 March 2014

Subject: **CAPITAL PROGRAMME SCHEME PROPOSAL FORMS 2014/15 AND
ADDITIONAL SCHEMES IN 2013/14**

All Wards

Portfolio Holder for Support Services & Economic Development: Councillor P Wilkinson

1.0 PURPOSE AND BACKGROUND:

1.1 The Capital Programme 2014/15 was approved at Full Council on 18 February 2014 at a total of £1,985,350. This report increases the Capital Programme 2014/15 to £2,126,350. All Schemes included in the Capital Programme 2014/15 are in line with the priorities of the Council Plan and have been assessed to allow a considered and informed judgement to be made to ensure they represent Value for Money. The reasons for this judgement are detailed below:-

- each scheme contributes towards the attainment of a particular Business Plan target and a number have clear community benefits;
- a number of schemes generate ongoing revenue savings;
- although the cost of each scheme is indicative, prior to implementation each scheme will follow the Council's procurement process to ensure best value is achieved;
- each scheme has a clear completion date.

1.2 Annexes A1 – A22 provides a Capital Scheme Proposal Form for each scheme, giving evidence of how value for money has been obtained. These provide Members with the following information in respect of each scheme:-

- the title of the scheme;
- a description of the scheme;
- how the scheme will contribute to the attainment of the Council's Business Plan targets;
- how the scheme will benefit the community;
- the capital cost of the scheme and any third party contributions to these costs;
- ongoing revenue costs or savings associated with the scheme;
- a risk assessment;

1.3 The Capital Programme 2014/15 has increased by £141,000 which is an addition £1,000 on the Internal Painting scheme at Annex A6 and £140,000 for the Bedale Gateway Car park scheme at Annex A22 for the purchase of Land (£140,000). A further report on this Cabinet 18 March 2104 Agenda provides greater detail on the Bedale Car park scheme. In addition to the 2014/15 Capital Programme Scheme proposal forms, 3 schemes have been identified that need to be included in the 2013/14 Capital Programme as they are above the deminimus level of £6,000.

1.4 The capital expenditure and funding source of the schemes that need to be approved in 2013/14 Capital programme are detailed below:

- Bedale Craft Yard Unit 1 Window replacement – at £8,000 this scheme will be funded from the repairs and maintenance revenue budget. Annex B1 provides more details;
- North Northallerton Recreation Development – at an initial £7,500 this cost will fund the survey work / fees behind the potentially larger development that will be clarified in the next few months and involves a recreational development located in Northallerton. It is to be funded ultimately via a Section 106 agreement or external grants but at the end of the financial year if the Section 106 agreement funding is not in place, the costs will be financed from the capital reserve;
- Sowerby Sports Village – at an initial £20,000 this cost will fund development works / surveys and be financed via a Section 106 agreement. This will be developed into a larger scheme in the next few months as detailed in the Cabinet report on 3 December 2014. In addition a Cabinet report on this agenda 18 March 2014 details land which is to be acquired in association with this scheme.

1.5 It should be noted that Capital Programme Scheme Proposal Forms for 2013/14 are only attached for 1 scheme at Annex B1, as the North Northallerton Recreation Development and Sowerby Sports Village schemes are much larger and further development will occur in future as more detail becomes available. An update to Members will be provided at the earliest opportunity.

1.6 The change in the Capital Programme 2014/15 requires amendment to the Prudential and Treasury Indicators to reflect the increase in the capital programme and enable monitoring of these indicators to occur during 2014/15. The revised Prudential and Treasury Indicators are attached at Annex C.

2.0 LINK TO COUNCIL PRIORITIES:

2.1 This report links to the efficient use of Council resources, where the capital programme 2014/15 demonstrates value for money in the implementation of the individual capital schemes. Each individual Capital Scheme Proposal form details how individual schemes contribute to the Council's Business Plan targets.

3.0 RISK ASSESSMENT:

3.1 There risks associated with the individual schemes are details in the Capital Programme Scheme Proposal forms.

4.0 FINANCIAL IMPLICATIONS:

4.1 The financial implications are contained within the body of the report.

5.0 LEGAL IMPLICATIONS:

5.1 The Council is legally required to set a balanced 3 year capital programme budget as set out in Local Government Act 2003. This Council has set a 10 Year Capital Plan approved at cabinet on 3 December 2013 to assist with medium term financial planning, budget and council tax setting for 2014/15 and future years. This report provides detail of the Value for Money aspect of each Capital Scheme.

6.0 EQUALITY/DIVERSITY ISSUES:

6.1 Some capital schemes have specific implications for Equalities. The equalities implications of the individual schemes will be assessed by individual departments once the capital programme 2014/15 has been approved and the schemes are further developed. Any implications will be identified in the detailed individual schemes project plans.

8.0 RECOMMENDATIONS:

8.1 That Cabinet approves and recommends to Council:-

- 1) the capital programme 2014/15 increased by £141,000 to £2,126,350 be approved
- 2) the capital programme scheme proposal forms 2014/15 detailed in Annex A1-A22 be approved for implementation in 2014/15
- 3) the capital programme schemes in 2013/14 detailed at paragraph 1.4 above and further detail in Annex B1 be approved for implementation in the current financial year 2013/14
- 4) the Prudential and Treasury Indicators attached at Annex C be approved

JUSTIN IVES

Background papers:

Author ref: LBW

Contact: Louise Branford-White
Corporate Finance Manager
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Capital Programme Schemes 2014/15						ANNEX A
Cabinet Member/ Responsible Officer	Repairs & Renewals Fund	2014/15			Ongoing Revenue (Savings) / Costs per year £	Estimated completion date
		Indicative Value £	Third Party Contributi on £	Cost to the Council £		
Cllr Philips	Housing, Planning and Waste Management					
MJ	Purchase of bins and boxes for refuse and recycling	36,000	0	36,000	0	2014/15 A1
Cllr Mrs Shepherd	Leisure and Health					
DG	Leisure Equipment Lease Buy	200,000	200,000	0	0	2014/15 A2
DG	Air Conditioning - Legislation requirement leisure	15,000	0	15,000	0	2014/15 A3
Cllr Knapton	Customer Services and Asset Management					
MR	Public lighting replacement	51,000	0	51,000	0	2014/15 A4
MR	Revenue Repairs and Renewals	399,350	0	399,350	0	2014/15
Cllr Wilkinson	Support Services and Economic Development					
MR	Civic Centre - Carpet Replacement	10,000	0	10,000	0	2014/15 A5
MR	Civic Centre - Internal Painting	6,000	0	5,000	0	2014/15 A6
MR	Civic Centre - Window Replacements	10,000	0	10,000	0	2014/15 A7
MR	Civic Centre - Backup Generator	40,000	0	40,000	600	2014/15 A8
	Repairs & Renewals Fund Capital Programme 2014/15	767,350	200,000	566,350	600	
Cabinet Member/ Responsible Officer	Computer Fund	2014/15			Ongoing Revenue (Savings) / Costs per year £	Estimated completion date
		Indicative Value £	Third Party Contributi on £	Cost to the Council £		
Cllr Wilkinson	Support Services and Economic Development					
JL	ICT Improvements	375,000	0	375,000	0	2014/15 A9
Cllr Mrs Shepherd	Leisure and Health					
DG	Web / Intranet Development	100,000	0	100,000	0	2014/15 A10
	Computer Fund Capital Programme 2014/15	475,000	0	475,000	0	
Cabinet Member/ Responsible Officer	Capital Fund	2014/15			Ongoing Revenue (Savings) / Costs per year £	Estimated completion date
		Indicative Value £	Third Party Contributi on £	Cost to the Council £		
Cllr Philips	Housing, Planning and Waste Management					
MJ	Central depot external lighting improvements	20,000	0	20,000	365	2014/15 A11
MJ	Central Depot - Security Fencing	8,000	0	8,000	0	2014/15 A12
MJ	Disabled Facilities Grant	150,000	100,000	50,000	0	2014/15 A13
Cllr Mrs Shepherd	Leisure and Health					
DG	Hambleton All Weather Pitch Refurbishment	131,000	19,000	112,000	0	2014/15 A14
DG	Stokesley All Weather Pitch Refurbishment	11,000	0	11,000	0	2014/15 A15
DG	Hambleton Leisure Centre Improvement Scheme	20,000	0	20,000	0	2015/16 A16
DG	All Leisure Centres - Digital Transaction Software	24,000	0	24,000	0	2014/15 A17
Cllr Knapton	Customer Services and Asset Management					
MR	Car Park Restatements	45,000	0	45,000	0	2014/15 A18
MR	Car Parks - Thirsk Cobbles	75,000	0	75,000	0	2014/15 A19
MR	Bedale Gateway Car Park	160,000	0	160,000	2,000	2014/15 A20
MR	Adoptions - Thirsk Phases 2 & 3	200,000	0	200,000	0	2014/15 A21
MR	Adoptions - Electric Bollards - Thirsk & Northallerton	40,000	0	40,000	0	2014/15 A22
	Capital Fund Capital Programme 2014/15	884,000	119,000	765,000	2,365	
Cabinet Member/ Responsible Officer	Total Capital Programme 2014/15	2014/15			Ongoing Revenue (Savings) / Costs per year £	Estimated completion date
		Indicative Value £	Third Party Contributi on £	Cost to the Council £		
Cllr Philips	Housing, Planning and Waste Management	214,000	100,000	114,000	365	2014/15
Cllr Mrs Shepherd	Leisure and Health	501,000	219,000	182,000	0	2014/15 & 2015/16
Cllr Knapton	Customer Services and Asset Management	970,350	0	970,350	2,000	2014/15
Cllr Wilkinson	Support Services and Economic Development	441,000	0	540,000	600	2014/15
	Total Capital Programme 2014/15	2,126,350	319,000	1,806,350	2,965	

2014/15 APPROVED CAPITAL SCHEME

Scheme:

Wheeled Bins, Litter and Dog Bins

Capital Scheme Sponsor: Portfolio Holder for Housing, Planning and Waste Management - Cllr Philips
Director of Housing and Planning - Mick Jewitt

Description: Annual programme of purchasing black and green wheeled bins and recycling boxes for replacing items damaged or stolen and for supplying to new properties. A charge is made for the latter. The budget is also used for new and replacement on-street litter bins and dog bins.
The profile of expenditure will be approximately £5,000 in September 2013 and £31,000 in January 2014

1. How does the scheme contribute to the Councils business plan targets?

The project contributes to the Council Plan aim of minimising the impact of waste on the environment by increasing the amount of household waste that is recycled.

2. How does the scheme address customer needs?

The project relates to maintaining a high quality service to customers.

3. Does the scheme generate any on-going revenue savings?

Income of £15,000 from the sale of black and green bins to new developments is already included in the budget.

Capital Resources: **2014/15**
£

Cost 36,000

Grant contribution

Other contribution

Amount required from capital receipts **36,000**

Revenue costs: **2014/15**
£

Ongoing costs **0**

Risk Assessment:-

Risk	Implication	P	I	T	Preventative Action
Customers do not receive a kerbside collection through lack of a bin	Customer dissatisfaction	5	4	20	Maintain a stock of black and green bins for replacements and to supply to new
Increased littering and dog fouling through a lack of on-street bins	Customer dissatisfaction	3	4	12	Maintain a stock of on-street bins
<i>P = Probability (1-5) I = Impact (1-5) T = Total Risk Score (P x I)</i>					

Notes:

2014/15 APPROVED CAPITAL SCHEME

Scheme:

All Leisure Centres - Lease to Buy Gym Equipment

Capital Scheme Sponsor: Portfolio Holder for Leisure and Health - Cllr Mrs Shepherd
Director of Leisure and Health - Dave Goodwin

Description: At least half of the gym equipment across the Centres is over 5 years old. The typical 'lifespan' for gym equipment is less than 5 years according to Industry research, we also know that the quality of gym equipment is of high importance to our gym users and yet it is highlighted as an area of dissatisfaction according to their feedback. With an ever-growing membership base, there is increased demand for modern equipment from members - this directly affects membership retention (£ Income). There is a growing trend for more interactive gym equipment including internet access, smart phone docking and personal health testing/programming. This scheme will fund the replacement of existing equipment and replace with brand new equipment that offers more durability and features to meet the expectations of gym users and support income generation from Leisure Centres.

1. How does the scheme contribute to the Councils business plan targets?

Improved functionality and features will help improve physical results - contributing towards healthier living for all user types.

2. How does the scheme address customer needs?

Improved value for money and therefore improved levels of satisfaction from customers.

3. Does the scheme generate any on-going revenue savings?

No

	2014/15				
	£				
Capital Resources:					
Cost	200,000				
Grant contribution					
Revenue contribution	200,000				
Amount required from capital receipts	0				
	2014/15	2015/16	2016/17	2017/18	2014/19
	£	£	£	£	£
Revenue costs:	40,000	40,000	40,000	40,000	40,000
Funded by					
Resale of equipment	10,000				
savings in annual maintenance	10,000	10,000	10,000	10,000	10,000
Sale of Advertising space	10,000	10,000	10,000	10,000	10,000
Other revenue	10,000	20,000	20,000	20,000	20,000
Ongoing Revenue costs	0	0	0	0	0

Risk Assessment:-

Risk	Implication	P	I	T	Preventative Action
There are no significant risks associated with undertaking this scheme				0	
<i>P = Probability (1-5) I = Impact (1-5) T = Total Risk Score (P x I)</i>					

Notes: * At the end of the 5 year leasing agreement the equipment is then owned by HDC *
The existing £24K for Gym Equipment that is allocated bi-annually in the Capital Programme could be reduced to £10K * With improved changing facilities across the Centres, the members experience needs to be met by modern/quality gym equipment.
* Improved retention and acquisition rates have not been factored into the off-setting of the costs, although it should be expected that income will improve as a direct result.

Anticipated completion date: July 2014

2014/15 APPROVED CAPITAL SCHEMEScheme: **Air Conditioning Replacements (RF22 Legislation)**

Capital Scheme Sponsor: Portfolio Holder for Leisure and Health - Cllr Mrs Shepherd
Director of Leisure and Health- Dave Goodwin

Description: To replace when and where necessary non-compliant air conditioning units that are service critical. The existing units that deliver cooling to the Leisure Centres Lifestyles gyms and IT server rooms are all at present in working order, however in the event of failure they have to be replaced as the R-22 gas they use as a refrigerant cannot be used under European legislation and must be phased out. Within the Council's ten year capital programme a sum of £75,000 is identified for these works. Now a clearer understanding is becoming apparent on the failure rates of the aircon units proposal is for a re-profiling the spend over 5 years with permission if necessary to roll forward. This is the 3rd year of a 5 year programme to date £32k has already been spent from a £74k allowance

1. How does the scheme contribute to the Councils business plan targets?

Approved at April 2012 Cabinet meeting. These works form part of the Council's requirement under European legislation to phase out the air conditioning units using R-22 gas as refrigerant in order to safe guard the planets ozone layer. Suitable air conditioning units will only be replaced at deemed service critical locations such as leisure centre gyms and IT server rooms. The replacement works will have now adverse effects on customers or equipment.

The proposed re-profiling of the capital programme from a single phase £75,000 spend to a spread of 5 years is better suited to the regime of air conditioning replacements at service critical locations. Various dated leisure centre systems will need replacement in order to maintain business plan profiles and legislative requirements in priority and service delivery order.

2. How does the scheme address customer needs?

Replacing the non-compliant R-22 refrigerant air conditioning units within Council buildings as and when they fail. Legislation requires that any air conditioning units using R-22 gas has to be replaced on failure. When such a unit fails it will be replaced with minimum disruption and affect to customers. In the event of a failure in the Life Styles gyms prompt remedial action is needed to ensure customer service and incomes are maintained.

3. Does the scheme generate any on-going revenue savings?

There are no significant revenue implications associated with this scheme. However loss of income will occur in the event of systems failure if a replacement programme is not in place

Capital Resources:	2014/15
	£
Cost	15,000
Grant contribution	
Other contribution	

Amount required from capital receipts	15,000
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Revenue costs:	2014/15
	£
Ongoing costs	0

Risk Assessment:-

Risk	Implication	P	I	T	Preventative Action
There are no significant risks associated with undertaking this scheme which is required under EU legislation				0	
<i>P = Probability (1-5) I = Impact (1-5) T = Total Risk Score (P x I)</i>					

Notes: **ROLL FORWARD** - Anticipated spend for 2014-15 is some £15,000. In accordance with the Cabinet Report any remaining under-spends are to be rolled forward to 2015-16 to combine with the allocated £15,000 budget.

Anticipated completion date: Ongoing

2014/15 APPROVED CAPITAL SCHEMEScheme: **Public Lighting Replacements**

Capital Scheme Sponsor: Portfolio Holder for Customer Services & Asset Management - Cllr Knapton
Director of Corporate Services - Martyn Richards

Description: These replacement works are undertaken to the Councils lighting stock in endeavours to reduce maintenance works and inefficient public lighting stock which could be structurally unsound. In effecting these replacements reduces risks of the need to increase revenue.

The budget also covers the replacement of units where the means of support for the lamp has been removed by other parties such as utility poles, buildings or accident knock-downs.

The prioritisation and replacement of concrete columns for steel columns is also undertaken under this regime dependent on the condition of these obsolete columns. At present the Council maintains some 290 concrete columns which constitute 7.5% of its lamp support stock. The unit cost for replacing a concrete column with a steel replacement is approximately £1,000.

The Council have over four hundred 80 watt Mercury Based Filament Unit (MBFU) lamps which constitutes some 11% of lamp stock. A European initiative is anticipated in the near future, but not imminently, which would seek to cease the manufacture and supply of MBFU.

Proposed areas of concrete column works for 2014-15 include Newby, Stokesley, Romanby, Bedale, Raskelf and Easingwold whilst

1. How does the scheme contribute to the Councils business plan targets?

The project will deliver for the Council and customers an improved lighting stock which will in-turn reduce maintenance costs and invariably associated energy running costs. This is manifested by the programme of prioritised replacements of obsolete concrete columns in conjunction with targeting combined replacements of more energy efficient lamps

2. How does the scheme address customer needs?

The scheme provide improvements to the Councils lighting stock with commensurate improvements for customers needs and health & safety requirements.

3. Does the scheme generate any on-going revenue savings?

There are no significant revenue savings associated with the replacements other than the need to set a routine painting regime for the steel column replacements...these additional costs are somewhat off-set by the improved energy efficiency of the old units usually associated with the concrete columns.

Capital Resources:	2014/15
	£
Cost	51,000
Grant contribution	
Other contribution	
Amount required from capital receipts	<u>51,000</u>

Revenue costs:	2014/15
	£
Ongoing costs	0

Risk Assessment:-

Risk	Implication	P	I	T	Preventative Action
Project delays or suspensions would mean that the proportion of deteriorating stock would increase and the financial consequences increase the eventual overall replacement costs	The current lighting stock will fall into a state of ill-repair that may cause serious and significant danger to the public and lighting operatives under contract to replace faulty lighting and equipment	3	5	15	Continue assessing priorities of works particularly in respect of concrete columns, AC Ford lighting brackets and MBFU fittings whilst maintaining contingency monies for unforeseen knock downs and utility undergrounding works
P = Probability (1-5) I = Impact (1-5) T = Total Risk Score (P x I)					

Notes: For 2014-15 NEDL have imposed 5% cost increases for new underground cable supplies, transfers, disconnections and overhead connections of power supplies to public lighting units.

Anticipated completion date: March 2015

2014/15 APPROVED CAPITAL SCHEMEScheme: **Civic Centre - Carpet Replacement**

Capital Scheme Sponsor: Portfolio Holder for Customer Services & Asset Management - Cllr Knapton
Director of Corporate Services - Martyn Richards

Description: Replace the worn twenty-five year old carpets in nominated areas. These are at present potentially:- the first floor top lobby, Civic suite, some meeting rooms and other deemed worn areas at various other locations. A fully condition survey prior to the procurement and fitment process will be undertaken and made available for comments.

1. How does the scheme contribute to the Councils business plan targets?

Reducing the risk of injury (slips & trips)

Ensuring the areas are kept to a standard promoting safe usage and a suitable fit for purpose work environment.

2. How does the scheme address customer needs?

Improves the customer experience within the Civic Centre in terms of aesthetics and safety for Council, public and tenants

3. Does the scheme generate any on-going revenue savings?

No significant savings other than the annual remedial repairs to damaged areas of carpet.

	2014/15
Capital Resources:	£
Cost	10,000
Grant contribution	
Other contribution	
Amount required from capital receipts	<u>10,000</u>

	2014/15	
Revenue costs:	£	
Ongoing costs	0	None

Risk Assessment:-

Risk	Implication	P	I	T	Preventative Action
There are no significant risks associated with undertaking this scheme				0	
<i>P = Probability (1-5) I = Impact (1-5) T = Total Risk Score (P x I)</i>					

Notes: This scheme is intended to utilise a high durable carpet with an anticipated 20 years lifespan.

Anticipated completion date: June 2014

2014/15 APPROVED CAPITAL SCHEME

Scheme:

Civic Centre - Internal Painting Programme

Capital Scheme Sponsor: Portfolio Holder for Customer Services & Asset Management - Cllr Knapton
Director of Corporate Services - Martyn Richards

Description: Prepare and paint nominated office areas, corridors, meeting rooms undertaken by an agreed prioritised programme of works. This is the first phase of a rolling programme concentrating on high impact areas such as:- front foyer, customer service areas, civic suite and meeting rooms. This programme will be adapted to meet the priority needs at the time of procurement.

1. How does the scheme contribute to the Councils business plan targets?

Ensures the Civic Centre Offices are maintained to a standard, promoting the hire and usage of such areas.

2. How does the scheme address customer needs?

Improves the customer experience within the Civic Centre and the overall esteem of the Council .

3. Does the scheme generate any on-going revenue savings?

None

	2014/15
Capital Resources:	£
Cost	6,000
Grant contribution	
Other contribution	
Amount required from capital receipts	6,000

	2014/15
Revenue costs:	£
Ongoing costs	0

Risk Assessment:-

Risk	Implication	P	I	T	Preventative Action
There are no significant risks associated with undertaking this scheme				0	
<i>P = Probability (1-5) I = Impact (1-5) T = Total Risk Score (P x I)</i>					

Notes:

Anticipated completion date: June 2014

2014/15 APPROVED CAPITAL SCHEME

Scheme:

Civic Centre - Window Replacements (Glazing)

Capital Scheme Sponsor: Portfolio Holder for Customer Services & Asset Management - Cllr Knapton
Director of Corporate Services - Martyn Richards

Description: Replace blown double glazed window units, some of which are 25 years old, in nominated areas reducing heat loss and poor aesthetics. Areas include civic suite, canteen, east wing. This programme will be adapted to meet the priority needs at the time of procurement.

1. How does the scheme contribute to the Councils business plan targets?

Reduces the heat loss via the damaged window units supporting our carbon reduction commitment

This will also improve the working environment in term of improving visual clarity and increasing natural light through the windows

2. How does the scheme address customer needs?

Ensure the windows are water-tight and fit for purpose plus reinstating energy efficiency of the units

3. Does the scheme generate any on-going revenue savings?

No significant revenue implications associated with this scheme

	2014/15
Capital Resources:	£
Cost	10,000
Grant contribution	
Other contribution	

Amount required from capital receipts 10,000

	2014/15	
Revenue costs:	£	
Ongoing costs	0	None

Risk Assessment:-

Risk	Implication	P	I	T	Preventative Action
There are no significant risks associated with undertaking this scheme				0	
<i>P = Probability (1-5) I = Impact (1-5) T = Total Risk Score (P x I)</i>					

Notes:

Anticipated completion date: July 2014

2014/15 APPROVED CAPITAL SCHEME

Scheme:

Civic Centre - Backup Generator

Capital Scheme Sponsor: Portfolio Holder for Customer Services & Asset Management - Cllr Knapton
Directors of Corporate Services and Resources - Martyn Richards and Justin Ives

Description: Supply and install a suitable generator to provide emergency back up for all Council and tenants Civic Centre services. In the event of mains failure this automatic system will provide electricity via a diesel powered generator housed externally. Works will also include all associated controls and cabling within the building.

1. How does the scheme contribute to the Councils business plan targets?

Ensure all essential services are available for HDC and the other authorities that our I.T sections provide for. Particularly in the event of a local emergencies in terms of continuity of telephone, heating, lighting and all other aspects of the Council's efficient functioning. CCTV security including town surveillance control room will be maintained as a consequence of this scheme.

2. How does the scheme address customer needs?

The scheme ensures functional continuity and service delivery, particularly for emergency scenarios for both the Council and other agencies within the Civic Centre. Thus also providing independent continuous service and support.

3. Does the scheme generate any on-going revenue savings?

There are no significant savings associated with this scheme but potential loses in the event of a catastrophic failure of the day-to-day mains supply. In the event of any continued IT loss of service there are significant implication both in terms of the short-term and long-term retrieval of important information

Capital Resources:	2014/15
	£
Cost	40,000
Grant contribution	
Other contribution	
Amount required from capital receipts	40,000

Revenue costs:	2014/15
	£
Ongoing costs	0

Risk Assessment:-

Risk	Implication	P	I	T	Preventative Action
There are no significant risks associated with undertaking this scheme				0	
<i>P = Probability (1-5) I = Impact (1-5) T = Total Risk Score (P x I)</i>					

Notes: The footprint of the generator set may require the relocation of the confidential waste skip to a different area. The Civic Centre constitutes the main building and the main floodlights illuminating the car parks adjacent to the building. The works will also include security works to the generator in terms of fencing etc.

Anticipated completion date: July 2014

2014/15 APPROVED CAPITAL SCHEME

Scheme: **ICT Improvements**

Capital Scheme Sponsor: Portfolio Holder for Support Services and Economic Development- Cllr Wilkinson
Director of Resources - Justin Ives

Description: To continue with the ICT improvement programme, enabling IT infrastructure and systems to be updated and maintained, enabling ICT to provide a more proactive and responsive servicing of the Council's ICT.
This includes: further improvements to IT network security (gaining HDC sole PSN provision), additional capacity for system and data backups and upgraded solutions for secure remote access; repairs to Springboard UPS for additional BCP for the Council's DR site; improvements to the customer access points and payment facilities within all of Hambleton's leisure centres; migration of the Council's HR/Payroll system to HDC; migration of HDC webforms to provide more security of data and improved integration with Council systems.

1. How does the scheme contribute to the Councils business plan targets?

IT infrastructure and systems are key to supporting services and operations throughout the council. Efficient and effective ICT infrastructure and systems are therefore an indirect contributory factor in many of the council's business plan targets.
ICT projects are based around improving the access point for the customer and therefore putting the customer at the heart of service delivery, this includes updates to systems and applications, development of new access points to improve the customer experience and provision of additional backup and security for council systems.

2. How does the scheme address customer needs?

Ensures the Council is able to operate efficiently and effectively with IT systems that are up to date and capable of supporting the Council's operations and customer interactions in service delivery.
Specific projects to deliver improved transactional opportunities for the customer at points of contact (e.g. web form integration, Leisure Centre kiosk and access control), further development of HDC IT network to support service improvements.

3. Does the scheme generate any on-going revenue savings?

Associated revenue costs are offset against existing identified revenue for legacy systems, with additional £7,701 per annum for kiosk support and maintenance across the leisure centre estate.

Capital Resources: **2014/15**
£

Cost		
Servers	40,000	
Storage & Backup	58,000	
Network & Security	15,300	
Desktops	90,855	
Software	21,000	
Service Applications	93,845	
Web	56,000	

Grant contribution
Other contribution

Amount required from capital receipts **375,000**

Revenue costs: **2014/15**
£

Ongoing costs 7,701 All ongoing costs will be met from existing budget allocations

Risk Assessment:-

Risk	Implication	P	I	T	Preventative Action
IT systems are not maintained or updated.	System failures resulting in staff being unable to deliver services to the customer or being able to provide supporting services within the council.	3	5	15	Full programme of works to maintain and update ICT Infrastructure, systems and staff interfaces.
Lack of security maintenance in IT infrastructure or systems.	PSN Code of Connection (CoCo) compliance is withdrawn, resulting in restricted or zero access to PSN/DWP services leading to inability to process benefits payments.	3	4	12	Established procedures for ensuring IT security is maintained and compatible with PSN CoCo requirements.
<i>P = Probability (1-5) I = Impact (1-5) T = Total Risk Score (P x I)</i>					

Notes:

Anticipated completion date: March 2015

2014/15 APPROVED CAPITAL SCHEMEScheme: **Web/Intranet Development**

Capital Scheme Sponsor: Portfolio Holder for Leisure and Health - Cllr Mrs Shepherd
Director of Leisure and Health - Dave Goodwin

Description: In September 2013 Management Team agreed to a number of business critical projects including a redevelopment of the web presence as part of the ambition "To improve our use of technology to support customer access and service delivery". This decision recognises the key role that the website plays as a channel for customer service and the need for that channel to be integrated into a corporate approach.

As a result a decision was made to procure a new website and use best practice from other sites to ensure a "world class" website for the Council and its customers.

The Project Brief therefore sets out the requirements for the development of the website. There is a presumption that the Council wishes to be open and transparent so that only information which must be kept private for specific reasons will be published on the intranet. This is advantageous as information is only stored once.

The key to the project is to ensure that the website is developed for the customer and to allow the customer to interact with the Council, receive live information and services, be able to pay on line for an increased number of services and receive an efficient service.

1. How does the scheme contribute to the Councils business plan targets?

The project contributes to the Councils business plan targets in a number of ways. Firstly as a key component in the aim " providing excellent and effective services to our customers" but also a secondary role in encouraging residents to become more involved in decision making, promote healthy lifestyles, become more business friendly etc.

2. How does the scheme address customer needs?

The new site will be designed around the customer, support transactions such as paying for Leisure service and enable service delivery 24/7. The overall aim for the project is to provide a website that is customer focused, easy to access, easy to use and enables the delivery of a high quality, high satisfaction experience for all users that meets their needs.

The new website will clearly fit into the overall programme of change which is needs-led in approach, using the customer as the starting point for delivery and exploiting customer insight to plan and deliver services that meet those needs.

3. Does the scheme generate any on-going revenue savings?

Not directly but some savings should accrue in Customer Services due to channel shift i.e. customers will use the website rather than phoning. These will take some time to accrue however.

	2014/15
	£
Capital Resources:	
Cost	100,000
Grant contribution	
Other contribution	

Amount required from capital receipts **100,000**

	2014/15
	£
Revenue costs:	
Ongoing costs	0

Risk Assessment:-

Risk	Implication	P	I	T	Preventative Action
Increased customer visits due to benefit changes	Increased revenue costs to deal face to face or on the phone	3	4	12	Undertake scheme to move some contact to the website
Customer expectations and use of mobiles has increased exponentially	Current website is out dated and cannot support mobile traffic	4	3	12	Change to a responsive, new website
<i>P = Probability (1-5) I = Impact (1-5) T = Total Risk Score (P x I)</i>					

Full project documents in accordance with the Hambleton DC methodology have been developed and explain the project in more depth.

Notes:

Anticipated completion date: July 2014

2014/15 APPROVED CAPITAL SCHEME

Scheme:

Central Depot - External Lighting Improvements

Capital Scheme Sponsor: Portfolio Holder for Housing, Planning and Waste Management - Cllr Phillips
Director of Housing and Planning - Mick Jewitt

Description: To provide improved lighting for safe depot operations. The first phase of the scheme of £8k in 13/14 is to commence 16 Feb and install 5 number 10 metre lighting columns fitted with 140W white light source and is to be complete by the end of the 2013/14 financial year. It will improve the safety of sand bag filling and collection operations for staff and customers. Phase 2 in Y14/15 is designed to complete the scheme and meet the recommendations for lighting from the ILP Outdoor Lighting Guide for the whole outside area of the depot. This will comply with HSE recommendations and again will be a white Light source with 140W on the extra 6 columns and 90W units on the 9 building mounted units. It delivers improved lighting at the depot as included in the Service's Health and Safety Action Plan in response to the recommendation from the Health and Safety executive. The cost of the phase 2 works in 2014/15 is £20,000. Lights to be controlled via a time switch to operate the switching in line with the depot requirements but also have the facility for override should lights be required outside the normal working pattern

1. How does the scheme contribute to the Councils business plan targets?

To improve the performance and productivity of the service by speeding up vehicle checks and making outdoor working safer and under an improved Light level. To provide a safe working and mobile environment while undertaking operations during the dark periods at the depot

2. How does the scheme address customer needs?

By providing the customer and employee with a safe well lit area for collection of sandbags during anticipated or actual flooding events. By providing a well lit depot for employees and visitors to the site during the dark periods.

3. Does the scheme generate any on-going revenue savings?

None

Capital Resources:	2014/15
	£
Cost	20,000
Grant contribution	
Other contribution	
Amount required from capital receipts	<u>20,000</u>

Revenue costs:	2014/15
	£

Ongoing costs 365 All ongoing costs will be met from existing budget allocations

Risk Assessment:-

Risk	Implication	P	I	T	Preventative Action
There are no significant risks associated with undertaking this scheme				0	
<i>P = Probability (1-5) I = Impact (1-5) T = Total Risk Score (P x I)</i>					

Notes: A risk assessment will be carried out post works to ensure adequacy of actual lighting levels in comparison with design levels.

Anticipated completion date: September 2014

2014/15 APPROVED CAPITAL SCHEME

Scheme:

Central Depot - Security Fencing

Capital Scheme Sponsor: Portfolio Holder for Housing, Planning and Waste Management - Cllr Phillips
Director of Housing and Planning - Mick Jewitt

Description: Some sections of the depot have high security steel fencing in place, but the section that runs between the railway line and the shed on the South of the site is mesh and damaged. Other areas are also inadequate, such as the section next to the main gate which can be easily climbed. The money is required to fence the depot to a standard where it is less vulnerable to theft of diesel, vehicles and plant.

1. How does the scheme contribute to the Councils business plan targets?

By contributing to a high quality service and reducing the possibility of a service failure due to theft of plant vehicles or fuel.

2. How does the scheme address customer needs?

Makes the site secure and ensures health & safety and insurance standards are met by the Council.

3. Does the scheme generate any on-going revenue savings?

Potentially reduces the losses due to theft from the depot.

	2014/15
Capital Resources:	£
Cost	8,000
Grant contribution	
Other contribution	

Amount required from capital receipts	8,000
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	2014/15
Revenue costs:	£
Ongoing costs	0

Risk Assessment:-

Risk	Implication	P	I	T	Preventative Action
There are no significant risks associated with undertaking this scheme				0	
<i>P = Probability (1-5) I = Impact (1-5) T = Total Risk Score (P x I)</i>					

Notes:

Anticipated completion date: April 2014

2014/15 APPROVED CAPITAL SCHEME

Scheme: **Disabled Facilities Grants (Housing Renovation)**

Capital Scheme Sponsor: Portfolio Holder for Housing, Planning and Waste Management - Cllr Phillips
 Director of Housing and Planning - Mick Jewitt

Description: Disabled Facilities Grants (DFGs) help fund the cost of adapting a home to enable an individual with a disability to continue to live there. Local Authorities have a statutory responsibility to provide DFGs. Capital Grant from the Government covers part of the costs. Administration of DFGs is covered by a SLA with RDC and the cost of this is included in the Housing budget. Profiling expenditure is difficult because the provision of grants is reactive.

1. How does the scheme contribute to the Councils business plan targets?

The project contributes to the Council Plan aim of meeting the housing needs of all sections of the local community by providing an adequate amount and range of housing. It ensures the best use of the existing housing stock and that the housing stock meets the needs of all sections of the community including the elderly, disabled and the vulnerable.

2. How does the scheme address customer needs?

The project meets the needs of some of the most vulnerable in the community by enabling Hambleton's increasing elderly population and disabled residents to continue to live in their own homes through tailored adaptations that meet their needs. This enables many vulnerable residents to live independently or remain at home with other family members.

3. Does the scheme generate any on-going revenue savings?

No revenue savings.

Capital Resources:	2014/15
	£
Cost	150,000
Grant contribution	100,000
Other contribution	

Amount required from capital receipts **50,000**

Revenue costs:	2014/15
	£
Ongoing costs	£10k SLA administrative cost will be met from existing budget allocation

Risk Assessment:-

Risk	Implication	P	I	T	Preventative Action
Council fails to meet its statutory responsibility	Legal challenge	5	4	20	Provide DFG grants
Reputational risk if not delivered properly	Bad publicity	2	4	8	Continue to give grant
<i>P = Probability (1-5) I = Impact (1-5) T = Total Risk Score (P x I)</i>					

Notes:

Anticipated completion date: March 2015

2014/15 APPROVED CAPITAL SCHEME

Scheme:

Hambleton All Weather Pitch Refurbishment

Capital Scheme Sponsor: Portfolio Holder for Leisure and Health - Cllr Mrs Shepherd
Director of Leisure and Health - Dave Goodwin

Description: All Weather Pitch Refurbishment - the surface needs replacement and the football foundation are offering grants if this includes an upgrade . The funding already in the capital programme is sufficient for a like for like replacement . An options appraisal is needed to test whether the council may extract better value for money by upgrading .

1. How does the scheme contribute to the Councils business plan targets?

Continuity of existing services , sustaining usage and income

2. How does the scheme address customer needs?

Sustainability of safe surface, could enhance the players experience if upgrade options is pursued .

3. Does the scheme generate any on-going revenue savings?

None anticipated

	2014/15
Capital Resources:	£
Cost	131,000
Grant contribution	19,000
Other contribution	

Amount required from capital receipts **112,000**

	2014/15
Revenue costs:	£
Ongoing costs	0

Risk Assessment:-

Risk	Implication	P	I	T	Preventative Action
No investment	Eventual closure of facility	5	4	20	Refurbish pitch
<i>P = Probability (1-5) I = Impact (1-5) T = Total Risk Score (P x I)</i>					

Notes: More exploratory work is needed , figure represents maximum HDC contribution

Anticipated completion date: August 2014

2014/15 APPROVED CAPITAL SCHEME

Scheme:

Stokesley All Weather Pitch Refurbishment

Capital Scheme Sponsor: Portfolio Holder for Leisure and Health - Cllr Mrs Shepherd
Director of Leisure and Health - Dave Goodwin

Description: The All Weather Pitch has worn out and needs to be replaced. This scheme also compliments the lighting and equipment replacements which are already included in the capital programme

1. How does the scheme contribute to the Councils business plan targets?

Targets teenage usage particularly in evenings ; sustains current usage levels and therefore income levels

2. How does the scheme address customer needs?

Ensures continuity of services

3. Does the scheme generate any on-going revenue savings?

None

	2014/15
Capital Resources:	£
Cost	11,000
Grant contribution	
Other contribution	
Amount required from capital receipts	11,000

	2014/15
Revenue costs:	£
Ongoing costs	0

Risk Assessment:-

Risk	Implication	P	I	T	Preventative Action
Risk of non investment	Closure of facility	5	4	20	Refurbish pitch
<i>P = Probability (1-5) I = Impact (1-5) T = Total Risk Score (P x I)</i>					

Notes:

Anticipated completion date: August 2014

2014/15 APPROVED CAPITAL SCHEME

Scheme:

Hambleton Leisure Centre Improvement Scheme

Capital Scheme Sponsor: Portfolio Holder for Leisure and Health - Cllr Mrs Shepherd
Director of Leisure and Health - Dave Goodwin

Description: This improvement scheme has arisen out of a commercial assessment which indicated a market potential for increased gym and studio space in Northallerton. This is initial expenditure required to further assist the development of the scheme.

1. How does the scheme contribute to the Councils business plan targets?

It enhances the existing services and provides a new studio and extension to the existing gym. This will sustain and enhance usage, resulting in increased income. The initial feasibility work indicates a pay back of 7 years but this could be reduced if external grants were secured.

2. How does the scheme address customer needs?

Regular feedback is received from customer about needs and wants.

3. Does the scheme generate any on-going revenue savings?

Additional income would be generated particularly when the North Northallerton Development Recreation scheme comes on line - more feasibility work is needed here.

Capital Resources:	2014/15
	£
Cost	20,000
Grant contribution	
Other contribution - S106 funding	
Amount required from capital receipts	<u>20,000</u>

Revenue costs:	2014/15
	£
Ongoing costs	0

Risk Assessment:-

Risk	Implication	P	I	T	Preventative Action
There are no significant risks associated with undertaking this scheme				0	
<i>P = Probability (1-5) I = Impact (1-5) T = Total Risk Score (P x I)</i>					

Notes: More work is needed to polish the business case for this scheme

Anticipated completion date: December 2014

2014/15 APPROVED CAPITAL SCHEME

Scheme: **All Leisure Centres - Digital Transaction Software (Leisure)**

Capital Scheme Sponsor: Portfolio Holder for Leisure and Health - Cllr Mrs Shepherd
Director of Leisure and Health - Dave Goodwin

Description: Currently there is no 'user friendly' electronic payment system in place to allow swimming lesson Direct Debit payments and Swimming lessons over the counter payments to be made easily. Swimming lessons generates approximately £600,000 per year and the proposed software will improve the customer experience, improve income generated as customers will make payments more easily and therefore increased numbers of customers will be retained. Also there are no systems in place currently to allow purchase of memberships online, this system allows the customer to join via the internet and in addition the self service function could be used directly in the Leisure Centres.

1. How does the scheme contribute to the Councils business plan targets?

On-going maintenance costs will be picked up through existing Leisure Centre Budgets. Improved retention and acquisition rates have not been factored into the off-setting of the costs, although it should be expected that income will improve as a direct result of these installations.

Digital transaction systems are rapidly becoming more popular in the Industry, there is a growing trend in operators conducting all transactions digitally.

2. How does the scheme address customer needs?

Improved experience in joining the Swim Lesson scheme and more interactive progress information. The ability to join and set up Swim Lesson/Membership DD from PC/Mobile/Tablet

3. Does the scheme generate any on-going revenue savings?

No

Capital Resources:	2014/15
	£
Cost	24,000
Grant contribution	
Other contribution	

Amount required from capital receipts **24,000**

Revenue costs:	2014/15
	£
Ongoing costs	0

Risk Assessment:-

Risk	Implication	P	I	T	Preventative Action
There are no significant risks associated with undertaking this scheme				0	
<i>P = Probability (1-5) I = Impact (1-5) T = Total Risk Score (P x I)</i>					

Notes:

Anticipated completion date: August 2014

2014/15 APPROVED CAPITAL SCHEME

Scheme:

Car Park Reinstatements

Capital Scheme Sponsor: Portfolio Holder for Customer Services and Asset Management - Cllr Knapton
Directors of Corporate Services - Martyn Richards

Description: To undertake resurfacing works at the following Hambleton District Council owned off-street car parks; Marage and Millgate Car Parks at Thirsk and the Forum Car Park in Northallerton. The scheme involves replacing areas of bituminous surfacing that have reached the end of their lifespan to the point where there is continuous deterioration of the surface material, requiring on-going patch repairs. The works in each car park will include the removal of the failed bituminous material, the laying of new surface material and the application of new surface markings. Marage Car Park - This involves 1,300 square metres of resurfacing and associated surface markings. Millgate Car Park - This involves 800 square metres of resurfacing and associated surfacing markings. Forum Car Park - This involves 700 square metres of resurfacing and associated surface markings, the reconstruction of the ramped access road to prevent vehicles damaging the road surface and scraping lower parts of their body panels on the road surface and reconstruction of areas of the car park which are subject to localised subsidence.

1. How does the scheme contribute to the Councils business plan targets?

The District Council's off-street pay and display car parks provide income for the District Council to reach its revenue income target. The parking is provided for residents, employment and visitors which supports the local economy. Maintaining the car parks in good condition will retain and encourage car park use and support the business plan targets. The scheme represents value for money.

2. How does the scheme address customer needs?

The scheme addresses customer needs by providing a safe car park. As responsible owner of the car parks the District Council owes a duty of care to users of its facilities, if it fails to maintain the car parks in safe condition then it may be subject to claims if injuries occur to its users or damage occurs to vehicles. The provision of facilities in good condition will also contribute to the retention of existing users and encourage new users of the car parks.

3. Does the scheme generate any on-going revenue savings?

The periodic resurfacing of the car parks is part of their maintenance cycle, the major resurfacing will occur on average every 20 years for bituminous surfaces, there is no way to avoid this resurfacing as bituminous surface do eventually fail. The resurfacing works in this scheme will remove the need to carry out on-going patch repairs and remove the risk of increased expenditure if damage or deterioration occurs to the deeper layers of the car park surface construction.

Capital Resources:		2014/15
		£
Cost	Marage Car Park	19,000
	Millgate Car Park	13,000
	Forum Car Park	13,000

Amount required from capital receipts **45,000**

Revenue costs:	2014/15
	£
Ongoing costs	0

Risk Assessment:-

Risk	Implication	P	I	T	Preventative Action
There are no significant risks associated with undertaking this scheme				0	
<i>P = Probability (1-5) I = Impact (1-5) T = Total Risk Score (P x I)</i>					

Notes: The works will be managed by the Engineering team in the Design and Maintenance Section, contract documents will be prepared by the Legal team. The works will be undertaken during the historically quieter parts of the week. Where car parks are closed we will seek to minimise the closure time, provide alternative access routes where possible or information on alternative parking locations.

Anticipated completion date: March 2015

2014/15 APPROVED CAPITAL SCHEME

Scheme:

Thirsk Market Place Cobbles - Phase 2

Capital Scheme Sponsor: Portfolio Holder for Customer Services and Asset Management - Cllr Knapton
Directors of Corporate Services - Martyn Richards

Description: Thirsk Market Place is owned by Hambleton District Council, it is traditionally surfaced with cobbles and Yorkstone paving. In 2013 the District Council successfully completed surfacing repair works, to largely cobbled surfacing, to the southern half of the Market Place. This scheme is phase 2 of surfacing repair works to the Northern half of Thirsk Market Place. The existing cobbled surfacing was laid in the early 1990's, their condition varies from good to poor, the poor areas have deteriorated beyond economic patch repair. The areas of greatest deterioration has occurred to the areas most used by vehicles including the service bus and taxi bay area. This scheme includes relaying approximately 1100 square metres of cobbled surfacing, 25 square metres of Yorkstone paving, repointing 300 linear metres of mortar joints to Yorkstone paved areas and renewing the surface marking.

1. How does the scheme contribute to the Councils business plan targets?

The District Council's off-street pay and display car parks provide income for the District Council to reach its revenue income target. The parking is provided for residents, employment and visitors which supports the local economy. Maintaining the car parks in good condition will retain and encourage car park use and support the business plan targets. Thirsk Market Place is the visitor and business centre of Thirsk, providing a high quality environment will retain and encourage visitors and help support the local economy. The scheme represents value for money.

2. How does the scheme address customer needs?

The scheme addresses customer needs by providing a safe and inviting town centre. As responsible owner of the market place the District Council owes a duty of care to users of its facilities, if it fails to maintain the cobbled and Yorkstone paved areas in safe condition then it may be subject to claims if injuries occur to its users and/or damage occurs to vehicles. The provision of the market place in good condition will support the market place as a town centre for visitors, retailers and business, a good quality environment will be safe and inviting for its users

3. Does the scheme generate any on-going revenue savings?

The periodic resurfacing of the market place is part of its maintenance cycle, major resurfacing will be required approximately every 15-20 years for traditional surfaces such as cobbles, for the areas where traffic is greatest. Other areas where traffic is less then the major resurfacing intervals will be extended. There is no way to avoid this resurfacing work as the surfacing materials do eventually fail. The resurfacing works in this scheme will remove the need to carry out on-going patch repairs using non-traditional materials and remove a disincentive to visit the market place because of the poor surfacing.

	2014/15
Capital Resources:	£
Cost	75,000
Grant contribution	
Other contribution	
Amount required from capital receipts	<u>75,000</u>

	2014/15
Revenue costs:	£
Ongoing costs	0

Risk Assessment:-

Risk	Implication	P	I	T	Preventative Action
Scheme not implemented	Increased revenue expenditure to maintain market place in safe condition and reputational damage to the Council including potential increased insurance claims	4	3	12	Undertake the scheme as soon as practicable
<i>P = Probability (1-5) I = Impact (1-5) T = Total Risk Score (P x I)</i>					

Notes: The works will be managed by the Engineering team in the Design and Maintenance Section, contract documents will be prepared by the Legal team. The planned duration of works is 10 weeks, this scheme links to £25,000 of capital expenditure brought forward to 2013/14, which is currently out to tender and due to commence in March 2014. We will seek to minimise the loss of parking for visitors, the taxi rank will be relocated for part of the scheme duration, the service bus area will remain open in its present location, but will be reduced in size, the scheme will be planned to reduce parking bay loss during the easter and bank holiday periods.

Anticipated completion date: May 2014

2014/15 APPROVED CAPITAL SCHEME

Scheme:

Bedale Gateway Car Park

Capital Scheme Sponsor: Portfolio Holder for Customer Services and Asset Management - Cllr Knapton
Directors of Corporate Services - Martyn Richards

Description: Consultancy procurement for planning application and design works relating to the creation of a Gateway car park in Bedale to coincide with the completion of the Bedale & Leeming Bar (BALB) by-pass in autumn 2016 by North Yorkshire County Council. Works will also include a link footpath to the town from within the car park and alongside the A684 highway to the existing footway at St Gregory's church. The car park is proposed to accommodate in the order of 100-200 car spaces and 5-10 coach parking spaces. Appointed consultants would also work with North Yorkshire County Council in developing any right-turn lane and visibility-splay requirements commensurate with forecast traffic flows and health and safety audits. The works would also include drainage and landscaping works sympathetic to planning and environment constraints and requirements.

1. How does the scheme contribute to the Councils business plan targets?

The Gateway car park was first proposed in the Renaissance Market Town Materplan and subsequently included in the LDF as Policy BC1, was conceived as a measure to protect the economic viability of Bedale. It will provide parking facilities visible and accessible in proximity of the new bypass scheme roundabout to the west of the town in endeavours to attract additional passing traffic trade to the town.

2. How does the scheme address customer needs?

Policy BC1 states that the amount of car and coach parking should be sufficient to cater for the requirements of Bedale town centre and provide options to review the status of the existing parking facilities within the town.

3. Does the scheme generate any on-going revenue savings?

In the event of a stone surfaced car parking surface being adopted there is potential increase of an increase in revenue requirements of upto some £2,000 per annum. The consultant will provide a range of options for alternative surfaces which will provide decisions on best value and life expectancy projections. The car park will be included within the review the Council's car park charging regime in maintaining parking management options within the town.

	2014/15
Capital Resources:	£
Cost	20,000
Land Purchase	140,000

Amount required from capital receipts **160,000**

	2014/15
Revenue costs:	£

Ongoing costs	2,000	All ongoing costs will be met from existing budget allocation
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Risk Assessment:-

Risk	Implication	P	I	T	Preventative Action
Car park not completed in conjunction with completion of the BALB bypass in Autumn 2016	Bedale economy may suffer as town will be by-passed with potential reduced travellers shopping.	4	4	16	Approve and undertake the scheme to ensure coincidence of completion
<i>P = Probability (1-5) I = Impact (1-5) T = Total Risk Score (P x I)</i>					

Notes: Procurement options include potential seeking tender from NYCC consultancy works framework

Anticipated completion date: March 2015

2014/15 APPROVED CAPITAL SCHEME

Scheme:

Infrastructure Adoption Works - Thirsk Industrial Park Phases 2 & 3

Capital Scheme Sponsor: Portfolio Holder for Customer Services and Asset Management - Cllr Knapton
Directors of Corporate Services - Martyn Richards

Description: Hambleton District Council constructed phase 2 and 3 of Thirsk Business Park in the 1994 and 2003 respectively, these schemes included the construction of highway infrastructure under agreement with the Local Highway Authority North Yorkshire County Council. The agreement with NYCC requires that the District Council construct the highway infrastructure to an agreed design and specification and that the County Council adopt the highway infrastructure once 90% of developable land served by the highway has been developed and the highway is in adoptable condition. Due to the passage of time there has been deterioration and wear and tear to the highway infrastructure, this scheme involves the works to bring the adoptable highway to a standard required by NYCC. Phase 2 of the Business Park has a section of footpath missing, subject to discussion with NYCC, this section of footpath may have to be constructed to achieve adoption condition. The scheme involves works to 640 metres of highway and 120 metres of footpath cycleway. The District Council has achieved adoption of highway infrastructure at Leeming Bar (Phases 2 & 3), Ellerbeck Court at Stokesley and Thurston Road, Northallerton in the past 3 years.

Completion of this scheme will leave only Phase 4 of Leeming Bar with unadopted highway infrastructure.

1. How does the scheme contribute to the Councils business plan targets?

The highway infrastructure was constructed under agreement with the Local Highway Authority - North Yorkshire County Council with the intention of achieving adoption by the County Council, as with all the Business Park infrastructure when the development threshold is reached. The District Council is seeking to dispose of to the appropriate Authority, all land that it does not require for its operational needs. Adoption of the sewerage infrastructure has been completed with Yorkshire Water Services.

2. How does the scheme address customer needs?

The adoption of the highway infrastructure on phases 2 & 3 of Thirsk Business Park, will ensure that the highway is maintained by the appropriate Authority with the dedicated specialist resources. There will be certainty and lack of confusion for the public who expect that the highway infrastructure is maintained by the Local Highway Authority and it will allow the appropriate traffic management of the highway by the County Council and North Yorkshire Police.

3. Does the scheme generate any on-going revenue savings?

The implementation of the scheme will mean that any current and future revenue and capital expenditure liabilities for maintenance of the highway infrastructure on phases 2 and 3 of the Business Park will not rest with the District Council. If ownership of the highway infrastructure is retained by the District Council, then there will be an on-going liability for expenditure on repair and maintenance with no revenue income.

	2014/15
Capital Resources:	£
Cost	200,000
Grant contribution	
Other contribution	
Amount required from capital receipts	200,000

	2014/15
Revenue costs:	£
Ongoing costs	0

Risk Assessment:-

Risk	Implication	P	I	T	Preventative Action
Not implementing the scheme	Continued responsibilities remain with the District Council for the highway with	5	4	20	Implement the works to an adoptable
<i>P = Probability (1-5) I = Impact (1-5) T = Total Risk Score (P x I)</i>					

Notes: The works will be managed by the Engineering team in the Design and Maintenance Section, contract documents will be prepared by the Legal team.

Anticipated completion date: November 2014

2014/15 APPROVED CAPITAL SCHEME

Scheme: **Electricity Supply Bollards - Northallerton & Thirsk**

Capital Scheme Sponsor: Portfolio Holder for Customer Services and Asset Management - Cllr Knapton
Directors of Corporate Services - Martyn Richards

Description: The District Council operates street markets in Northallerton (40 - 45 stalls) on Saturday and Wednesday and Thirsk (15 - 20 stalls) on Saturday and Monday. This scheme involves the installation of roadside bollards which will provide power supply sockets for market traders to operate equipment on their stalls. There are an increasing number of generators now present on the market and newer market equipment increasingly requires a power supply. It is proposed that 10 bollards will be installed in Thirsk, providing 20 supply sockets, and up to 20 bollards with 40 supply sockets at Northallerton. The opportunity to share usage of the bollards as charging points is being investigated with the Highway Authority - North Yorkshire County Council. The District Council cannot make a surplus on electricity supply, so it will charge for electricity at cost, it will apply a charge to stall holders to connect to the power supply. There are an increasing number of other market operators who provide power supplies and its provision on Hambleton's markets will support retention of existing traders and encourage new traders to attend.

1. How does the scheme contribute to the Councils business plan targets?

The Northallerton and Thirsk markets provide business opportunities and a retail experience for Hambleton's and North Yorkshire's residents, 60% of traders are residents of North Yorkshire and the markets encourage visitors to the town from Hambleton and beyond. The provision of power supply points will provide an incentive for traders to continue to trade on our markets and will attract traders to the market. There will be environmental gains in terms of reduction of emissions and noise as the need for generators is removed.

2. How does the scheme address customer needs?

The scheme will provide an improved environment on the High Street for customers, visitors and traders as noise and polluting emissions are reduced by the removal of generators. The stall holders will be able to introduce equipment onto their stalls that improves the customer experience. There may be the opportunity to provide speciality markets and evening markets not previously catered for.

3. Does the scheme generate any on-going revenue savings?

It is proposed that the scheme will eventually become self financing, as revenue from the connection charges, less operating costs will be returned to the capital fund. The introduction of power supply points will support the existing market pitch fee income.

	2014/15	
Capital Resources:	£	
Cost - Feasibility / Design	40,000	
Other contribution - Section 106 monies	-20,000	
Amount required from capital receipts	20,000	
	2014/15	
Revenue costs:	£	
<u>Ongoing costs</u>		
Standard Electricity - at cost	0	per annum
Maintenance	500	per annum
Supply cards	200	per annum
Other costs	700	
<u>Income</u>		
Generated surplus from connection provision	5,000	per annum
SAVING	3,600	per annum

Risk Assessment:-

Risk	Implication	P	I	T	Preventative Action
There are no significant risks associated with undertaking this scheme				0	
<i>P = Probability (1-5) I = Impact (1-5) T = Total Risk Score (P x I)</i>					

Notes: Local markets that currently provide power supplies include, Richmond, Knaresborough, Beverley and Bedale. Permission to install the bollards will be required from the Local Highway Authority - North Yorkshire Council Council. We are investigation how the bollards may work as vehicle charging and stall holder power supplies. The estimated costs of supply and installation of the bollards is approximately £1250 this includes, the bollard, installation and power sully connection. The market superintendents will manage the connections on market days.

Anticipated completion date: January 2015

2013/14 CAPITAL SCHEME PROPOSAL

Scheme:

Bedale Craft Yard Unit 1 Window Replacement

Capital Scheme Sponsor: Portfolio Holder for Customer Services & Asset Management - Cllr Knapton
Director of Corporate Services - Martyn Richards

Description: The Craft Yard refurbishment was completed in 2005-06. On the gable end of Unit 1 is a large 9 panelled window that has been made of soft wood. Over the last 2 -3 years there have been frequent problems with the window leaking. From investigative work this is due to the repeated expansion and contraction of the wood creating gaps in the seals. These seals can no longer be filled to remedy the problem and a replacement window is required. To avoid the problem happening in future the replacement window will be hardwood

1. How does the scheme contribute to the Councils business plan targets?

By keeping the workspaces in good running order and up to date we can attract tenants, thereby supporting the local economy and contributing to workspace occupancy targets.

2. How does the scheme address customer needs?

It is the Council's responsibility to provide watertight premises to it's tenants; there is also a Health and Safety issue; during a recent water ingress at the premises, a customer of the tenant slipped on the wet floor created by the leaking window

3. Does the scheme generate any on-going revenue savings?

The Council has spent money in the last couple of years re-sealing the window and decorating it and the level of maintenance required has increased. Replacing the window should give the Council a good few years free of maintenance costs other than some decoration which would apply to a soft or hard wood window

	Year ?
	£
Capital Resources:	
Cost	7,800
Grant contribution	0
Other contribution	0
Amount required from capital receipts	<u>7,800</u>
	2014/15
Revenue costs:	£
Ongoing costs	0

Risk Assessment:-

Risk	Implication	P	I	T	Preventative Action
Risk of not going ahead with the works	Council is not fulfilling its Legal obligations which could damage it reputation. Also there could be an accident resulting in Legal action and costs against the Council	4	5	20	Replace the window
<i>P = Probability (1-5) I = Impact (1-5) T = Total Risk Score (P x I)</i>					

Notes:

Anticipated completion date: March 2015

Capital programme 2014-15 to 2016-17 - Prudential and Treasury Indicators

It is a statutory duty for the Council to determine and keep under review the affordable borrowing limits, which are monitored as part of the Prudential and Treasury Indicators.

The Council's Treasury and Prudential Indicators (affordability limits) were approved by Council on 18 February 2014 however the Capital Programme has changed and therefore the indicators are restated prior to the beginning of the financial year 2014/15.

The main purpose of the indicators is to control how much a Council needs to borrow and as this Council is debt free, some of the prudential indicators are nil. The following tables detail the Prudential and Treasury Indicators.

Prudential Indicator: Capital Expenditure

This prudential Indicator is a summary of the Council's capital expenditure plans.

Capital Expenditure £000	2012/13 Actual	2013/14 Estimate	2014/15 Estimate	2015/16 Estimate	2016/17 Estimate
Total	1,128,686	2,480,600	2,126,350	1,522,959	1,715,833

Other long term liabilities. The above financing need excludes other long term liabilities, such as PFI and leasing arrangements which already include borrowing instruments. The Council has no PFI schemes.

The table below summarises the above capital expenditure plans and how these plans are being financed by capital or revenue resources. Any shortfall of resources results in a funding need (borrowing). Hambleton District Council is debt free and it is not anticipated that borrowing will occur in the foreseeable future.

Capital Expenditure £000	2012/13 Actual	2013/14 Estimate	2014/15 Estimate	2015/16 Estimate	2016/17 Estimate
Total	1,128,686	2,480,600	2,126,350	1,522,959	1,715,833
Financed by:					
Capital receipts	743,151	1,436,718	645,000	466,000	765,000
Capital grants	342,428	328,717	119,000	200,000	100,000
Capital reserves		715,165	1,162,350	856,959	850,833
Revenue	43,107	-	200,000	-	-
Net financing need for the year	-	-	-	-	-

Prudential Indicator: The Council's Borrowing Need (the Capital Financing Requirement)

The second prudential indicator is the Council's Capital Financing Requirement (CFR). The CFR is simply the total historic outstanding capital expenditure which has not yet been paid for from either revenue or capital resources. It is essentially a measure of the Council's underlying borrowing need. Any capital expenditure above, which has not immediately been paid for, will increase the CFR. The CFR remains at zero as the Council is debt free, has no underlying borrowing requirement from the past and is not anticipated to borrow in the foreseeable future.

If there was a balance outstanding on the CFR, the CFR would not increase indefinitely as the minimum revenue provision (MRP) is a statutory annual revenue charge which broadly reduces the borrowing need in line with each assets life.

The CFR includes any other long term liabilities (e.g. PFI schemes, finance leases). Whilst these increase the CFR, and therefore the Council's borrowing requirement, these types of scheme include a borrowing facility and so the Council is not required to separately borrow for these schemes. The Council currently has no such schemes within the CFR.

£000	2012/13 Actual	2013/14 Estimate	2014/15 Estimate	2015/16 Estimate	2016/17 Estimate
Capital Financing Requirement					
CFR – non housing	-	-	-	-	-
CFR - housing	-	-	-	-	-
Total CFR	-	-	-	-	-
Movement in CFR	-	-	-	-	-
Movement in CFR represented by					
Net financing need for the year (above)	-	-	-	-	-
Less MRP and other financing movements	-	-	-	-	-
Movement in CFR	-	-	-	-	-

Prudential Indicator: Core funds and expected investment balances

The application of resources (capital receipts, reserves etc.) to either finance capital expenditure or other budget decisions to support the revenue budget will have an ongoing impact on investments unless resources are supplemented each year from new sources (asset sales etc.). Detailed below are estimates of the year end balances for each resource and anticipated day to day cash flow balances.

Year End Resources	2012/13 Actual	2013/14 Estimate	2014/15 Estimate	2015/16 Estimate	2016/17 Estimate
Fund balances / reserves	17,818,277	15,912,022	15,655,737	14,477,403	13,923,561
Capital receipts	4,643,892	4,103,074	3,915,074	3,899,074	3,430,174
Provisions	-	-	-	-	-
Other	-462,169	-15,096	29,189	23,523	46,265
Total core funds	22,000,000	20,000,000	19,600,000	18,400,000	17,400,000
Under/over borrowing	-	-	-	-	-
Expected investments	22,000,000	20,000,000	19,600,000	18,400,000	17,400,000

Affordability Prudential Indicators

The previous sections cover the overall capital and control of borrowing prudential indicators, but within this framework prudential indicators are required to assess the affordability of the capital investment plans. These provide an indication of the impact of the capital investment plans on the Council's overall finances.

Prudential Indicator: Actual and estimates of the ratio of financing costs to net revenue stream. This indicator identifies the trend in the cost of capital (borrowing

and other long term obligation costs net of investment income) against the net revenue stream.

%	2012/13 Actual	2013/14 Estimate	2014/15 Estimate	2015/16 Estimate	2016/17 Estimate
Non-HRA	-	-	-	-	-

The estimates of financing costs include current commitments and the proposals in this report. This indication is zero because the Council has no borrowing.

Prudential Indicator: Estimates of the incremental impact of capital investment decisions on council tax. This indicator identifies the revenue costs associated with proposed changes to the three year capital programme compared to the Council's existing approved commitments and current plans. The assumptions are based on the budget, but will invariably include some estimates, such as the level of Government support, which are not published over a three year period.

Incremental impact of capital investment decisions on the band D council tax

£	2012/13 Actual	2013/14 Estimate	2014/15 Estimate	2015/16 Estimate	2016/17 Estimate
Council tax - band D	£0.05	£0.29	£0.06	£0.18	£0.36

Treasury Indicators: Limits to Borrowing Activity

The Operational Boundary - This is the limit beyond which external debt is not normally expected to exceed. In most cases, this would be a similar figure to the CFR, but may be lower or higher depending on the levels of actual debt. The Council has no borrowing and does not expect to borrow for the foreseeable future, however to give the Council complete flexibility these limits are set at the beginning of each financial year.

Operational boundary £m	2013/14 Estimate	2014/15 Estimate	2015/16 Estimate	2016/17 Estimate
Debt	4,000	4,000	4,000	4,000
Other long term liabilities	600	600	600	600
Total	4,600	4,600	4,600	4,600

The Authorised Limit for external debt - A further key prudential indicator represents a control on the maximum level of borrowing. This represents a limit beyond which external debt is prohibited, and this limit needs to be set or revised by the full Council. It reflects the level of external debt which, while not desired, could be afforded in the short term, but is not sustainable in the longer term.

1. This is the statutory limit determined under section 3 (1) of the Local Government Act 2003. The Government retains an option to control either the total of all councils' plans, or those of a specific council, although this power has never yet been exercised.
2. The Council is asked to approve the following Authorised Limit, even though the Council is debt free and does not intend to borrow in the foreseeable future. This limit is set to give the Council complete flexibility:

Authorised limit £000	2013/14 Estimate	2014/15 Estimate	2015/16 Estimate	2016/17 Estimate
Debt	5,000	5,000	5,000	5,000
Other long term liabilities	1,000	1,000	1,000	1,000
Total	6,000	6,000	6,000	6,000

Treasury Indicator: Treasury Management Limits on Activity

There are three debt related treasury activity limits. The purpose of these are to restrain the activity of the treasury function within certain limits, thereby managing risk and reducing the impact of any adverse movement in interest rates. However, if these are set to be too restrictive they will impair the opportunities to reduce costs / improve performance. The indicators are:-

- Upper limits on variable interest rate exposure. This identifies a maximum limit for variable interest rates based upon the debt position net of investments;
- Upper limits on fixed interest rate exposure. This is similar to the previous indicator and covers a maximum limit on fixed interest rates;
- Maturity structure of borrowing. These gross limits are set in place to reduce the Council's exposure to large fixed rate sums falling due for refinancing, and are required for upper and lower limits.

It should be noted that as the Council is debt free and it is not anticipated to take borrowing in the foreseeable future only fixed investment interest rates have been stated. With regards to the maturity structure of borrowing there may be a very rare occasion when overnight temporary borrowing occurs, so an upper limit of 100% has been set.

£000	2014/15	2015/16	2016/17
Interest rate Exposures			
	Upper	Upper	Upper
Limits on Fixed Interest Rates:	90%	90%	90%
• Investments Only			
Limits on Variable Interest Rates	50%	50%	50%
• Investments Only			
Maturity Structure of interest rate borrowing 2014/15			
	Lower	Upper	
Under 12 months	0%	100%	
12 months to 2 years	0%	0%	
2 years to 5 years	0%	0%	
5 years to 10 years	0%	0%	
10 years to 20 years	0%	0%	
20 years to 30 years	0%	0%	
30 years to 40 years	0%	0%	
40 years to 50 years	0%	0%	

Treasury Indicator: Investment Treasury Indicator and Limit - total principal funds invested for greater than 364 days. These limits are set with regard to the Council's liquidity requirements and to reduce the need for early sale of an investment, and are based on the availability of funds after each year-end.

Maximum principal sums invested > 364 days			
£000	2014/15	2015/16	2016/17
Principal sums invested > 364 days	£10,000,000	£9,000,000	£8,900,000

HAMBLETON DISTRICT COUNCIL

Report To: Cabinet
18 March 2014

Subject: THE LIVING WAGE

All Wards
Portfolio Holder for Support Services and Economic Development: Councillor P Wilkinson

1.0 PURPOSE AND BACKGROUND:

- 1.1 This report provides Cabinet with information on the Living Wage Campaign.
- 1.2 It advises on issues to be considered in deciding whether to adopt the Living Wage and also sets out an alternative initiative that the Council might introduce to help the Council's lowest paid staff.

2.0 LIVING WAGE:

- 2.1 The UK Living Wage Campaign was launched by members of the London Citizens charity in 2001. As the campaign has no statutory standing, adoption is entirely voluntary for employers.
- 2.2 The Living Wage hourly rate is set and updated annually (each November). Outside London the rate is calculated by the Centre for Research in Social Policy according to the basic cost of living in the UK. The current rate set in November 2013 is £7.65 in the UK (previously £7.45) and £8.80 in London (previously £8.55).
- 2.3 Accreditation is open to employers already paying the Living Wage (or those committed to an agreed timetable of implementation) and provides employers with a licence to use the Living Wage employer mark.
- 2.4 By signing up to the Living Wage employers agree to:-
- Pay the set hourly rate and implement the annually revised rate within six months.
 - Apply the Living Wage to directly employed and contracted/sub contracted employees (workers).

3.0 NATIONAL MINIMUM WAGE:

- 3.1 The national minimum wage sets statutory minimum hourly rates each October that employers must pay their workers. There are three age-based rates and an apprentice rate, as shown in the table below:

Definition	£ Hourly Rate (from 1/10/13)
Main adult rate (workers aged 21 and over)	6.31
Workers aged 18 to 20 (inclusive)	5.03
Workers aged under 18 (but above compulsory school age)	3.72
Apprentices aged under 19	2.68
Apprentices aged 19 and over but in 1st year of apprenticeship	2.68

4.0 CURRENT POSITION:

- 4.1 The Council's salary scales from 1 April 2014 are attached at Annex 'A'. HDC pays all employees above the national minimum wage. The lowest hourly rate for non-apprentices is £6.51 per hour (Grade 1). Apprentices receive £2.70 per hour to start; £3.38 per hour after 6 months and £5.08 per hour after nine months. If the apprentice is retained at the end of the period of apprenticeship then normal rates would apply based on the grade for the job.
- 4.2 The current hourly Living Wage rate of £7.65 falls between the Council's Grade 4 (£7.34 per hour/£14,151 per annum) and Grade 5 (£8.17 per hour/£15,753 per annum). If the national Living Wage were to be introduced at HDC, the main beneficiaries would be lower paid Leisure staff.
- 4.3 Although the Council is not directly involved in paying contracted/sub contracted workers as they are not Council employees, it makes the assumption that they will be paid at least in line with the minimum wage.
- 4.4 A number of Councils have implemented some form of supplement/payment to help lower paid employees. Some are committed to the national Living Wage, whilst others set their own Living Wage by reference to the national rate.

5.0 PAY BARGAINING:

- 5.1 The Council is currently part of the National Agreement between Local Government Employers and the unions and this covers pay. Currently, there is no national agreement on the Living Wage, but the Council could agree to implement it locally.
- 5.2 If the Council were to adopt the national Living Wage, it must agree to implement the updated hourly rate set each November within six months of the update. As such, the Council would have no control or influence over this and it is possible that the hourly rate may exceed the increase agreed nationally.

6.0 CONTRACTORS/SUB CONTRACTORS:

- 6.1 Organisations who sign up to the Living Wage are also required to only award contracts to contractors paying the Living Wage.
- 6.2 If the Council were to restrict contracts to organisations paying the Living Wage rate, it may either exclude some local businesses from providing HDC contracts, or indirectly increase the costs of its contracts. Both of these issues may lead to an impact on the local economy.

7.0 AN ALTERNATIVE:

- 7.1 If the Council wishes to adopt the principles of a living wage, the Council could consider developing its own initiative to help lower paid employees.
- 7.2 The Council may wish to consider a 'Hambleton Living Wage'. This could take the form of a supplementary payment to those employees currently on Grade 4 or below which would take account of the Living Wage and any national pay award.
- 7.3 The benefits of this approach would be that it demonstrates the Council's commitment to helping lower paid employees without signing up to the constraints of the Living Wage campaign. In addition, the Living Wage would not need to be imposed on contractors.

8.0 **FINANCIAL IMPLICATIONS:**

- 8.1 The approximate cost of implementing the national Living Wage or the alternative outlined in Section 7 would be approximately £85,500 including on-costs such as National Insurance contributions. This can be financed from the additional salary budget which was intended to fund a 2% pay increase in 2014/15. This is unlikely to be required because the union has rejected the offer. The implications are summarised as follows:-

Revenue Effects:	Year 1 £	Year 2 £	Year 3 £	Year 4 £	Year 5 £	TOTAL: £
Increased salary budget	85,500	-	-	-	-	85,500
Financed by existing budgets – see budget outlook below	85,500	-	-	-	-	85,500
Effect on budget	-	-	-	-	-	-

Budget Outlook:

	14/15 £	15/16 £	16/17 £	17/18 £
Budget Outlook Quarter 3	7,279,347	6,893,613	7,022,379	7,058,229
Living Wage	85,500	-	-	-
Financial Strategy Target	7,364,847	6,979,118	7,107,879	7,143,729
	7,463,147	7,399,725	7,334,718	7,268,086
(Surplus)/Shortfall	(98,300)	(420,607)	(226,839)	(124,357)

- 8.2 Increasing salaries for relevant employees to Living Wage levels may impact on any in-work benefits received by them, which could in turn result in a reduced overall income for lower paid employees.
- 8.3 In terms of the Local Government Pension Scheme (LGPS), from April 2014 any employee whose actual salary falls between the current Grade 4 and Grade 9 will pay pension contributions at 5.8% of their actual earnings, as opposed to 5.5 % if they earn below the current Grade 4. As such, paying at Living Wage rate would result in higher pension contributions for some pension-scheme members, but this is likely to be a very small number.

9.0 **LEGAL IMPLICATIONS:**

- 9.1 There is no legal requirement to adopt the Living Wage.
- 9.2 Adopting a local Living Wage retains the flexibility to negotiate pay rates from time to time. Adopting the national Living Wage would have to be done in such a way that it does not introduce an implied condition into employment contracts that there would be automatic pay rises.

10.0 **RISK ASSESSMENT:**

- 10.1 There are no significant risks.

11.0 **EQUALITY/DIVERSITY ISSUES:**

- 11.1 Equal pay is complex and can prove costly if the law is breached. A claim can be made where an employer pays employees of one gender a different rate for similar work. The Council operates a job evaluation scheme which seeks to minimise pay inequality.
- 11.2 Adopting the Living Wage (at the current hourly rate) could pose a risk in terms of equal pay if the Council pays less or more to someone rated as equivalent to another individual under a job evaluation scheme.
- 11.3 The risk of equal pay claims is considered to be small. However, employees whose jobs have been rated higher than others may be unhappy to discover that they are being paid the same as staff rated lower under job evaluation. As such, this approach may cause employee relations and/or motivational issues.

12.0 CONCLUSION:

- 12.1 In adopting the National Living Wage or a local Living Wage the Council would be seen to be supporting lower paid workers. The local Living Wage has more flexibility whilst still demonstrating this commitment.
- 12.2 Increasing salaries may have other negative effects on lower paid staff, but these are minimal.

13.0 RECOMMENDATION:

- 13.1 It is recommended that, subject to negotiation with the union, the Council introduce a local living wage pay scheme from 1 April 2014 which increases the salaries of low paid employees by reference to the national Living Wage, the details to be determined by the Chief Executive.

MARTYN RICHARDS

Background papers: Living Wage Guidance
Author ref: JMR
Contact: Martyn Richards
Director of Corporate Services
Direct Line No: (01609) 767010

PAY SCALES 2014/15

Grade 1 12,558	Grade 2 12,739	Grade 3 13,453	Grade 4 14,151	Grade 5 15,753	Grade 6 16,769
Grade 7 18,158	Grade 8 20,013	Grade 9 22,665	Grade 10 25,139	Grade 11 28,406	Grade 12 30,611
Grade 13 32,389	Grade 14 35,240	Grade 15 37,039	Grade 16 38,803	Grade 17 42,448	Grade 18 44,106

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HAMBLETON DISTRICT COUNCIL

Report To: Cabinet
18 March 2014

Subject: **DISCRETIONARY BUSINESS RATE RELIEF**

All Wards

Portfolio Holder for Support Services and Economic Development: Councillor P R Wilkinson

1.0 PURPOSE OF REPORT:

1.1 To submit for Members' consideration a policy for the determination of the allocation of Discretionary Rate Relief to retail business premises.

2.0 BACKGROUND:

2.1 The Chancellor's 2013 Autumn Statement announced that retail premises with rateable values of less than £50,000 would be eligible for a reduction of £1,000 on their business rate bill from April 2014. The Department for Communities and Local Government announced that the award of this reduction would be on a discretionary basis. It is, therefore, prudent for the Council to have a policy for the award of this reduction that ensures business growth and the sustainability of local businesses.

2.2 Without formulating a policy, there is a risk that application of the reduction to any business could breach state aid limitations. Also, there is a risk that the relief could be applied to businesses that do not necessarily boost the local economy.

3.0 POLICY DETAILS:

3.1 Guidance has been published by the Department for Communities and Local Government regarding the types of businesses that can be eligible for the £1,000 discount. Such businesses include shops, restaurants and public houses.

3.2 Businesses that are not eligible include financial services such as banks, building societies and professional services such as accountants and solicitors as well as betting shops.

3.3 It is estimated that the value of relief that will be applied in accordance with the proposed policy will be in the region of £0.5m for the year 2014/15 and be applicable to approximately 500 business premises in the District.

3.4 The relief can be applied in conjunction with other reductions from business rates such as small business rate relief.

3.5 Businesses who are eligible for the relief, but whose liability is less than £1,000 will receive relief amounting to their net annual liability.

3.6 Businesses will be required to apply for the relief, which will not be automatically granted.

4.0 FINANCIAL IMPLICATIONS:

4.1 There is no direct financial cost to the Council as the cost of the relief is fully reimbursed from Central Government.

5.0 RISKS:

5.1 There are no significant risks associated with this report.

6.0 RECOMMENDATIONS:

6.1 It is recommended that:-

- (1) Cabinet approve the Retail Relief for Business Rates Policy to Council in accordance with the Department for Communities and Local Government guidance with the following exclusions:-
 - (a) Any ratepayer that occupies 50 or more premises in England and Wales; and
 - (b) Charity shops in receipt of 80% Mandatory Business Rate Relief.
- (2) approval of Discretionary Business Rate Relief is delegated to Officers in line with this policy.

JUSTIN IVES

Background papers: None
Author ref: JI
Contact: Justin Ives
Director of Resources
Direct Line No 767022

180314 DiscretionaryBusinessRateRelief

HAMBLETON DISTRICT COUNCIL

Report To: Cabinet
18 March 2014

Subject: **HAMBLETON LOCAL DEVELOPMENT FRAMEWORK**

All Wards outside North York Moors National Park
Portfolio Holder for Housing, Planning and Waste Management: Councillor Brian Phillips

1.0 PURPOSE AND BACKGROUND:

- 1.1 The Planning and Compulsory Purchase Act 2004 placed a requirement on local planning authorities to produce a Local Development Scheme (LDS). The purpose of this is to provide a timetable for the preparation of Local Plan/Local Development Framework (LDF) documents.
- 1.2 The previous Local Development Scheme (March 2009) covered the preparation of the LDF. The full suite of LDF documents has been adopted by the Council, the last one being the Allocations Development Plan Document in December 2010.
- 1.3 On 8 October 2013 Cabinet agreed for a partial review of the LDF to be carried out, the initial scope and timetable of which was laid out in that report. A new Local Development Scheme is therefore required to cover this work. The Local Development Scheme can be maintained by updating it on our website as there is now no longer a requirement to submit it to the Secretary of State.

2.0 LINK TO COUNCIL PRIORITIES:

- 2.1 The relevant Council priorities which this Local Development Scheme relates to include the following:
- To meet the housing needs of all sections of the local community by providing an adequate amount and range of housing, including affordable housing
 - To ensure that the Planning Service supports the sustainable economic growth and development of the District

3.0 RISK ASSESSMENT:

- 3.1 There are no risks in approving the recommendation.
- 3.2 The key risk is in not approving the recommendation is as shown below:-

Risk	Implication	Prob*	Imp*	Total	Preventative action
The LDF Review is not prepared in accordance with the published Local Development Scheme, as required by section 15 of the Planning and Compulsory Purchase Act	The Review could fail legal compliance test at examination	3	5	15	Publish the revised Local Development Scheme

Prob = Probability, Imp = Impact, Score range is Low = 1, High = 5

3.3 Overall the risk of agreeing with the recommendation outweighs the risks of not agreeing it and is considered acceptable.

4.0 FINANCIAL IMPLICATIONS:

4.1 There are no financial implications associated with this recommendation.

5.0 LEGAL IMPLICATIONS:

5.1 Failure to prepare a Local Plan Development Plan Document in accordance with a published Local Development Scheme could result in a legal compliance failure at examination.

6.0 EQUALITY/DIVERSITY ISSUES:

6.1 None

7.0 RECOMMENDATION:

7.1 It is recommended that Cabinet approves the Local Development Scheme for publication and recommends this to Council.

MICK JEWITT

Background papers: Annex A, Local Development Scheme March 2014

Author ref: CS

Contact: Christopher Stanek
Author – Planning Policy Officer
Direct Line No – 01609 767150

180314 Hambleton LDF

HAMBLETON DISTRICT COUNCIL
LOCAL PLAN
LOCAL DEVELOPMENT SCHEME
MARCH 2014

Introduction

The Planning and Compulsory Purchase Act 2004 placed a requirement on local planning authorities to produce a Local Development Scheme (LDS). The LDS sets out a timetable for the production of Local Development Documents (LDDs) which make up the Council's Local Plan. The LDS must include certain types of LDDs, namely Development Plan Documents (DPDs) and a Statement of Community Involvement (SCI)

Current Local Development Documents

In the system which was brought in under the 2004 Act the Local Plan was known as the Local Development Framework (LDF). Under the LDF the Council has adopted a full suite of DPDs and a SCI. These documents are listed below:

- Core Strategy DPD – Adopted 2 April 2007
- Development Policies DPD – Adopted 26 February 2008
- Allocations DPD – Adopted 21 December 2010
- Proposals Map DPD – Adopted 21 December 2010
- Statement of Community Involvement – Adopted 23 July 2013

Under the LDF the Council has also produced the following additional LDDs known as Supplementary Planning Documents (SPDs):

- Affordable Housing SPD – Adopted 24 June 2008
- Sustainable Development SPD – Adopted 22 September 2009
- Domestic Extensions SPD – Adopted 22 December 2009
- Conservation Area Appraisals SPDs – Adopted 21 December 2010
- Open Space, Sport and Recreation SPD – Adopted 22 February 2011

The Council also produces annually the Authority Monitoring Report (AMR), which charts the performance of policies and programmes laid out in the adopted LDF documents, and the Strategic Housing Land Availability Assessment (SHLAA), which identifies a deliverable 5 year housing land supply.

National Planning Policy Framework (NPPF)

In March 2012 the Government published the National Planning Policy Framework (NPPF). This document refers to the scope for amending Plans and for the undertaking of partial Plan reviews, allowing local planning authorities to focus on specific issues in order to respond to changing circumstances (NPPF paragraph 153). In view of the NPPF and the need for an up to date Plan, the Council has decided to undertake a partial Plan review. This will officially be referred to as the Local Plan Focused Review DPD (LPFR) and is set to review certain policies of the adopted LDF.

Policy Areas for Review under the LPFR

- Sustainable Development (Policy CP1 and CP2)
- Settlement Hierarchy (Policy CP4)
- Affordable Housing and Rural Exception Sites (Policy CP9 and CP9A)

- Housing Mix (Policy DP13)
- Rural Economic Development (Policy DP25)
- Town Centre Uses (Policy DP21 and DP23)
- Sustainable Energy (Policy CP18 and DP34)

The LPFR, in conformity with the NPPF, will result in the replacement of these existing adopted LDF policies from the Core Strategy DPD and the Development Policies DPD, plus consequential changes to other policies. It is not intended to review policies contained within the Allocations DPD other than those contained within Annex 5; the Proposals Map, as this is a shared annex with the Development Policies DPD. The LPFR will therefore, along with the remaining adopted LDF policies, form the Development Plan for the area.

Other Policy Areas for Review

In addition to reviewing Core Policies and Development Policies within the adopted DPDs, for consistency and to assist Plan users the Council will also be producing/revising the following supporting Local Development Documents (LDDs):

- Community Infrastructure Levy - **NEW**
- Affordable Housing SPD - **REVISED**
- Public Open Space, Sport & Recreation SPD - **REVISED**
- Sustainable Development SPD – **REVISED**

Sustainability Appraisal/Strategic Environmental Assessment

All Development Plan Documents (DPDs) must be subject to a Sustainability Appraisal (SA) and Strategic Environmental Assessment (SEA); and all Supplementary Planning Documents must be Screened to see if they require SA/SEA. As part of this policy review work therefore, a SA/SEA will be carried out for the LPFR and Screening will be needed for the SPDs that are to be revised.

Evidence Gathering

The NPPF states that Plans should be based on an up to date and robust evidence base. Therefore to help inform the LPFR in its policy areas listed above, the Council has commissioned the following key technical evidence base work in addition to work in-house:

- Housing Needs Update
- Affordable Housing Viability
- Employment Land Review
- Economic Study
- Retail and Town Centre Uses Study

These studies, which will be published on the Council's website, are also expected to provide the Council with sufficient robust and objectively assessed evidence with which to support the continued application of certain existing policies, as well as in maintaining the delivery of sites in the adopted Allocations DPD.

Consultation/Community Engagement

The Council's Statement of Community Involvement (SCI), which was adopted in July 2013, sets out how people and organisations can get involved in planning. Part three of the SCI, titled 'Influencing the Local Plan and Planning Policy', sets out how and when the Council will engage with people and communities as part of the preparation of its Plans and Policies. Throughout the preparation of the LPFR the Council will consult with individuals, local communities, businesses and statutory bodies. The responses to these consultations will be reviewed by the Council and considered in full before the final version of the Plan is submitted to the Planning Inspectorate for independent examination. For more information on the SCI visit hambleton.gov.uk/sci.

Duty to Cooperate

The Localism Act 2011 placed a new duty to cooperate on local planning authorities, requiring them to cooperate with neighbouring authorities and other bodies with which they share strategic cross-boundary issues. This cooperation should be seen as a key collaborative thread running through the entire plan making process. Hambleton will continue to fulfil its duty in the following ways:

It will respond to consultations from other adjoining planning authorities on the preparation of their policy documentation and evidence base gathering.

It will consult with adjoining planning authorities on the preparation of its plans and policies from the initial stages and on studies which will form the evidence base that will underpin those plans.

It will continue to engage with other local planning authorities and statutory bodies through participation of the following strategic planning forums:

- Tees Valley Development Plans Forum
- North Yorkshire and York Spatial Planning and Transport Board
- North Yorkshire and York Development Plans Forum
- North Yorkshire Planning Officers Group
- York, North Yorkshire and East Riding Local Enterprise Partnership

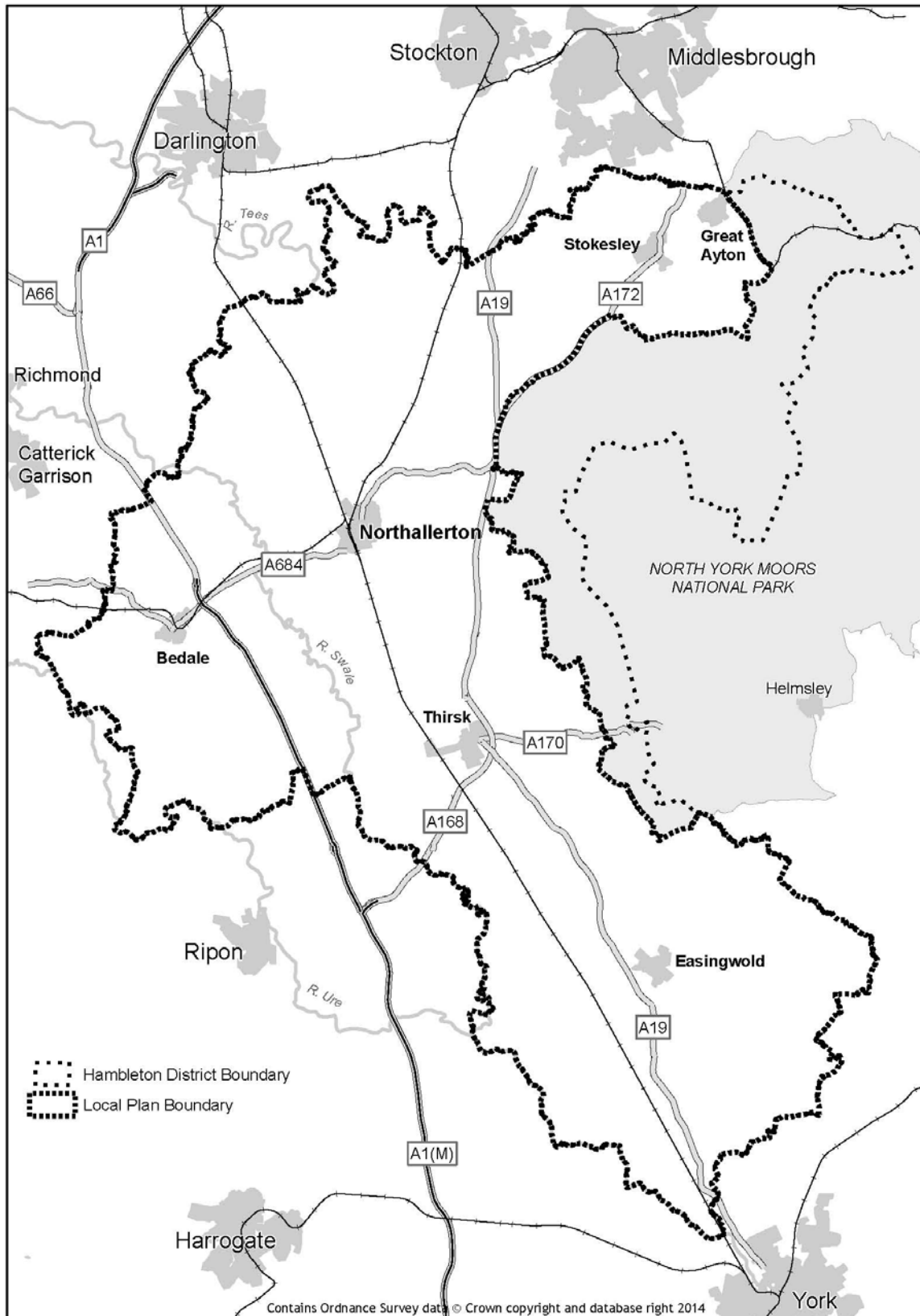
It will also continue to work in a collaborative way with other local planning authorities and statutory bodies through face to face meetings, telephone calls and email communication.

Neighbourhood Planning

The Council has a duty to assist and is committed to working with communities to bring forward Neighbourhood Plans which will help to deliver real benefits to those communities. The Council has been working with three Parish Councils which are at varying stages of preparing Plans for their areas.

- Appleton Wiske Neighbourhood Plan - **NEW**
- Huby Neighbourhood Plan - **NEW**
- Easingwold Neighbourhood Plan – **NEW**

Geographical Area Covered by the Local Plan:



Timetable for production of Local Development Documents/supporting documents – March 2014

Document	2014												2015									
	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT
Local Plan Focussed Review DPD	Orange	Orange	Orange	Green	Green	Grey	Yellow	Yellow	Grey	Green	Green	Grey	Blue	Red	Red	Red	Red	Red	Red	Red	Red	Black
Community Infrastructure Levy	Green	Green	Green	Blue	Red	Red	Red			Grey	Black											
Affordable Housing SPD	Orange	Orange	Yellow	Green	Green	Yellow	Grey	Black														
Sustainable Development SPD				Orange	Yellow	Yellow	Green	Green	Grey	Black												
Public Open Space, Sport & Recreation SPD							Yellow	Green	Green	Grey	Black											
Appleton Wiske Neighbourhood Plan	Yellow	Yellow		Green	Green	Blue	Red	Red		Black												
Huby Neighbourhood Plan																						
Easingwold Neighbourhood Plan																						

Key:		Evidence gathering		Examination
		Drafting of policies		Adoption
		Consultation		Cabinet/Council Approval
		Submission		

The Local Development Scheme and especially this timetable of document production will be kept under constant review and will be modified and re-published as and when necessary. Please refer to the Council's website (hambleton.gov.uk/lds) for the latest version.

List of ACRONYMS:

AMR	Annual Monitoring Report	NPPF	National Planning Policy Framework
DPD	Development Plan Document	SA	Sustainability Appraisal
LDD	Local Development Document	SEA	Strategic Environmental Assessment
LDF	Local Development Framework	SHLAA	Strategic Housing Land Availability Assessment
LDS	Local Development Scheme	SPD	Supplementary Planning Document
LPFR	Local Plan Focussed Review		

HAMBLETON DISTRICT COUNCIL

Report To: Cabinet
18 March 2014

Subject: MANAGEMENT PLAN FOR THE HOWARDIAN HILLS AREA OF OUTSTANDING NATURAL BEAUTY

Wards: White Horse and Stillington
Cabinet Member for Housing, Planning and Waste Management: Councillor B Phillips

1.0 PURPOSE AND BACKGROUND:

- 1.1 The purpose of this report is to consider and adopt the revised Management Plan for the Howardian Hills Area of Outstanding Natural Beauty (AONB).
- 1.2 A copy of the Management Plan has been placed in the Members' Lounge.
- 1.3 The existing Management Plan runs from 2009-2014 and a new plan has to be in place. It has to be adopted by the three constituent local planning authorities (Hambleton, Ryedale and North Yorkshire) and submitted to Defra by 1 April 2014.
- 1.4 The Plan has been updated and refreshed in a slimmer, easier to read document, and is backed up by a strong evidence base. It provides a Vision, together with a set of Objectives and Actions. It raises the profile and demonstrates the commitment of all public bodies, statutory undertakers and other interested organisations to the management of the area. The focus of the Management Plan is the conservation and enhancement of the natural beauty of the area, which is the primary purpose of the Area's designation. In achieving a vision it addresses: a Vision for a Living Landscape; the Ecosystem Approach; a Rich Heritage; Living and Working in the Howardian Hills; Enjoying the AONB and Awareness and Promotion. It is backed up by a full action programme and monitoring systems, which identifies the involvement of the Council in delivery.
- 1.5 The Plan's preparation has been co-ordinated by the Joint Advisory Committee of the AONB, which includes Hambleton Member and Officer representatives. Most of the comments made by Hambleton on the Management Plan consultation draft have been accepted and are incorporated in this final version now presented. There are no outstanding issues and concerns for the Council and the Plan is worthy of support.

2.0 LINK TO CORPORATE PRIORITIES:

- 2.1 The Plan supports sustainable economic growth and helps support the community to participate in sport and active recreation which are aims in the current Council Business Plan.

3.0 RISK ASSESSMENT:

- 3.1 The risk to the Council in not adopting the Management Plan for the Howardian Hills is that it would be failing in its statutory duty under the Countryside and Rights of Way Act 2000 to revise, update and adopt a Plan by April 2014.

3.2 There are unlikely to be any risks to the Council arising from, or associated with the adoption of the Management Plan.

4.0 FINANCIAL IMPLICATIONS:

4.1 There are no financial implications.

5.0 LEGAL IMPLICATIONS:

5.1 Failing to be involved in the revision and updating of the existing 2009-14 Management Plan would mean that the Council would not be complying with its statutory duty to revise and update the existing Management Plans before April 2014.

6.0 EQUALITY/DIVERSITY ISSUES:

6.1 There are no equality and diversity implications.

7.0 RECOMMENDATION:

7.1 It is recommended that Cabinet approve and adopt the Management Plan for the Howardian Hills Area of Outstanding Natural Beauty.

MICK JEWITT

Author ref: RGB

Contact: Graham Banks
Planning Policy Manager,
Direct Line No: 01609 767097

Background Documents: Howardian Hills AONB Management Plan 2014-19
Schedule of Responses to Consultation

180314 HH AONB Management Plan

HAMBLETON DISTRICT COUNCIL

Report To: Cabinet
18 March 2014

Subject: PUBLIC OPEN SPACE, SPORT AND RECREATION ACTION PLANS

**Northallerton, Romanby and Sowerby Wards
Portfolio Holder for Leisure and Health: Councillor Mrs S Shepherd**

1.0 PURPOSE AND BACKGROUND:

1.1 The Council's policy is to endorse Public Open Space, Sport and Recreation Sub Area Action Plans to provide a more strategic and efficient process for allocating future Section 106 monies (see Annex A) either from Local Development Framework allocations or windfall sites.

1.2 The purpose of this report is to endorse the refreshed Public Open Space, Sport and Recreation Action Plans for Northallerton, Romanby and Sowerby.

1.3 The Council's policy states that each Action Plan must comply with the following:

- Ascertain what is already provided
- Consider public open space, sport and recreation projects that are included in the local Community or Parish Plan to identify existing need
- Includes consultation with community groups that manage public open space, sport or recreation facilities to identify future need
- Includes consultation with the District Council Elected Member(s) and the local Area Partnership
- Meet the obligations of Public Open Space, Sport and Recreation Supplementary Planning Document
- Is signed off by a Council Executive Director

The Action Plan detailed in 1.2 meet this criterion.

1.4 Copies of the Action Plans detailed in 1.2 are available at Annex B.

2.0 LINK TO COUNCIL PRIORITIES:

2.1 This links primarily to the Health priority of the Council.

3.0 RISK ASSESSMENT:

3.1 Risk has been considered as part of this report and there are no risks identified as a result.

4.0 FINANCIAL IMPLICATIONS:

4.1 The main method of delivery of Section 106 allocations is to passport external funding from developers to community groups. Funds will not be committed or released to organisations until the Council has received the monies from the developer.

4.2 Action Plans will be subject to 12 monthly reviews to determine progress to ensure that the projects are still relevant and viable.

5.0 LEGAL IMPLICATIONS:

5.1 There is a legal responsibility upon the Council to ensure this funding is used in a way consistent with the individual Section 106 Agreements.

6.0 SECTION 17 CRIME AND DISORDER ACT 1998:

6.1 Some of these projects have the potential to reduce crime and disorder through providing diversionary activity for young people.

7.0 EQUALITY/DIVERSITY ISSUES:

7.1 All projects in receipt of this funding should have equal access and be available for the general public to use.

8.0 RECOMMENDATION:

8.1 It is recommended that the Public Open Space, Sport and Recreation Action Plan in Annex B be endorsed.

DAVID GOODWIN

Background papers: Hambleton Local Development Framework – Open Space, Sport and Recreation Supplementary Planning Document

Author ref: DRG

Contact: David Goodwin
Director of Leisure and Health
01609 767147

180114 POS,Sport+RecActionPlansNtonRomanby+Sowerby

Process for approving Sub Area Action Plan and Section 106 thresholds for Public Open Space, Sport and Recreation schemes

An individual Public Open Space, Sport and Recreation Area Action Plan is submitted by Town / Parish Council to Health Team

Individual Area Action Plan projects are checked by Health / Planning Team to ensure they meet Section 106 criteria and strategic priorities and offers value for money

Eligible schemes are added to relevant Sub Area Action Plan and presented to Cabinet for approval

Sub Area Action Plan schemes approved

Yes

No

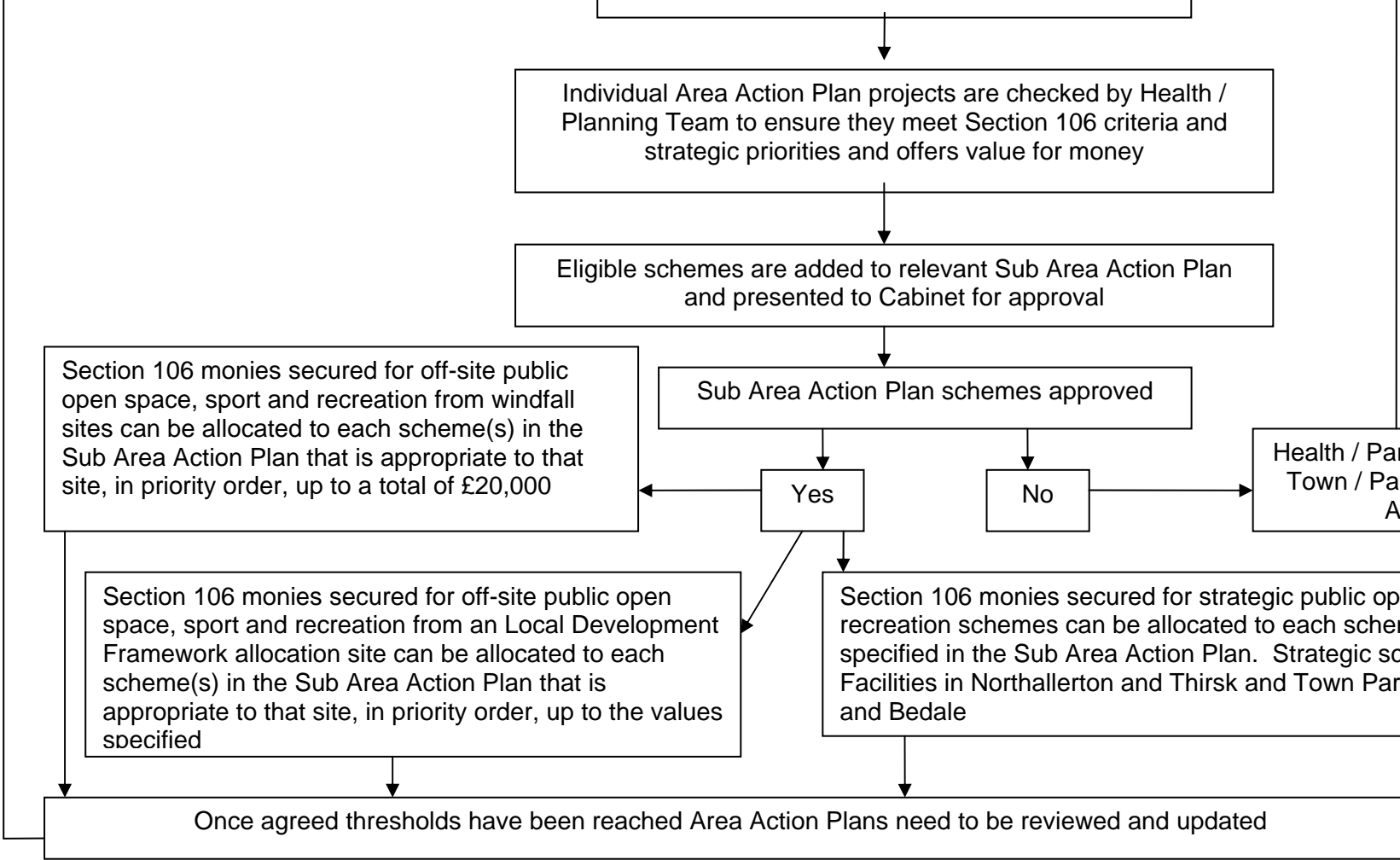
Health / Partnership Team to support Town / Parish Council to re-submit Area Action Plan

Section 106 monies secured for off-site public open space, sport and recreation from windfall sites can be allocated to each scheme(s) in the Sub Area Action Plan that is appropriate to that site, in priority order, up to a total of £20,000

Section 106 monies secured for off-site public open space, sport and recreation from an Local Development Framework allocation site can be allocated to each scheme(s) in the Sub Area Action Plan that is appropriate to that site, in priority order, up to the values specified

Section 106 monies secured for strategic public open, sport and recreation schemes can be allocated to each scheme up to the value specified in the Sub Area Action Plan. Strategic schemes are Sports Facilities in Northallerton and Thirsk and Town Parks in Northallerton and Bedale

Once agreed thresholds have been reached Area Action Plans need to be reviewed and updated



HAMBLETON
DISTRICT COUNCIL

PUBLIC OPEN SPACE, SPORT AND RECREATION ACTION PLAN – NORTHALLERTON (REFRESH)

What POS / Sport / Recreation facilities do you have already?	Managing organisation and contact details	Future actions	How do you know there is a need for this project?	Estimated cost (£)	Community Priority (1 = highest)
Floodlit pitch	Hambleton District Council in partnership with Northallerton Junior Football Club and Brompton Junior Football Club	Re-development and extension of floodlit pitch to improve facility and increase usage	Playing pitch audit by NY County Football Association	Total cost £200,000 (£100,000 shortfall)	1
North Northallerton Development	Hambleton District Council – transferred to community management	Development of outdoor pitches for football and netball, plus informal walking and cycling trails	NNDA consultation	£250,000	2
Rugby and Squash Club	Northallerton Rugby and Squash Club	To improve clubhouse – improved roof and further club development	Health and safety, and feedback from users	£15,000	3
Stone Cross public open space	Hambleton District Council	Creation of an outdoor trim trail	User surveys	£22,000	4
Northallerton Skatepark	Hambleton Wheelers	Installation of more seating and litter bins within the site, including a protective screen	It has been noted that litter within the site is becoming an increasing problem	£3,000.00	5
High Street	Northallerton Town Council	Enhancement of High street to include more greenery, seating and development of the yards.	Consultation with businesses, visitors and residents of the Town	£80,000	6

What POS / Sport / Recreation facilities do you have already?	Managing organisation and contact details	Future actions	How do you know there is a need for this project?	Estimated cost (£)	Community Priority (1 = highest)
General Improvements/other Open spaces within the Town	Northallerton Town Council	Enhancement of other areas in the Town. To include soft-scaping and seating	Comments and consultations from residents	£100,000	7
Applegarth Park	Northallerton Town Council	Updating equipment; safety barriers in fenced play park; perimeter hedging; improved accessibility	User feedback and consultation	£30,000	8
Bankhead Road Play Area	Northallerton Town Council	Enhanced play and accessibility	Comments and consultations from residents and park users	£50,000	9
Bullamoor Park	Northallerton Town Council	Enhance the park to improve user safety, enhance play equipment offer and increase offer for sports use	EVA carried out with police as result of problem solving group. HDC play survey indicated that play experience could be enhanced including increase to accessibility. Current usage by Northern Dons indicates that sporting facility is valued.	£202,000 (£100,000 shortfall)	10
Hambleton Leisure Centre	Hambleton District Council	Gym extension to increase activities for older people	User surveys and 50+ Club membership	£250,000 (£100,000 shortfall)	11
MENCAP Centre	MENCAP	To build a new multi-purpose centre (large meeting room, activity room , quiet rooms and office space and changing places toilet)	User feedback and consultation	£580,000 (£380,000 shortfall)	12
Pendragon Multi-Sensory Centre	Pendragon Community Trust	Internal works of a multi-sensory centre for disabled adults & children	Consultation with parents, carers and groups	£154,396	13

PUBLIC OPEN SPACE, SPORT AND RECREATION ACTION PLAN- ROMANBY (REFRESH)

What POS / Sport / Recreation facilities do you have already?	Managing organisation and contact details	Future actions	How do you know there is a need for this project?	Estimated cost (£)	Community Priority (1 = highest)
Romanby Leisure Park – Ainderby Road	Romanby Parish Council	Improve play space to suit older children	Recent Parishioner Survey	£11,022.00	1
Cricket Field	Northallerton Cricket Club	Improve the quality of the playing surface	Player and league feedback	£10,000.00	2
Grange Close Play Area	Romanby Parish Council	Improve play space to suit older children	Recent Parishioner Survey	£20,000.00	3
Cricket changing facilities	Northallerton Cricket Club	Renovation and modernisation of the facilities	Player and league feedback	£30,000.00	4
Football facilities	Northallerton Town Junior Football Club	To improve the quality and access of the junior facilities by upgrading the pitches at the Club	Feedback from users	£20,000.00	5
Football facilities	Northallerton Town Junior Football Club	To improve the quality and access of the junior facilities by upgrading the changing facilities at the Club	Feedback from users	£100,000.00	6

PUBLIC OPEN SPACE, SPORT AND RECREATION ACTION PLAN – SOWERBY (REFRESH)

What POS / Sport / Recreation facilities do you have already?	Managing organisation and contact details	Future actions	How do you know there is a need for this project?	Estimated cost (£)	Community Priority (1 = highest)
Sowerby Sports Village	Hambleton District Council	Development of a sports village to include pitches, a pavilion, a cycle hub and community gardens	Local Development Framework; Club consultation	£200,000.00	1
Play space – Station Road	Sowerby Parish Council	Develop play space for 8-13 year olds	Feedback from residents	£40,000.00	2

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