

18 November 2008

Our Ref: HD/SRuralCtte/ Nov. 08
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To: The Members of the Southern Rural Committee of North Hertfordshire District Council

(Councillors: D.J. Barnard (Chairman), Tom Brindley (Vice-Chairman), Alan Bardett, John Bishop, Lee Downie, Tricia Gibbs, J. Gray, Sal Jarvis, David Miller and Mrs C.P.A. Strong).

You are invited to attend a meeting of the

SOUTHERN RURAL COMMITTEE

to be held at

**CODICOTE SPORTS AND SOCIAL CENTRE,
5 BURY LANE, CODICOTE**

on

THURSDAY 27 NOVEMBER 2008

at

8.00 pm

(NB: Please note the time of the start of this meeting)

Yours sincerely,



David Miley
Democratic Services Manager

AGENDA
PART I

| ITEM | PAGE |
|--|-------------|
| 1. APOLOGIES FOR ABSENCE | - |
| 2. MINUTES <i>To take as read and approve as a true record the Minutes of the meeting of this Committee held on 31 July 2008</i> | - |
| 3. NOTIFICATION OF OTHER BUSINESS Members should notify the Chairman of other business which they wish to be discussed by the Committee at the end of the business set out in the agenda. They must state the circumstances which they consider justify the business being considered as a matter of urgency. The Chairman will then decide whether the item(s) raised will be considered. | - |
| 4. CHAIRMAN'S ANNOUNCEMENTS Members are reminded that any declarations of interest in respect of any business set out in the agenda, should be declared as either a prejudicial or personal interest and are required to notify the Chairman of the nature of any interest declared at the commencement of the relevant item on the agenda. Members declaring a prejudicial interest can speak on the item, but must leave the room before the debate and vote. | - |
| 5. PUBLIC PARTICIPATION Presentation from: <i>Tony Gearing – Volunteer of the Year Award</i> | 1 |
| 6. HIGHWAY ISSUES 1 Councillor Jane Gray will give an oral presentation on highway improvements in Knebworth; 2 The Chairman will introduce the response from Knebworth Parish Council regarding funding for Highways Issues. 3 The Chairman will introduce the response from Graveley Parish Council regarding funding for Highways Issues. 4 The Chairman will update the Committee regarding traffic issues in Little Wymondley and Todds Green. | 3 |

- | | | |
|------------|--|-----------|
| 7. | <p>SECTION 106 AGREEMENTS AND UNILATERAL UNDERTAKINGS</p> <p>REPORT OF THE HEAD OF PLANNING AND BUILDING CONTROL</p> <p><i>To provide the Southern Rural Committee with comprehensive details of the current Section 106 Agreements and Unilateral Undertakings in the Southern Rural Area.</i></p> | 11 |
| 8. | <p>CORPORATE BUSINESS PLANNING 2009 - 2014 – EFFICIENCIES AND INVESTMENTS</p> <p>REPORT OF THE STRATEGIC DIRECTOR OF FINANCIAL & REGULATORY SERVICES</p> <p><i>To seek the Committee's views on the provisional efficiency and investment items as part of the consultation process on Corporate Business Planning (CBP) for 2009/10 onwards.</i></p> | 25 |
| 9. | <p>SERVICE LEVEL AGREEMENTS</p> <p>REPORT OF THE HEAD OF COMMUNITY DEVELOPMENT AND CULTURAL SERVICES</p> <p><i>To seek the views of the Southern Rural Committee on current and potential Service Level Agreements.</i></p> | 47 |
| 10. | <p>CHAMPION NEWS AND COMMUNITY REPORT</p> <p>REPORT OF THE HEAD OF COMMUNITY DEVELOPMENT AND CULTURAL SERVICES</p> <p><i>To advise the Committee of the activities and schemes with which the Community Development Officer has been involved since the last meeting held on 31 July 2008.</i></p> | 53 |
| 11. | <p>ANNUAL GRANTS, DEVELOPMENT, DISCRETIONARY AND VISIONING BUDGETS 2008-2009</p> <p>REPORT OF THE HEAD OF COMMUNITY DEVELOPMENT AND CULTURAL SERVICES</p> <p><i>To advise the Committee on the current expenditure and balances of the Area Committee delegated budgets.</i></p> | 55 |

The Southern Rural Area Committee Meetings for the Civic Year 2008 – 2009 will be as follows:

22 January 2009

12 March 2009

**SOUTHERN RURAL COMMITTEE
27 November 2008**

***PART 1 – PUBLIC DOCUMENT**

AGENDA ITEM No.

5

PUBLIC PARTICIPATION

One presentation is expected during public participation as follows:

1. Tony Gearing – Volunteer of the Year Award.

HIGHWAYS ISSUES

- 1 Councillor Jane Gray will give an oral presentation on highway improvements in Knebworth;
- 2 The Chairman will introduce the response from Knebworth Parish Council regarding funding for Highways Issues.
Appendix A Southern Rural Committee Minutes 31 July 2008
Appendix B Email response received from Knebworth Parish Council;
- 3 The Chairman will introduce the response from Graveley Parish Council regarding funding for Highways Issues.
Appendix A Southern Rural Committee Minutes 31 July 2008
Appendix C Response received from Graveley Parish Council;
- 4 The Chairman will update the Committee regarding traffic issues in Little Wymondley and Todds Green.
Appendix D Southern Rural Committee Minutes 12 June 2008
Appendix E North Hertfordshire Highways – Joint Member Panel Minutes 13 October 2008;

NORTH HERTFORDSHIRE DISTRICT COUNCIL

SOUTHERN RURAL COMMITTEE
(Cadwell, Chesfield, Codicote, Hitchwood, Offa & Hoo, Kimpton
and Knebworth Wards)

Minutes of the meeting held at The Council Offices, Letchworth Garden City on
Thursday, 31 July at 7.30 p.m.

MINUTES

PRESENT: Councillors D.J. Barnard (Chairman), Tom Brindley (Vice-Chairman), Alan Bardett, John Bishop, Lee Downie, Tricia Gibbs, Sal Jarvis, David Miller and Mrs C.P.A. Strong.

IN ATTENDANCE: Patrick Candler – Head of Community Development and Cultural Services
Hilary Dineen – Committee and Member Services Officers.

Two members of the public at commencement of meeting.

27. GRANT REQUEST – HIGHWAYS PROJECTS IN GRAVELEY PARISH
RECOMMENDED TO NORTH HERTFORDSHIRE HIGHWAYS PARTNERSHIP –
JOINT MEMBER PANEL:

- (1) That a grant of £6300 be awarded to North Hertfordshire Highways – Joint Member Panel as a fifty per cent joint matched funding for projects in Graveley Parish as detailed below, on condition that Graveley Parish Council provide funding of £1000;
- (2) That the provision of the grant funding already agreed does not imply that funding will be granted for work on 2009/2010.

PROJECTS IN GRAVELEY PARISH

| | | |
|--|--------------|-------|
| (i) Investigation into new Pedestrian Crossing and safety improvements at White Horse Lane, Great Ashby. | 50 percent = | £1500 |
| (ii) Funding of design of passing place scheme at Church Lane, Graveley. | 50 percent = | £4250 |
| (iii) Additional signage at Church Lane Graveley. | 50 percent = | £1550 |

TOTAL REQUESTED **£7300**

Contribution to be sought from Graveley Parish Council £1000

GRANT FUNDING AWARDED BY THIS COMMITTEE **£6300**

28. GRANT REQUEST – HIGHWAYS PROJECTS IN KNEBORTH PARISH
RECOMMENDED TO NORTH HERTFORDSHIRE HIGHWAYS JOINT MEMBER
PANEL:

- (1) That a grant of £3200 be awarded to North Hertfordshire Highways – Joint Member Panel as a fifty per cent joint matched funding for a project in Knebworth Parish as detailed below, on condition that Knebworth Parish Council provide funding of £1000;
- (2) That the provision of the grant funding already agreed does not imply that funding will be granted for work on 2009/2010.

PROJECT IN KNEBORTH PARISH

| | | |
|---|--------------|-------|
| Lighting and some resurfacing at Pondcroft Road to London Road. | 50 percent = | £4200 |
|---|--------------|-------|

Contribution to be sought from Knebworth Parish Council £1000

GRANT FUNDING AWARDED **£3200**

From: Knebworth Parish Council [clerk.knebworth@btconnect.com]
Sent: 13 November 2008 20:31
To: hilary.dineen@north-herts.gov.uk
Subject: Funding for Highways Project in Knebworth

Follow Up Flag: Follow up
Flag Status: Green

Dear Ms Dineen,

Funding for Highways Project in Knebworth

Thank you for your letter dated 15 October 2008 requesting a contribution from the Parish Council towards lighting and some resurfacing of a footpath from Pondcroft Road to London Road. The Council has discussed the matter and would like further clarification.

1. Minute 28 implies that lighting and some resurfacing will cost £8400. The Parish Council has been informed that the proposal is to install three lights on the footpath at a cost of £3312.23. This is significantly different to the sum quoted in the minute and the Parish Council therefore requests that it has a detailed breakdown of the proposed work.

2. The District Council has requested a contribution of £1000 against its contribution of £3200. This seems to be analogous to minute 27 of the same meeting whereby Graveley Parish Council is to be asked for a contribution of £1000 but against a project cost of £14600. The Parish Council considers that any contribution should be a percentage of the cost rather than a flat rate contribution.

I look forward to hearing from you so that the Council can make an informed decision.

Yours sincerely

Claire Graham

Clerk to the Council

NORTH HERTFORDSHIRE DISTRICT COUNCIL

SOUTHERN RURAL COMMITTEE
(Cadwell, Chesfield, Codicote, Hitchwood, Offa & Hoo, Kimpton
and Knebworth Wards)

Minutes of the meeting held at The Council Offices, Letchworth Garden City on
Thursday, 12 June at 7.30 p.m.

MINUTES

PRESENT: Councillor D.J. Barnard (Chairman), Tom Brindley (Vice-Chairman),
John Bishop. Lee Downie, Tricia Gibbs, Jane Gray, Sal Jarvis, David
Miller and Mrs C.P.A. Strong.

IN ATTENDANCE: Jim Turner – Property Services Manager
Andrew Mills – Service Manager, Grounds
Stuart Izzard- Senior Community Development Officer
Hilary Dineen – Committee and Member Services Officers.

Approximately 18 members of the public at commencement of
meeting.

**8. PUBLIC PARTICIPATION – TRAFFIC ISSUES IN LITTLE WYMONDLEY AND
TODDS GREEN**

Mr Seller thanked the Chairman for the opportunity to make a presentation to the Committee. He informed the Committee that he was speaking on behalf of Wymondley Parish Council and the residents of Wymondley and Todds Green. He advised the Committee that the main area of concern in the area was the amount and speed of traffic passing through the villages. He highlighted that: cars were being driven in an aggressive manner, at speed; that the volume of traffic prevents residents from exiting their driveways in a timely and safe manner; that results of a survey undertaken had not been made public; that there is no footway through Todds Green making it dangerous and sometimes impossible for residents to walk through the village and that children are unable to walk to school or take cycling proficiency tests in the area. Mr Seller also informed the Committee that the problems listed are exacerbated by the traffic lights adjacent to Sainsbury's, Coreys Mill, Stevenage which puts pressure on the flow of traffic encouraging drivers to divert from the main routes. Mr Seller stated that a new traffic survey was required to encourage the County Council to take action.

Members debated the information that had been given by Mr Seller and agreed that traffic issues were a problem in the Wymondley and Todds Green area and that solutions were required to vehicular access to Stevenage at both the North and South entrances. They also agreed that an invitation would be sent to Steve Greenhill of Hertfordshire Highways and Parish Councils to attend the Southern Rural meeting to be held on 2 October 2008

The Chairman advised that this was not a District Council function, but matters would be referred to the Hertfordshire Highways Partnership.

RESOLVED:

- (1) That Mr Seller be thanked for his informative presentation;
- (2) That the Ward Councillors liaise with Wymondley Parish Council and residents of Wymondley and Todds Green regarding traffic issues in those areas;
- (3) That Members of the Southern Rural Committee attend a relevant Wymondley Parish Council Meeting;

- (4) That Steve Greenhill of Hertfordshire Highways and Wymondley Parish Council be invited to attend the meeting of the Southern Rural Committee to be held on 2 October 2008;
- (5) That the Chairman and Vice Chairman will liaise with the Wymondley Parish Council and North Hertfordshire Highways to ensure that the traffic issues in and around Wymondley and Todds Green are brought to the attention of the North Hertfordshire Highways Partnership – Joint Member Panel.

RECOMMENDED TO NORTH HERTFORDSHIRE HIGHWAYS PARTNERSHIP – JOINT MEMBER PANEL:

- (1) That the North Hertfordshire Highways Partnership – Joint Member Panel be requested to authorise the North Herts District Manager at the meeting to be held on 13 October 2008, to investigate the level and speed of traffic passing through Wymondley and Todds Green and the effect that the traffic lights adjacent to Sainsbury's, Coreys Mill, Stevenage has on the traffic flow through these areas;
- (2) That the North Hertfordshire Highways Partnership – Joint Member Panel is requested to authorise the North Herts District Manager to arrange for an up to date traffic census in the areas of Wymondley, Todds Green and the traffic lights adjacent to Sainsbury's, Coreys Mill, Stevenage.

REASON FOR DECISION: To assess and take actions required to alleviate traffic issues in the Wymondley and Todds Green area.

NORTH HERTFORDSHIRE HIGHWAYS PARTNERSHIP – JOINT MEMBER PANEL

**Meeting held at the Council Offices, Gernon Road, Letchworth Garden City
at 7.30 p.m. on Monday, 13 October 2008**

DRAFT MINUTES

PRESENT: Representing North Hertfordshire District Council:
Councillors: Mrs F. Hill (Vice – Chairman), John Booth, Tom Brindley,
David Kearns, Joan Kirby and Alan Millard.

In Attendance: Transport Policy Officer
Committee and Member Services Officer.

PRESENT: Representing Hertfordshire County Council:
County Councillors: A.F. Hunter (Chairman), D.A. Ashley (substitute)
D. Billing, N. Brook, D. Drake, K. Emsall and R.A.C. Thake.

ALSO PRESENT: District Councillor Paul Clark

In Attendance: Hertfordshire Highways – North Herts District Manager
Hertfordshire Highways – Assistant District Manager
Hertfordshire Highways – Assistant District Manager
Hertfordshire Highways – Strategy Development Manager

28. ITEM REFERRED FROM SOUTHERN RURAL AREA COMMITTEE (12 JUNE 2008) – TRAFFIC ISSUES IN LITTLE WYMONDLEY AND TODDS GREEN

The Panel discussed the referral from the NHDC Southern Rural Committee and after a short debate agreed that the Panel was not in a position to assist on this matter and that The County Transport Panel was the appropriate body to approach.

RESOLVED:

- (1) That the item referred to the JMP was beyond the current remit for the conduction of traffic surveys at Hertfordshire Highways;
- (2) That the Southern Rural Committee be advised that requests for such traffic surveys should be addressed to the County Transport Panel and note that Urban Transport Plans would include traffic surveys;
- (3) That the NHH – NHDC Liaison Officer be requested to advise (by way of Champion News to the next meeting of the Southern Rural Committee to be held on 27 November 2009) an outline cost estimate of a traffic survey in this area.

REASON FOR DECISION

To provide information on the way forward to facilitate traffic surveys.

TITLE OF REPORT : SECTION 106 AGREEMENT AND UNILATERAL UNDERTAKINGS

REPORT OF THE HEAD OF PLANNING & BUILDING CONTROL

1. SUMMARY

1.1 This report provides Members of the Area Committee with comprehensive details of the current Section 106 agreements and Unilateral Undertakings in the Southern Rural area and the spreadsheets, attached at Appendix A, focus upon the relevant planning permissions and provide the following details:-

- i) Yellow - Live contributions that need to be received/allocated and /or spent
- ii) Blue - Agreement fulfilled
- iii) Orange- Social housing
- iv) Green - Allocated to project –not spent
- v) Red - Contribution received from Unilateral Undertakings– not allocated
- vi) Light purple - Agreement not requiring NHDC input

The spreadsheets include non – financial contributions.

1.2 At the time of writing the report the information provided in respect of this Council is correct as of the 31st October 2008. The County Council figures are based on information supplied as of 31st March for libraries, 1st June for highways and 18th June for education, youth and childcare. It is understood that a further report is to be produced by HCC in December this year. Once this is received this Council's records will be updated.

2. FORWARD PLAN

2.1 This report does not contain a recommendation on a key decision and is not included within the Forward Plan.

3. BACKGROUND

3.1 The Authority adopted in November 2006 a Supplementary Planning Document (SPD) which regulates the preparation of Section 106 Agreements and Unilateral Undertakings in relation to development proposals.

3.2 In June this year a report was presented to PARC which provided Members with an overview of the current situation with regard to the implementation and management of the 106 Agreements and Unilateral Undertakings and included details of a recent Audit inspection, the county wide approach to agreements and the monitoring arrangements for the collection of the relevant funds.

3.3 In noting the report PARC further resolved :-

- That the Head of Planning and Building Control be requested to liaise with Hertfordshire County Council on the completion of a comprehensive list of Section 106 agreements for North Hertfordshire;
- That the Head of Planning and Building Control be requested to present a Section 106 update report to PARC at its meeting to be held on 11 December 2008 and at six monthly intervals thereafter, in respect of the details of the funds collected through Section 106 agreements and Unilateral Undertakings and on what projects/schemes were they utilised, together with details of those agreements subject to 'pay back' clauses.
- That during the November 2008 cycle of meetings, each of the Area Committees be provided with details of the amount of Section 106 monies available in their respective areas, to enable them to be proactive in advising on the utilisation of those monies.

4. CONSIDERATIONS

4.1 The main aim of the Section 106 SPD is to ensure that the additional demands upon infrastructure, services and facilities arising from new development are provided for and are put in place at the right time and contribute towards the Council's mission and strategic objectives as set out in the Corporate Plan.

4.2 The planning process in respect of obligations provides a mechanism by which some of the priorities can be addressed. The strategies and priorities of the Council form the basis for the allocation of funds which are not specific requirements identified in the agreement. Monies are allocated to capital and revenue schemes which are agreed by Members through the Corporate business planning process and the quarterly budget monitoring reported to Cabinet. In addition some developers may contribute commuted sums towards adopted open space.

- 4.3 The overall income levels associated with Section 106 monies for this Council from 2001/02 are included in the table below. The 2008/09 figure is to the 31st October 2008.

| Year | Receipts in year £ | Allocated in year £ | Interest accruing in year to General Fund £ |
|--------------|-----------------------|------------------------|---|
| 2001/2 | 17,729 | 2,000 | 192 |
| 2002/3 | 224,542 | 181,341 | 1,166 |
| 2003/4 | 5,000 | 0 | 3,076 |
| 2004/5 | 364,461 | 59,166 | 13,107 |
| 2005/6 | 76,900 | 62,119 | 20,957 |
| 2006/7 | 199,276 | 13,000 | 26,921 |
| 2007/8 | 226,016 | 83,782 | 42,253 |
| 2008/9 | 55,308 | 43,200 | 0 |
| Total | £1,169,232 | £444,608 | £107,673 |

Balance of S106 and unilateral undertakings receipts £731,623.

- 4.4 In the June cycle of meetings for 2009 it is proposed to provide a comprehensive updated spreadsheet which for highway purposes will include funds available from LTP, S106 monies, Growth Area Fund and other sources of money. This would enable all transport schemes to be better co-ordinated as initiated by the Joint Members Panel and agreed with County Officers.

5. LEGAL IMPLICATIONS

- 5.1 The Council requires Section 106 Agreements and Unilateral Undertakings where appropriate under the Town and Country Planning Acts where development involves matters which cannot be controlled by planning conditions. There are strict rules which govern the negotiation and implementation of matters covered by Section 106 Agreements and in essence, these need to relate to the development proposed both in scale and kind. The Section 106 SPD has been formulated with those principles in mind and the implementation of the SPD is being undertaken in a satisfactory manner.
- 5.2 The current Planning Bill introduces the concept of a Community Infrastructure Levy which may replace in part the use of Section 106 Agreements. The Planning Bill is currently before the House and when there is greater certainty about the future of that aspect of the Bill, it will be appropriate to review the Section 106 SPD. The review of the Section 106 SPD will need to be incorporated within the Council's Local Development Scheme.

6. FINANCIAL AND RISK IMPLICATIONS

- 6.1 The work associated with the implementation of the Section 106 SPD is currently contained within the existing work plans and resources. A review of the document will be need to be incorporated within the programme for the Local Development Framework Team once there is greater certainty about its future.

- 6.2 Interest accruing on S106 receipts is pooled corporately and included in the total income arising from investments. This is the case with all of the Council's 'reserves' and investment interest is then used to contribute towards General Fund revenue expenditure. Risk arising from interest rate fluctuations is considered in the Corporate Business Planning process and is a consideration when setting the level of balances. There may be occasions where the S106 agreement requires a refund with interest in the event that prescribed works are not acted upon.
- 6.3 The financial implications of a planning permission may be agreed but if the planning permission is not implemented the monies will not be received.
- 6.4 When negotiating monies for capital schemes there may be a delay in implementing those schemes which may result in a change of cost.

7. HUMAN RESOURCE AND EQUALITIES IMPLICATIONS

- 7.1 There are no financial resource or equalities implications arising from this report other than those associated with the implementation of Section 106 Agreements associated with developments and in particular, the increasing number of large developments that may be forthcoming as a result of the East of England Plan.

8. CONSULTATION WITH EXTERNAL ORGANISATIONS AND WARD MEMBERS

- 8.1 The Section 106 SPD was subject to external consultation through its preparation and the implementation of this new area of work has been subject to consultation with developers and agents through the Planning and Building Control Customer Panel.

9. RECOMMENDATIONS

- 9.1 It is recommended that the Area Committee
- i) Note the contents of this Report
 - ii) Note the progress for the utilisation of the monies which will be included in the report to PARC on the 11th December
 - iii) That the Area Committee be presented with a report in the June 2009 cycle of meetings and on an annual basis thereafter.

10. REASONS FOR RECOMMENDATIONS

- 10.1 To ensure that there is a robust system for negotiating and managing Section 106 / Unilateral Undertakings.
- 10.2 To ensure that this is kept under constant review and that the risk associated with this activity is managed in an appropriate manner.

11. ALTERNATIVE OPTIONS CONSIDERED

11.1 No alternative options are considered appropriate at this stage.

12. APPENDICES

12.1 Appendix A - Monitoring spreadsheet for the area concerned

13. CONTACT OFFICERS

David Scholes
Head of Planning & Building Control
Telephone 01462 474836
E-mail david.scholes@north-herts.gov.uk

Mary Caldwell
Planning Control & Conservation Manager
Telephone 01462 474613
E-mail mary.caldwell@north-herts.gov.uk

Anita Thomas
Group Accountant
Telephone 01462 474451
E-mail anita.thomas@north-herts.gov.uk

Stephanie Blunt
Section 106 Monitoring Officer
Telephone 01462 474308
E-mail steph.blunt@north-herts.gov.uk

14. BACKGROUND PAPERS

14.1 Section 106 Supplementary Planning Document and monitoring spreadsheets

| | | Section 106 Agreements - All Areas | | Live contribution need to be received/ allocated and or spent | | | | | | | | | | | | | | | | | | | |
|-------------|--------------------------------------|---|-------------------|---|--|---|------------------------------|------------------------------|----------------------------------|-------------------------|----------------------------------|-------------------|------------------------------------|---------------------------|-------------------|---------------------------------------|---------------|-------------------------------|--|--|----------------|--------------|--|
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| TOWN / AREA | NHDC/ HCC/ Parish recipient of funds | Details of Related Application - inc ref. No. proposal/address | Date of Agreement | Benefits Secured | Date Payment Received | Repayment Date (if part or whole of sum not repaid) | Amount Liabile if PP started | Amount Now Due ie PP started | Amount Received by others eg HCC | Amount Received by NHDC | Amount allocated to NHDC project | Sum/Date Paid Out | Balance remaining: to be allocated | Internal Interest applied | Balance in ledger | Live = funds still available/ need to | GL Code | code narrative | Type of contribution | Comments | Capital scheme | Capital code | |
| Southern | Social Housing | 00/00621/1 0 Outline application for residential development of no less than 550 dwellings with roads, p.o.s. and landscaping in accordance with accompanying Master Plan at NES2, land off Great Ashby Way, Stevenage. (Applicants: Trustees of Weston Settlement and Exors of G.Seebolm deceased) | 01/12/2002 | The landowners agree:- a) that not less than 25% of all dwellings shall be affordable units (80% to be social rented units). | | | | | | | | | | | £0 | | | #N/A | | Guinness Trust, North Herts Homes, Affinity Sutton Group and Warden/Home Group all have units on Great Ashby site. All phases have a mix of unit sizes including flats and family houses and a mix of rented and shared ownership units. Majority of development completed and few units still under construction. | | | |
| Southern | FHCC | 00/00621/1 0 Outline application for residential development of no less than 550 dwellings with roads, p.o.s. and landscaping in accordance with accompanying Master Plan at NES2, land off Great Ashby Way, Stevenage. | 01/12/2002 | b) to pay the H.C.C. £1,350,000 to mitigate the impact of the development to meet the educational youth and child care needs in the Stevenage area, in instalments prior to the occupation of 50, 150 and 350 'open market' dwellings. | 1st Instalment received. 2nd Instalment received by HCC see letter dated 1/8/06. | 10 years after receipt of the last payment. | | | | | | | | | £0 | | | #N/A | Liaison with HCC required. | | | | |
| Southern | FHCC | 00/00621/1 0 Outline application for residential development of no less than 550 dwellings with roads, p.o.s. and landscaping in accordance with accompanying Master Plan at NES2, land off Great Ashby Way, Stevenage. | 01/12/2002 | c) to undertake specified off-site highway works prior to the first occupation of 49 and 100 'open market' dwellings. | | | | | | | | | | | £0 | | | #N/A | HCC liaison required | | | | |
| Southern | FHCC | 00/00621/1 0 Outline application for residential development of no less than 550 dwellings with roads, p.o.s. and landscaping in accordance with accompanying Master Plan at NES2, land off Great Ashby Way, Stevenage. | 01/12/2002 | d) to pay H.C.C. the full costs of making and implementing a Road Traffic Regulation Order to prohibit vehicular traffic in Weston Road. | | N/A | | | | | | | | | £0 | | | #N/A | HCC liaison required | | | | |
| Southern | FHCC | 00/00621/1 0 Outline application for residential development of no less than 550 dwellings with roads, p.o.s. and landscaping in accordance with accompanying Master Plan at NES2, land off Great Ashby Way, Stevenage. | 01/12/2002 | e) to pay the H.C.C. £220,000 (indexed) in instalments on the first occupation of 50 open market dwellings and thereafter 4 annual payments towards providing additional passenger transport facilities serving the development from Stevenage Town Centre and/or schools. | £88,909.30 (£80,000 + interim indexation) See letter 6th Jan 2006. | 5 years after date of last payment. | | | | | | | | | £0 | | | #N/A | HCC liaison required. | | | | |
| Southern | FHCC | 00/00621/1 0 Outline application for residential development of no less than 550 dwellings with roads, p.o.s. and landscaping in accordance with accompanying Master Plan at NES2, land off Great Ashby Way, Stevenage. | 01/12/2002 | f) to pay H.C.C. £10,000 (indexed) on the occupation of 50 'open market' dwellings not to occupy more than 99 'open market' dwellings until works to extend FP10 through Parsons Green Wood to link with footways on loop road have been satisfactorily completed. In the event that the loop road has been built by first occupation of 100 'open market' dwellings, obligation to be deferred until construction of road to base course has been completed. | | 5 years from receipt of payment. | | | | | | | | | £0 | | | #N/A | Liaison with HCC required. | | | | |
| Southern | FNHDC | 00/00621/1 0 Outline application for residential development of no less than 550 dwellings with roads, p.o.s. and landscaping in accordance with accompanying Master Plan at NES2, land off Great Ashby Way, Stevenage. | 01/12/2002 | g) to pay Stevenage B.C. or NHDC, whichever is at the date of payment the lessee of the Community Hall, £125,000 (indexed) towards the Community Hall at Great Ashby Way prior to the occupation of the 200th 'open market' dwelling. | Received by NHDC 22.12.06 £171,324.99 (£125,000 indexed) | 5 years from receipt of payment. | | | | £171,325 | | | £0 | | £171,325 | Live | 7127 106 0770 | Great Ashby Community Centres | Community Hall moved from Accountancy Code 90190400770 to 7127 106 0770. Community Centre Manager and the new Residents Association are aware. | Gt Ashby Community Hall | | | |
| Southern | FHCC | 00/00621/1 0 Outline application for residential development of no less than 550 dwellings with roads, p.o.s. and landscaping in accordance with accompanying Master Plan at NES2, land off Great Ashby Way, Stevenage. | 01/12/2002 | h) to pay H.C.C. £25,000 (indexed) towards providing additional library facilities in the Stevenage area prior to the first occupation of any 200 open market dwellings. | Received by HCC 19th Oct. £36,600 (£25,000 + interim indexation) | 7 years from date payment received. | | | £39,380 | | | | | | £0 | | | #N/A | Library HCC liaison required. £23,887 SPENT in 2007 on upgrading library. £15,493 balance remaining to be spent on libraries in N.H. area | | | | |
| Southern | FHCC | 00/00621/1 0 Outline application for residential development of no less than 550 dwellings with roads, p.o.s. and landscaping in accordance with accompanying Master Plan at NES2, land off Great Ashby Way, Stevenage. | 01/12/2002 | i) to construct, provide and maintain until adopted, at no cost to H.C.C. fire hydrants indicated in the 'Water Scheme'. Not to permit occupation of any building in the development until it is served by an operational fire hydrant. | | | | | | | | | | | £0 | | | #N/A | HCC liaison required. | | | | |
| Southern | FNHDC | 00/00621/1 0 Outline application for residential development of no less than 550 dwellings with roads, p.o.s. and landscaping in accordance with accompanying Master Plan at NES2, land off Great Ashby Way, Stevenage. | 01/12/2002 | j) to lay out public open space and children's play areas as shown on the Master Plan, to pay to NHDC a maintenance sum prior to the adoption of the public open space by the Council. | | N/A | | | | | | | £0 | | £0 | Live | | #N/A | Commuted sum | Open Space Commuted sums receivable. | | | |
| Southern | Social Housing | 00/01602/1 - Erection of 121 dwellings in mixture of 1,2,3,4 & 5 bedroom houses (incorporating 10 units previously approved under reference 02/01766/1), garages, car parking and associated works, at land adjoining and south of Neighbourhood Centre, Great Ashby, Stevenage SG1. | 01/10/2004 | The owners covenant: (a) to notify the Council in writing prior to the commencement of the development of the siting and design of any Low Cost Market Units and to ensure that 30 of the dwellings shall be affordable. | N/A | N/A | | | | | | | | | £0 | | | #N/A | Phase 7 & 8 completed in March 2008 with the Affinity Sutton Group 12 x 2 bed flats for shared ownership. Phase 8 & 9 due for completion December 2008 (8 x 2 bed houses) and the remaining units in December 2009 with Warden/Home Group 3 x 1 bed flats, 15 x 2 bed houses and 4 x 3 bed houses all for rent | | | | |

| TOWN / AREA | Monitoring NHDC/HCC/Parish recipient of funds | Details of Related Application - inc ref. No. proposal/address | Date of Agreement | Benefits Secured | Date Payment Received | Repayment Date (if part or whole of sum not spent) | Amount Liabile if PP started | Amount Now Due ie PP started | Amount Received by others eg HCC | Amount Received by NHDC | Amount allocated to NHDC project | Sum/Date Paid Out | Balance remaining: to be allocated | Internal Interest applied | Balance in ledger | Live = funds still available/ needed | GL Code | code narrative | Type of contribution | Comments | Capital scheme | Capital code |
|-------------|---|--|-------------------|--|-----------------------|--|------------------------------|------------------------------|----------------------------------|-------------------------|----------------------------------|-------------------|------------------------------------|---------------------------|-------------------|--------------------------------------|---------|----------------|----------------------|---|----------------|--------------|
| Southern | FNHDC | 07/02853/1 6 Oak Lane, Graveley | 03/12/2007 | Sustainable Transport | | | £1,000 | | | | | | | | | | | | | Schemes to be allocated as part of relevant urban or village transport plan | | |
| Southern | FNHDC | 07/02853/1 6 Oak Lane, Graveley | 03/12/2007 | Waste | | | £71 | | | | | | | | | | | | | | | |
| Southern | FNHDC | 08/00912/1 72 St Albans Road, Codicote | 25/05/2008 | Community Centre | | | £709 | | | | | | | | | | | | | | | |
| Southern | FNHDC | 08/00912/1 72 St Albans Road, Codicote | 25/05/2008 | Leisure Contribution - Index B from first quarter 2006 | | | £1,172 | | | | | | | | | | | | | | | |
| Southern | FNHDC | 08/00912/1 72 St Albans Road, Codicote | 25/05/2008 | Informal Open Space | | | £603 | | | | | | | | | | | | | | | |
| Southern | FNHDC | 08/00912/1 72 St Albans Road, Codicote | 25/05/2008 | Pitch Sports | | | £550 | | | | | | | | | | | | | | | |
| Southern | FNHDC | 08/00912/1 72 St Albans Road, Codicote | 25/05/2008 | Play Space | | | £1,116 | | | | | | | | | | | | | | | |
| Southern | FNHDC | 08/00912/1 72 St Albans Road, Codicote | 25/05/2008 | Sustainable Transport | | | £1,750 | | | | | | | | | | | | | Schemes to be allocated as part of relevant urban or village transport plan | | |
| Southern | FNHDC | 08/00912/1 72 St Albans Road, Codicote | 25/05/2008 | Waste | | | £142 | | | | | | | | | | | | | | | |
| Southern | FNHDC | 08/01332/1 Titmore Green Farm, Little Wymondley | 24/07/2008 | Sustainable Transport | | | £9,000 | | | | | | | | | | | | | Schemes to be allocated as part of relevant urban or village transport plan | | |

TITLE OF REPORT: CORPORATE BUSINESS PLANNING 2009 - 2014 – EFFICIENCIES AND INVESTMENTS

REPORT OF THE STRATEGIC DIRECTOR OF FINANCIAL & REGULATORY SERVICES

1. PURPOSE OF REPORT

- 1.1 To inform the Committee on the budget pressures and required efficiencies target if the Council is to keep within the financial parameters set out in its Medium Term Financial Strategy for 2009-2014.
- 1.2 To present to Committee the list of efficiency and investment items submitted by officers for 2009/10 to 2013/14 that were presented to Cabinet on the 21st October and then forwarded for consultation to Council Members at the Budget Workshops held on 4th and 6th November.
- 1.3 To seek the Committee's views on the provisional efficiency and investment items as part of the consultation process on Corporate Business Planning (CBP) for 2009/10 onwards.

2. FORWARD PLAN

- 2.1 This report contains a recommendation on a key decision that was first notified to the public in the Forward Plan on the 1st July 2008.

3. BACKGROUND

- 3.1 At the Cabinet meeting on 21st October, Members were informed that the 2009/10 efficiency target of £951K remained the same Gershon target as reported to Cabinet in June, however the budget projections incorporate changes to General Fund spend as identified as part of the quarterly budget monitoring process. The target includes an allowance of £427K for investment proposals and a Council tax level of 4.5%.
- 3.2 It was explained to Cabinet that the figures produced were based on the best available information and may be subject to further change before the final budget is set in February 2008.
- 3.3 The efficiency and investment proposals are vetted and sensitivity testing carried out before Challenge Board agree in consultation with the Finance Portfolio holder, the options to be presented to Cabinet and to Members at the Member workshops.
- 3.4 At the Cabinet meeting on the 21st October Members agreed that the following items be removed from the lists of Efficiencies and Investment Proposals for 2009/10:

- RI/11 – Signage – brand reinforcement (with the proviso that this item would be re-considered as part of the 2010/11 CBP process);
- RE/3 – Area Committee Development Budgets – reduction of expenditure on highways;

In addition, Cabinet agreed that the following items be retained in the lists of Efficiencies and Investment Proposals for 2009/10, but that further discussion and investigation be undertaken on these items:

- RI/2 – Works identified in the Allotment Strategy;
- RI/4 – Customer profiling – Purchase of an Experian mosaic licence;
- RE/8 – Reducing print, collation and postage costs on resourcing for RAG and LSP meetings by using e-mail to despatch Agenda and meeting papers etc.;
- CI/5 – Server Strategy (IT reserve funding);
- CI/6 – Purchase of Disk Storage Array hardware (IT reserve funding);
- CI/7 – Upgrade of Microsoft Licences (IT reserve funding);

3.5 Key dates for the remainder of the CBP process are:-

- November/December consultation with Area Committees, LSP, Business groups etc.
- 16th December 2008 Cabinet receive comments from workshops and Area Committees, partners etc. and consider the draft budget.
- 27th January 2009 – Cabinet recommend final budget.

4. FINANCIAL STRATEGY

4.1 The Council's Medium Term Financial Strategy (MTFS) was presented to Cabinet on the 24th June 2008 and the accompanying report outlined the following:

- the financial background to the CBP process for the period 2009 to 2014.
- the known funding pressures which the Council will face in that period and the Council's medium term financial forecast.
- the strategy for dealing with any funding gap.

4.2 In identifying the likely Council Tax requirement, the report focussed on the pressures on expenditure and assumed a neutral position with regard to income. The strategy was based on the following assumptions:

- Year on year spend is adjusted to take account of cyclical variations in expenditure
- Investment income falls in accordance with the cash flow/investment projections to take account of the reducing balance of capital receipts and assumptions regarding interest rates.
- Assumed average base rate of 4.875% for 2009/10 and then 4.75% for subsequent years.
- Any approved one-off increase in expenditure or carry-forward budgets for 2008/09 have been removed from the base figures in subsequent years.
- Government support will increase in real cash terms year on year by 1%.
- Contract inflation in accordance with individual contractual terms.
- Pay inflation at 2.5%
- Pay increments due in 2009/10
- Superannuation contribution of 22.6% for the next 10 years following the revaluation of the pension fund and the impact of the Capital contribution of £1.9m

agreed in 2007/08 (previously contributions were estimated to peak at 34% in 2010/11 before falling back to 26.4%)

- General inflation of 4.2% on expenditure and 4.2% on fees and charges income
- Use of the general fund special reserve (previously the proceeds of the Housing Revenue Account) will happen on a phased basis to prevent erratic movements in Council Tax increase.
- The Council tax base figure will rise by 1% per annum.
- The minimum General Fund balance should be 5% of net expenditure plus an allowance for identified risks.
- Allowance for Statutory and political priority decisions of £250k per annum
- Any growth in Area Committee budgets to reflect additional responsibilities will be offset by reductions in Directorate budgets.
- Vacancy control target set at 3% of salary budget to yield in the region of £440k towards the efficiency target.

4.3 The MTFs is an integral part of the CBP process, providing the financial analysis to complement the objectives in the Corporate Plan.

4.4 The MTFs recommended a continuation of a phased use of balances over this and the next three years to bring the amount held in balances and reserves back to the 5% of net General Fund expenditure plus an allowance of £400k for known risks.

4.5 The CBP process set a cashable savings target for 2009/10 at £0.951million in order to meet the Gershon efficiency target and enable the expenditure requirement to be managed. An allowance of £0.250million was made for investment for statutory and Government led and political priority decisions.

4.6 The CBP Process starts from the draft Corporate Plan and seeks to ensure that the identified policies and priorities of the Council drive the budget allocations. To assist in the analysis of how our budget links with the six Strategic Objectives and the three immediate priorities, Heads of Service were asked to complete four items in advance of individual Challenge Sessions scheduled throughout September. These were as follows:

- Review the current service and answer the question: "How do I meet the three immediate priorities (Town Centres, Green Issues and Sustainable Development) now and how could I meet them in the future?"
- Review the Service profile value for money proforma and ensure that it contains relevant and correct information
- Be prepared to indicate which elements of service could be de-prioritised and hence where efficiencies could be made
- Produce a preliminary list of potential efficiencies and investments

4.7 Part of the CBP process involves the Challenge Board, comprising the Chief Executive, the two Strategic Directors and the Accountancy Manager scrutinising the Council's budgets for potential areas of efficiency. The process included the Heads of Service group who peer challenged the efficiencies and investment proposals and fed back comments to Challenge Board.

4.8 The list of potential efficiencies and investments were subjected to challenge at individual sessions by Challenge Board. As a result of discussion and fact finding at this forum some of the preliminary proposals were dropped, further budget efficiencies extracted and further information was sought on other areas that could be explored.

- 4.9 As a result of Challenge Board scrutiny a number of proposals were accepted as efficiencies that do not have any direct impact on service provision; they are 'good housekeeping' measures reflecting the changing priorities. These are labelled as 'Challenge Board Scrutiny' and are not itemised in this document, total £301K.

5. ISSUES

Medium Term Financial Forecast

- 5.1 Since the meeting in June, the base budget figures have been reviewed in the light of known changes and Appendix 1 presents the position at September 2008. The 2008/09 and onwards base figures includes the items agreed as on-going growth when setting the current year's budget and known changes following the closure of 2007/08 accounts and the 1st quarter budget monitoring review. Any further changes to the anticipated 2008/09 outturn position will be reported at the December Cabinet meeting when the draft budget recommendations will be made.

- 5.2 As well as the base figures, the parameters contained with the financial management strategy have been reviewed and the revised position is also summarised in Appendix 1, the following changes have been made to the forecast:

- Contract inflation at an average of 5.61%
- General inflation of 4.8% (RPI for August)

- 5.3 The financial management strategy includes an efficiency target of £951K for 2009/10. As a result of a surplus of efficiencies achieved in previous years and a reduction in employer's superannuation contributions, the balance of efficiencies required in 2009/10 is £464k. The total efficiencies identified in Appendix 3 & 4 are £702K. Although the identified efficiencies are above the target Members should be aware of the following issues:

- The 2010/11 efficiencies target of £954K could be reduced if additional efficiencies were identified in 2009/10 and likewise would need to be increased if the target in 2009/10 was not achieved.
- The figures produced are based on the best available information and may be subject to further change before the final budget is set in February 2009. There are, for instance, a number of items which are still subject to negotiation such as Concessionary Bus Fares (see paragraph 4.4).
- There may be further changes to the 2008/09 General Fund budget in the 2nd quarter monitoring report to the December Cabinet.

Transport

- 5.4 The budget strategy includes an inflation based increase in car parking income of £141k as a result of an increase in parking fees for 2009/10. Members will recall that the 1st quarter budget monitoring reported a downturn in income from car-parking. This may in part be linked to "learned behaviour" where fine income is reducing as motorists seek to avoid enforcement activity, compounded by the national economic situation which has seen a marked decline in turnover for town centre retailers too. The increase in the ability to travel further, to other towns, on the concessionary bus pass scheme, has been recognised by retailers to have had an additional impact, not only on those who would have previously shopped locally, but also who would have used their car to do so. The Transport FSR refers to the fact that on-street parking which is supposed to run at break-even is in fact costing the Council money and is being subsidised by the off street car parks, see table 1 below.

Table 1; Net Income / Expenditure of On street / off street parking services

| Actual 2007/08 | Off street Parking £ | On Street Parking £ | Residents Parking £ |
|--------------------------|---------------------------------|--------------------------------|--------------------------------|
| Gross Expenditure | 921,986 | 422,138 | 121,003 |
| Gross Income | (1,568,279) | (191,223) | (51,966) |
| Net (Income)/Expenditure | (646,293) | 230,915 | 69,037 |

5.5 The recommendations from the Transport FSR may have further implications on car parking proposals; the plan was presented to PARC on 8th October, and it has been agreed further analysis of the potential implications of the proposals will be made and reported in due course. The draft action plan, however, does not make any proposals at this stage that would impact on the £141k income increase proposed and makes recommendations that further work is undertaken during 2009/10 with a view to inclusion of any financial impact in the 2010/11 corporate business planning process.

5.6 There is no budgeted increase in expenditure with regards to concessionary bus fares. A claim from bus operators for a higher settlement could be expected, for increased take up and fuel price inflation (21%) and is likely to be higher than the 2.8% increase in the Government Grant received. Negotiations with the bus operators are scheduled for November 2008.

The current economic situation

5.7 With the current volatility in the market, prediction of future inflation and investment interest rates over the next 15 months will be difficult. Current inflation at 4.8% could impact significantly upon pay and price over 2009/10, note the FMS is based on pay inflation of 2.5% and contract inflation is 5.61%. The recent interest rate reduction of 0.5% will have no impact upon the Council's investment interest as long as market uncertainty persists but future interest rate reductions will eventually impact significantly upon the investment interest we receive but their timing will be difficult to predict.

Income

5.8 The FMS aligns all increases for fees and charges to the annual inflation rate, currently 4.8%. Increases above or below the RPI requires budget approval. The income increases put forward for consideration relate to new charges. The Council offers concessions against the full price of a number of the services for which a charge is raised and the policy on concessions will be reviewed, not only in terms of financial implications, but also for compliance with the latest age/gender/cultural requirements, before fees and charges are set for 2009/10. It is anticipated that any revision of concessions would be cost neutral.

Council tax

5.9 Members are aware that the Financial Management Strategy (FMS) maintains the policy of containing council tax increases to no higher than two percentage points above inflation and to stay within the government's council tax capping limit. RPI currently stands at 4.8%(August) and capping still at 5%. Appendix 1 is based on a 4.5% increase year on year from 2009/10 to 2013/14. The same calculation using an annual increase of 4.9% would result in an additional Council precept over the 5 year period of £643k.

Investment and Efficiency Proposals

- 5.10 The Revenue Budget 2009/10 efficiency proposals for discussion total £140k and there are also additional income increases identified of £261k and Challenge Board scrutiny identified a further £301k of efficiencies giving total efficiencies of £702k. Against this, investment proposals totalling £427k have been identified. Table 2 gives a summary of the proposals by year. All proposals are detailed in Appendices 2 to 5.

Table 2 Summary of Investment & Efficiency Proposals 2009/10

| | 2009/10 £'000 | 2010/11 £'000 | 2011/12 £'000 | 2012/13 £'000 | 2013/14 £'000 |
|--|--------------------|--------------------|--------------------|--------------------|--------------------|
| Revenue Investment Proposals | 427 | 512 | 467 | 360 | 360 |
| Investment Allowance in Budget Strategy | 250 | 250 | 250 | 250 | 250 |
| Investment Proposals above Allowance in Strategy | <u>+177</u> | <u>+262</u> | <u>+217</u> | <u>+110</u> | <u>+110</u> |
| Efficiency Proposals: | | | | | |
| Challenge Board | -301 | -271 | -271 | -271 | -271 |
| Expenditure Efficiencies | -140 | -140 | -140 | -140 | -140 |
| Income Increases | -261 | -261 | -261 | -261 | -261 |
| Total Efficiency & Income Proposals | <u>-702</u> | <u>-672</u> | <u>-672</u> | <u>-672</u> | <u>-672</u> |
| Gershon Efficiencies Required | -951 | -954 | | | |
| Less; | | | | | |
| - surplus on prior year's target | 229 | 258 | | | |
| - reduction in employer superannuation contributions | 258 | | | | |
| Revised Gershon Efficiency Target | <u>-464</u> | <u>-696</u> | | | |
| Efficiencies above (-) / below (+) target in Strategy | <u>-238</u> | <u>+24</u> | | | |
| Capital Proposals | | | | | |
| Funded by Capital Receipts | <u>180</u> | <u>250</u> | | | |
| Funded by IT Reserve | <u>450</u> | <u>190</u> | | | |
| Total Capital Investment Proposals | <u>630</u> | <u>440</u> | | | |

- 5.11 Challenge Board considered a number of proposals for additional staffing and reductions in staffing with a resultant net increase in cost. These are not presented to Members at this stage as officers aim to maintain any restructure arrangements within existing budgets. Over the last five years (2004/2009) staff levels have reduced by 83 full time equivalents, (18%).

Investment proposals

- 5.12 Directorates have been asked to put forward investment items which meet one or more of the following criteria;
- Assist the Council in meeting the three immediate priorities of; Town Centres, Green Issues and Sustainable Development
 - Are an absolute statutory requirement
 - Are invest to save items
- 5.13 Members will recall that an allowance of £250K for investment is included in the MTFS. Revenue investment proposals totalling £427K were included at Appendix 2 and Capital investment proposals of £630K were included in Appendix 5.
- 5.14 An investment for an improvement in brand image and public relations was included as proposal RI /11. Cabinet was asked to consider the option to invest in signage of public facilities and on major transport routes when entering the district to improve NHDC's visibility as a major provider of services and infrastructure. This also reflects a recommendation arising from the IDeA Corporate Peer Review action plan in early 2008
- 5.15 Proposals RI / 6 & 7 relate to investment for the maintenance of street furniture. Members specifically asked that officers investigate this area. In addition proposal RI / 10 details the investment required for support of the town centre BIDs which has already received agreement in principle from Cabinet on 9th September.

Efficiencies and Income Proposals

- 5.16 Appendix 3 lists the efficiency proposals totalling £441K and Appendix 4 lists the income increase options totalling £261K giving total efficiency proposals of £702K presented to Cabinet.
- 5.17 A total of £92,330 was identified as efficiency proposals with respect to Member's expenditure but Challenge Board did not consider these appropriate for further consideration. These included items on Members allowances and Chairman's reception. In addition the option to establish whole Council elections was discussed and a potential efficiency of £92k was identified. This would be a longer term efficiency and if implemented would not achieve an efficiency until 2012/13. Early consideration of this option is, however, necessary should we wish to pursue this.
- 5.18 A proposal to reduce the Member Development budget from £19k to £14k has been accepted by Challenge Board on the basis that this budget has been consistently underspent in recent years and a £5k reduction would bring it more in line with actual spend.

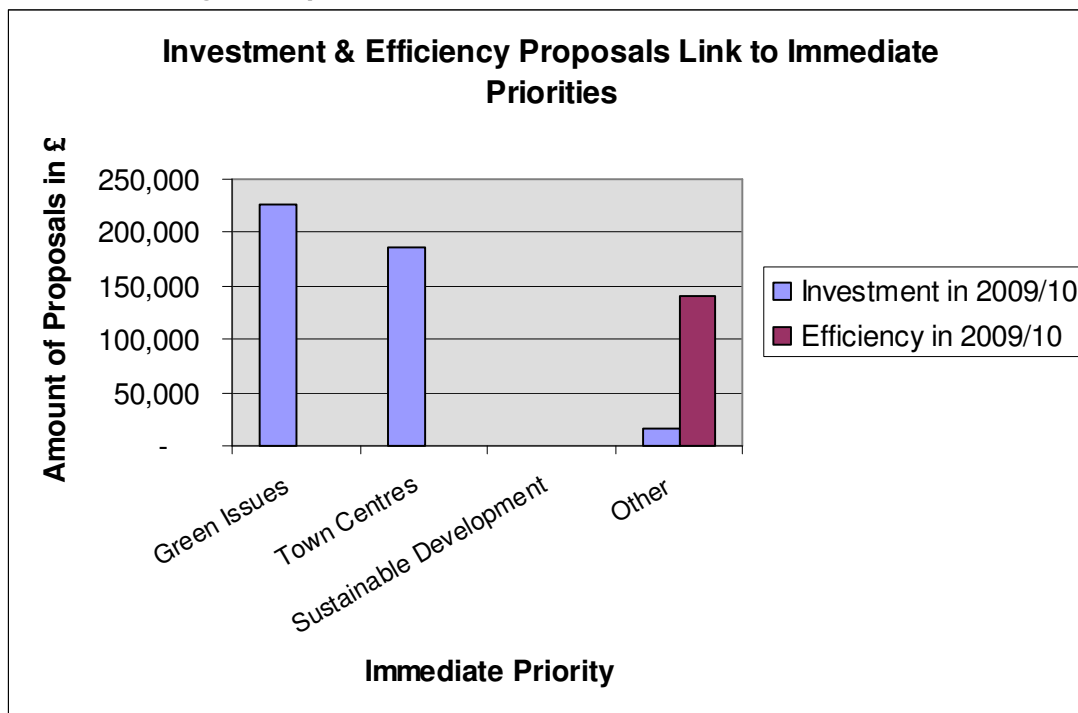
Summary of Investment and Efficiency Proposals

- 5.19 Revenue Investment proposals will add £226K to the immediate priority of Green Issues and £185K to the immediate priority of Town Centres. Table 3 and Chart 1 illustrate the spread of investment and efficiency proposals over the priorities with 'other' encompassing investment or efficiencies that do not fall within these categories.

Table 3: Linking of Proposals to the Council's Immediate Priorities

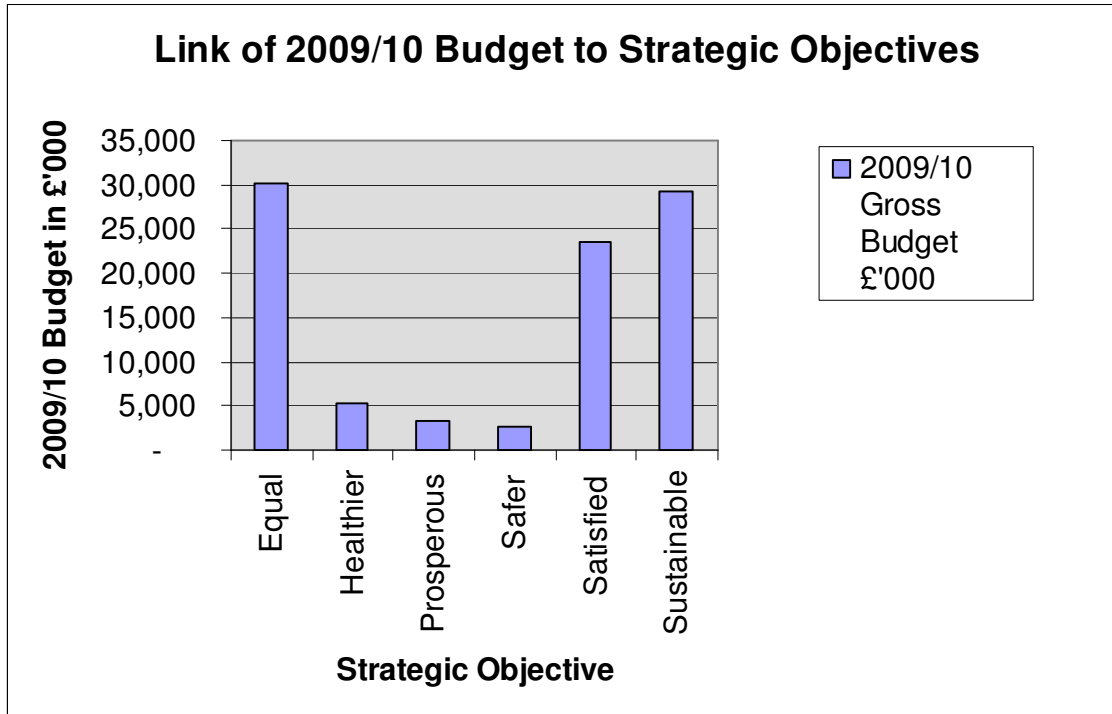
| Immediate Priority | Investment in 2009/10 £ | Efficiency in 2009/10 £ |
|-------------------------|----------------------------|----------------------------|
| Green Issues | 225,500 | 0 |
| Town Centres | 185,460 | 0 |
| Sustainable Development | 0 | 0 |
| Other | 16,330 | 140,070 |
| Grand Total | 427,290 | 140,070 |

Chart 1: Linking of Proposals to the Council's Immediate Priorities



5.20 Although there are no investment proposals in 2009/10 for the third priority (Sustainable Development), Members are reminded of the investment already within the base budget on this priority. Chart 2 demonstrates the spread of the gross 2009/10 base budget over the Council's six strategic objectives. The column relating to 'Equal' appears high, but includes the Council's payment of benefits.

Chart 2; Linking of 2009/10 Gross Base Budget to the Council's Strategic Objectives



5.21 The efficiency and income proposals do not relate to the Council's immediate priorities. This is because officers are constantly looking for efficiencies across the Council's budgets and the options put forward aim to reduce service cost without impacting on service outputs, i.e. demonstrating value for money.

Scoring System for Efficiencies and Investment Proposals

5.22 In preparing these proposals, officers have sought to ensure the immediate priorities are driving the budget process. Both efficiencies and investment proposals are scored as the CBP Process provides a cyclical framework by which the Council determines its priorities; it aligns both resources and finances to achieve these, in line with our short, medium and long term commitments determined in the Corporate Plan. To assist in the prioritisation process the scoring system has been developed further for 2009/10, an improvement arising from our recent Efficiency FSR..

5.23 The Council's Revenue & Capital Strategies require that revenue investment and efficiency options, and capital projects submitted by services are classified against ten key factors, as outlined in table 4 below. The scoring has been applied to all considerations of both revenue and capital investment in order to determine the risk and effect of growth, reduction or complete removal of a service.

Table 4 – Capital & Revenue Investment Key Factors

| | Capital | Revenue | Points Score |
|----|----------------------------------|----------------------------------|--------------|
| 1 | Strategic objectives | Strategic objectives | 4 |
| 2 | Immediate Priorities* | Immediate Priorities* | 5 |
| 3 | Statutory pressures | Statutory pressures | 4 |
| 4 | Health & Safety | Health & Safety | 5 |
| 5 | Contractually inescapable | Contractually inescapable | 5 |
| 6 | Adverse impact on service | Risk Management | 4 |
| 7 | Consultation/Opinion Poll survey | Consultation/Opinion Poll survey | 2 |
| 8 | Condition survey | Condition survey | 1 |
| 9 | Best Value FSR & Service review | Best Value FSR & Service review | 3 |
| 10 | Invest to save | Invest to save | 3 |

* Immediate priorities include the 3 priorities of green issues, sustainable development and town centres identified in the North Hertfordshire District Council Corporate Plan.

- 5.24 Efficiencies are scored in a similar manner, taking account of the negative impact of removal from the Corporate Programme, adverse effect on service and evidence of public opinion in the form of an existing survey. This will assist in the establishment of ranking in terms of overall impact as decisions are taken. Scoring for savings is applied against six key factors, as outlined in the table below 5 below:

Table 5 – Revenue Efficiencies Key Factors

| Revenue Savings | Points Score |
|----------------------------------|--------------|
| Strategic objectives | 4 |
| Risk Management | 4 |
| Consultation/Opinion Poll survey | 2 |
| Condition survey | 1 |
| Best Value FSR & Service review | 3 |
| Invest to save/VfM | 3 |

- 5.25 Following the scoring of all efficiencies and investment proposals based on the points in the above tables, the total score for each proposal has been ranked in order, highest score meeting more of the key factors.
- 5.26 Only those proposals which commence in 2009/10 are included in the appendices to this report. Officers have identified longer term efficiencies and investment proposals and are currently working on these proposals to ascertain how viable they are and when they could be implemented. Members will be updated as part of the Corporate Business Planning process.

Outcomes from Budget Workshops

- 5.27 Members have had the opportunity to raise any queries on the suggestions in informal meetings held on the 4th and 6th November and to express a view on the items contained in the lists. Members' comments will help to inform Cabinet's decision on which items to maintain in the list for further consideration.

6. LEGAL IMPLICATIONS

- 6.1 There are no specific legal implications arising from this report. Members are reminded of the duty to set a balanced budget.

7. FINANCIAL AND RISK IMPLICATIONS

- 7.1 The financial implications arising from this report are outlined in the main body of the report.
- 7.2 Given the pressures identified in this report, in order to balance the budget and achieve a Council Tax figure in accordance with the agreed strategy, it will be necessary to find an acceptable balance between reducing expenditure, increasing income from fees and charges, using balances and increasing the Council tax. The final decision on the District Council Tax level for 2009/2010 will be made at Council on 26th February 2009.
- 7.3 Risks relating to the achievement of efficiency targets and investment approvals are managed by a combination of implementation plans, regular monitoring reports and maintenance of adequate revenue reserves. An update on 2008/09 efficiency proposals will be given at the December Cabinet as part of the 2nd quarter monitoring report.

8. HUMAN RESOURCE AND EQUALITY IMPLICATIONS

- 8.1 Human resource and equality implications that may arise from proposed efficiencies and investment proposals are outlined in the 'anticipated impact' column of the proposal forms.

9. CONSULTATION WITH EXTERNAL ORGANISATIONS AND WARD MEMBERS

- 9.1 As part of the Corporate Business Planning process, consultation on the efficiency and investment proposals will be carried out from November to December. As in previous years, Member workshops were held on the 4th and 6th November. This is in addition to seeking the views of Area Committees, Scrutiny, the LSP and business ratepayers.

10. RECOMMENDATIONS

- 10.1 That the Committee gives its views on any changes to the efficiency and investment proposals.

11. REASONS FOR RECOMMENDATIONS

- 11.1 To ensure that all Members are consulted on the proposed savings and growth bids and afforded the opportunity to comment before Cabinet sets the draft budget on 16th December 2008.
- 11.2 To ensure that the Council is able to adjust its base expenditure downwards to narrow the gap between our 2010/11 District Requirement figure, as adjusted for anticipated capping limits, and our service spending requirements.

12. ALTERNATIVE OPTIONS CONSIDERED

12.1 Not applicable.

13. APPENDICES

Appendix 1 - General fund estimates 2008/09 to 2013/14

Appendix 2 – Investment proposals

Appendix 3 – Efficiency proposals

Appendix 4 – Income increase proposals

Appendix 5 – Capital investment proposals

14. CONTACT OFFICERS

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15. BACKGROUND PAPERS

Budget working papers 2009/10

1st Quarter Monitoring Report 2008/09

CSR07

| | NOTE | Actual | 1st Qtr Projected | Updated from Estimate Book | | | | |
|---|------|-------------------|-------------------|---|-------------------|-------------------|-------------------|-------------------|
| | | 2007/08 | 2008/09 | 2009/10 | 2010/11 | 2011/12 | 2012/13 | 2013/14 |
| Total Net Spend | | 16,620,625 | 18,772,080 | 17,923,810 | 18,789,049 | 18,856,691 | 18,930,333 | 18,811,975 |
| Add: | | | | | | | | |
| Base Budget adjustments from 0809 1st qtr monitoring | 8 | | | 311,000 | | | -311,000 | |
| Year on year superannuation increase | 1 | | | -0.50% | 0.00% | 0.00% | 0.00% | 0.00% |
| Superannuation charge per year | | | | 22.60% | 22.60% | 22.60% | 22.60% | 22.60% |
| Salary Estimates Superannuation increase | | | | -258,000 | 0 | 0 | 0 | 0 |
| Pay Inflation | | | | 554,642 | 554,642 | 554,642 | 554,642 | 554,642 |
| Other Inflation | 2 | | | 688,307 | 400,000 | 400,000 | 400,000 | 400,000 |
| | | | | 984,949 | 954,642 | 954,642 | 954,642 | 954,642 |
| Income Increases on discretionary income | 3 | | | -100,000 | -100,000 | -100,000 | -100,000 | -100,000 |
| Efficiencies: | | | | | | | | |
| 2009/10 Onwards Gershon Efficiencies Required | 4 | | | -951,000 | -716,000 | -1,015,000 | -1,015,000 | -1,015,000 |
| Gershon Efficiencies already achieved | 9 | | | 487,000 | | | | |
| Additional Efficiencies required to maintain the GF Balance | | | | | -361,000 | -90,000 | | |
| Revised Gershon Efficiencies to be achieved | | | | -464,000 | -1,077,000 | -1,105,000 | -1,015,000 | -1,015,000 |
| 2009/10 Efficiencies proposed above those required | | | | -238,000 | | | | |
| Car Parking Income Increases | | | | -141,000 | | | -141,000 | |
| Investment Proposals: | | | | | | | | |
| 2009/10 Onwards Investment Proposals | 5 | | | 427,290 | 250,000 | 250,000 | 250,000 | 250,000 |
| 2009/10 Onwards Contributions to Capital | 6 | | | 0 | 0 | 0 | 400,000 | 500,000 |
| Total Expenditure | | 16,620,625 | 18,772,080 | 18,704,049 | 18,816,691 | 18,856,333 | 19,278,975 | 19,401,617 |
| Government Support | | -7,559,423 | -7,741,901 | -7,886,191 | -8,069,703 | -8,150,400 | -8,231,904 | -8,314,223 |
| Use of Balances (-) / Contribution to Balances (+) | | -438,947 | -1,919,459 | -1,201,915 | -597,957 | 6,001 | 258,959 | 845,917 |
| Transfer to/from Collection Fund | | 17,867 | 0 | 0 | 0 | 0 | 0 | 0 |
| District Precept | | 8,640,122 | 9,110,720 | 9,615,943 | 10,149,031 | 10,711,934 | 11,306,030 | 11,933,311 |
| Average Band D Council Tax | | 178.38 | 186.41 | 194.79 | 203.56 | 212.72 | 222.30 | 232.31 |
| Council Tax increase | | 4.90% | 4.50% | 4.50% | 4.50% | 4.50% | 4.50% | 4.50% |
| Tax base | | 48,433 | 48,876 | 49,365 | 49,858 | 50,357 | 50,860 | 51,369 |
| Revised Balances at 31 March each year: | | | | | | | | |
| GF Balance -cr | 7 | 2,550,158 | 1,358,700 | 1,355,202 | 1,380,835 | 1,402,817 | 1,443,949 | 1,470,081 |
| GF Special Reserve -cr | | 2,569,164 | 1,841,164 | 642,746 | 19,157 | 3,175 | 221,002 | 1,040,787 |
| Total Balances | | 5,119,322 | 3,199,864 | 1,997,949 | 1,399,992 | 1,405,992 | 1,664,951 | 2,510,867 |
| | | | | - = income/reduction in net expenditure | | | | |
| Estimate of budget risk | 7 | | | 420,000 | 440,000 | 460,000 | 480,000 | 500,000 |
| 1% on Council Tax equals | | | | 92,018 | 97,121 | 102,505 | 108,191 | 114,191 |

Notes

- 1 Superannuation percentages are based on the 2007 valuation with a 10 year impact from the special repayment of £1.9 million
- 2 Inflation based on RPI 4.8% (further updates required)
- 3 Increases in discretionary income based on August 2008 RPI of 4.8% (further updates required)
- 4 Gershon target for three years (2009/10 to 2011/12), set at 3% of combined revenue & capital expenditure.
- 5 The objective of Gershon efficiencies is in part to transfer investment to the Council's key objectives, hence the investment target of £250K per annum could increase if the efficiencies can be achieved.
- 6 Contribution towards depleted capital reserves following disposal of Council assets.
- 7 General Fund Balance & Budget Risk - Risk element calculated on key budget risks and is additional to the required working balance, e.g. 2009/10 (£914K + £420K)
- 8 Base adjustment mainly a projected down turn in land charges income £200K and car park fees £100k.
- 9 Consists of surplus achieved in 2008/09 of £229k and superannuation decrease of £258K

INVESTMENT PROPOSALS

| Ref No | Description of Proposal | Link to Immediate Priorities - Town Centres / Green Issues / Sustainable Development | Actual 2007/8 £ | Budget 2008/9 £ | Proposed Budget 2009/10 £ | Investment in 2009/10 £ | Investment in 2010/11 £ | Investment in 2011/12 £ | Ongoing (Y/N) or No of further years available | Statutory Function (Y/N) | Anticipated Impact of Proposal (on Public/ Customers/ Staff/ Members/ Reputation etc) |
|--------|---|--|--------------------|--------------------|------------------------------|----------------------------|----------------------------|----------------------------|--|--------------------------|---|
| RI/1 | Closure of the North Herts land fill at Ickleford and redirection to an alternative site at Ware. | Green - (Sustainable Communities) Score 14 Rank 1 | 3,698,266 | 3,839,780 | 4,059,780 | 220,000 | 330,000 | 330,000 | Y | Y | Maintaining the current level of service provision. Final cost is an approximation and subject to contract negotiations with Veolia. |
| RI/2 | Works identified in the Allotment Strategy | Green - (Healthy Communities) Score 10 Rank 5 | 13,133 | 8,050 | 13,550 | 5,500 | 0 | 0 | N | Y | Completion of the following work programme, in accordance with adopted Allotment Strategy; a) A £500 sign at Prior Way, Letchworth, b) A £500 gate at Norton, Letchworth, c) £2,000 of fencing at Pirton Road, Hitchin, d) £2,500 of fencing & a gate at Burford Way, Hitchin |
| RI/3 | Car Park resurfacing and re-lining | Town centres - (Sustainable Communities) Score 13 Rank =2 | 77,240 | 25,160 | 75,160 | 50,000 | 50,000 | 15,000 | Y | N | The Council's car parks are currently in a poor state and will require a programme of resurfacing. The improved quality of the car parks should lead to a reduction in the number of challenges to Penalty Charge Notices (PCNs) and an increase in the volume of cars which can be accommodated within the car parks. This may increase income generation by the parking service and provide better quality parking facilities. |
| RI/4 | Customer Profiling - Purchase of an Experian mosaic license | Other - (Satisfied Communities) Score 4 Rank =7 | 0 | 0 | 6,830 | 6,830 | 6,830 | 6,830 | Y | N | In order to best serve an individual customer we need to know which services they use and how they prefer to contact us. An Experian licence will enable us to use the esd-toolkit which can take details of our transactions from any source and identify the profile type of the customer for any transaction. Reports and charts show us the customer profile of our services by channel and also allow us to compare service profile with that of other local authorities. The toolkit allows us to record unit costs for providing services across different channels. Analysis tools give us the capability of identifying savings which could be made if you were able to 'shift' customers to alternative channels. |

INVESTMENT PROPOSALS

| Ref No | Description of Proposal | Link to Immediate Priorities - Town Centres / Green Issues / Sustainable Development | Actual 2007/8 £ | Budget 2008/9 £ | Proposed Budget 2009/10 £ | Investment in 2009/10 £ | Investment in 2010/11 £ | Investment in 2011/12 £ | Ongoing (Y/N) or No of further years available | Statutory Function (Y/N) | Anticipated Impact of Proposal (on Public/ Customers/ Staff/ Members/ Reputation etc) |
|--------|---|--|--------------------|--------------------|------------------------------|----------------------------|----------------------------|----------------------------|--|--------------------------|---|
| RI/5 | Second hand folding and collating equipment for the Document Centre to allow more work to be retained in house. The payback is demonstrated by an income increase (<i>IE / 1</i>) as more work is performed in house. | Other - (Satisfied Communities) Score 7 Rank 6 | 0 | 0 | 9,500 | 9,500 | 0 | 0 | N | N | A payback period of 18 months on the purchase of updated equipment is expected and 99% of current work outsourced for folding and collating can be brought back in house. |
| RI/6 | Enhanced Town Centre Maintenance - Hitchin and Royston | Town centres - (Sustainable Communities) Score 13 Rank =2 | 8,790 | 8,000 | 53,000 | 45,000 | 30,000 | 15,000 | Y | N | Additional funding for the maintenance of Hitchin and Royston town centres. Such funding would be complementary to the BIDS initiatives and would be ongoing maintenance of street scene furniture. A catch up is needed following a period of low investment in maintenance and hence the higher investment in 2009/10 of £45,000. Letchworth Town centre is subject of a refurbishment scheme by LGCHF where they are entering into agreements with HCC over on going maintenance. Letchworth is, therefore, excluded from this initiative at this stage. |
| RI/7 | Planned Maintenance Baldock town centre street scene. | Town centres - (Sustainable Communities) Score 12 Rank =3 | 0 | 0 | 5,000 | 5,000 | 10,000 | 15,000 | Y | N | Enable a planned maintenance programme of the newly refurbished town centre in Baldock. Through the formulation of the specification there are detailed asset schedules and funding would seek to maintain the scheme in good condition. |
| RI/8 | Implementation of Area Based TROs | Town centres - (Sustainable Communities) Score 12 Rank =3 | 4,000 | 0 | 65,000 | 65,000 | 65,000 | 65,000 | Y | N | Currently there is no budget for the implementation of CPZ schemes or TROs to control parking. Arguably this is an HCC function and is therefore a provision of subsidy to the County. If the Council wishes to undertake this service then it needs to be funded and the emerging conclusions of the transport FSR indicate that a town area based approach will reduce the displacement affect of TROs/CPZs. CPZs are very expensive to implement and do not meet their full costs. TROs would provide a more cost effective solution although the full cost of implementation is difficult to accurately assess. |

INVESTMENT PROPOSALS

| Ref No | Description of Proposal | Link to Immediate Priorities - Town Centres / Green Issues / Sustainable Development | Actual 2007/8 £ | Budget 2008/9 £ | Proposed Budget 2009/10 £ | Investment in 2009/10 £ | Investment in 2010/11 £ | Investment in 2011/12 £ | Ongoing (Y/N) or No of further years available | Statutory Function (Y/N) | Anticipated Impact of Proposal (on Public/ Customers/ Staff/ Members/ Reputation etc) |
|--------|---|--|--|--------------------|------------------------------|----------------------------|----------------------------|----------------------------|--|---|--|
| RI/9 | Planned maintenance - lines & signs on street parking. | Town centres - (Sustainable Communities) Score 13 rank =2 | 25,374 | 0 | 12,000 | 12,000 | 12,000 | 12,000 | Y | N | There is currently no budget for the planned maintenance of lines & signs. Work has been undertaken to ensure that in the most heavily used areas they are checked and maintained however in the longer term there needs to be a clear maintenance plan. |
| RI/10 | Revenue costs to support the Hitchin & Royston BIDs including the Council's projected BID Levy charge | Town centres - (Prosperous Communities) Score 11 Rank 4 | 0 | 0 | 8,460 | 8,460 | 8,460 | 8,460 | Y | Y | Annual costs of administering BIDS and the Council's own BID Levy. It supports the Council's immediate priority to promote & improve our Town Centres. |
| RI/11 | Signage - brand reinforcement | Other - (Satisfied Communities) Score 4 rank =7 | Proposal of £30,000 investment in 2009/10 only removed by Cabinet on 21 October 2008 | | | | | | N | One of the recommendations of the recent Peer review was a need to:- Review the brand of the council and the impact it has in the community to ensure a visible connection between the successful programmes the council delivers and how the community recognises these, creating a greater sense of place and purpose. An increase in branding used is expected to have a significant impact upon the public's understanding of where their money goes and hence their perception of the value for money NHDC delivers. This is also referred to in the Communication Strategy | |

| | | | | | | |
|--|------------------|------------------|------------------|----------------|----------------|----------------|
| TOTAL REVENUE INVESTMENT OPTIONS IDENTIFIED | 3,826,803 | 3,880,990 | 4,308,280 | 427,290 | 512,290 | 467,290 |
|--|------------------|------------------|------------------|----------------|----------------|----------------|

EFFICIENCY PROPOSALS

| Ref No | Description of Proposal | Link to Immediate Priorities - Town Centres / Green Issues / Sustainable Development | Actual 2007/8 £ | Budget 2008/9 £ | Proposed Budget 2009/10 £ | Efficiencies in 2009/10 £ | Efficiencies in 2010/11 £ | Efficiencies in 2011/12 £ | Ongoing (Y/N) or No of further years available | Statutory Function (Y/N) | Anticipated Impact of Proposal (on Public/ Customers/ Staff/ Members/ Reputation etc) |
|---------------------------------|---|--|--|----------------------------------|------------------------------|------------------------------|------------------------------|------------------------------|--|--------------------------|---|
| CHALLENGE BOARD SCRUTINY | | | | | | 300,940 | 270,610 | 270,610 | | | |
| RE/1 | Part of the Disposal Authority's efficiency as a consequence of sending less waste to landfill. | Other - (Satisfied Communities) Score -10 Rank = 1 | nil | nil | 180,000 | 70,000 | 70,000 | 70,000 | Y | N | Impact is minimal. The saving is ongoing providing NHDC continues to meet its targets for a reduction in landfill.. |
| RE/2 | Negotiate a new stationery supply contract. | Other - (Satisfied Communities) Score -10 Rank = 1 | 53,721 | 55,260 | 40,260 | 15,000 | 15,000 | 15,000 | Y | N | No adverse impact on service provision. |
| RE/3 | Area Committee Development budgets - reduction of expenditure on highways | Other - (Satisfied Communities) Score +2 Rank 4 | Proposal of £20,000 ongoing efficiency removed by Cabinet on 21 October 2008 | | | | | | | N | Highways are a County Council responsibility and it is NHDC policy not to subsidize work of other Authorities. Consequently, there no longer needs to be an allocation within the Area Committee budgets for this expenditure. The efficiency savings identified reflect the indicative allocations given by Area Committees in 2008/9 for Highways work which should be provided by HCC. |
| RE/4 | Cease Use of 5 blackberries amongst IT maintenance officers | Other - (Satisfied Communities) Score -5 Rank = 3 | £2,946 including mobile phones | £3,000 (including mobile phones) | 1,670 | 1,330 | 1,330 | 1,330 | Y | N | Rationalisation of mobile technology. Blackberries cost approximately £80 per quarter. Citrix access at home for adhoc or full time home workers negates the need for Blackberry technology. No capability of reading emails, viewing calendars or arranging meetings when out of the office. |
| RE/5 | Take out 3 year warranty agreements on Dell equipment instead of the current 5 year agreements | Other - (Satisfied Communities) Score -7 Rank =2 | | | | 20,790 | 20,790 | 20,790 | Y | N | No adverse impact on service provision. |
| RE/6 | Cease use of the Sunrise Helpdesk Pro software. | Other - (Satisfied Communities) Score -7 Rank =2 | 3,677 | 3,670 | 0 | 3,670 | 3,670 | 3,670 | Y | N | The helpdesk function has been transferred to the Customer Service Centre utilising the LAGAN package. Impact is minimal. |
| RE/7 | Cease planning advertisements in local papers. | Other - (Satisfied Communities) Score -5 Rank = 3 | 42,562 | 27,830 | 0 | 27,830 | 27,830 | 27,830 | Y | Y | Proposed changes to the Planning Regulations indicate that placing advertisements in local papers will no longer be required from April 2009. There is little 'value' to the local community now from such adverts as most interested parties use the web or other communication channels to ascertain such information. On the basis that this change takes place the total budget is offered as a saving. |

EFFICIENCY PROPOSALS

| Ref No | Description of Proposal | Link to Immediate Priorities - Town Centres / Green Issues / Sustainable Development | Actual 2007/8 £ | Budget 2008/9 £ | Proposed Budget 2009/10 £ | Efficiencies in 2009/10 £ | Efficiencies in 2010/11 £ | Efficiencies in 2011/12 £ | Ongoing (Y/N) or No of further years available | Statutory Function (Y/N) | Anticipated Impact of Proposal (on Public/ Customers/ Staff/ Members/ Reputation etc) |
|--|---|--|--------------------|--------------------|------------------------------|------------------------------|------------------------------|------------------------------|--|--------------------------|---|
| RE/8 | Reducing print, collation and postage costs on resourcing for RAG and LSP partnership meetings by using email to despatch Agenda and meeting papers etc | Other - (Satisfied Communities) Score -5 Rank = 3 | 2,650 | 5,300 | 3,850 | 1,450 | 1,450 | 1,450 | Y | Y (RAG) | The intention is to switch to electronic despatch of meeting papers for statutory partners in the RAG and LSP, in order to reduce not only print and paper costs, but also the collation time spent by officers in the PPP team throughout the year. The Voluntary or community sector partners could be adversely impacted by such a proposal since they are less likely to have sufficient IT/prINTER capacity. It is estimated that the cost of continuing to provide traditional hard copies in the post to the voluntary and community sector partners is £450 and as a consequence the efficiency achieved in 2009/10 would be reduced to £1,000. |
| EFFICIENCY OPTIONS | | | 102,610 | 92,060 | 225,780 | 140,070 | 140,070 | 140,070 | | | |
| TOTAL EFFICIENCY OPTIONS & SCRUTINY | | | 102,610 | 92,060 | 225,780 | 441,010 | 410,680 | 410,680 | | | |

INCOME INCREASE PROPOSALS

| Ref No | Description of Income Proposal | Link to Immediate Priorities - Town Centres / Green Issues / Sustainable Development | Actual 2007/8 | Budget 2008/9 | Proposed Budget 2009/10 | Efficiencies in 2009/10 | Efficiencies in 2010/11 | Efficiencies in 2011/12 | Ongoing (Y/N) or No of further years available | Statutory Function (Y/N) | Anticipated Impact of Proposal (on Public/ Customers/ Staff/ Members/ Reputation etc) |
|--------|--------------------------------|--|---------------|---------------|-------------------------|-------------------------|-------------------------|-------------------------|--|--------------------------|---|
| | | | £ | £ | £ | £ | £ | £ | | | |

REVENUE INCOME INCREASES

| | | | | | | | | | | | |
|-----------------------------|---|--|----------------|----------------|----------------|----------------|----------------|----------------|---|---|--|
| IE/1 | Linked to Investment in second hand folding and collating equipment for the document centre. 99% of this work currently out sourced can be retained if second hand machinery is purchased. Pay back period 18 months,. Equipment life expected to be minimum of 5 years. (see RI/5) | Other (Satisfied Communities) Score -7 Rank =2 | 0 | 0 | 6,000 | 6,000 | 6,000 | 6,000 | Y | N | NHDC Document Centre would be able to keep more work in house . Allowing it to generate extra income to contribute to overhead recovery and better control over work loads. The purchase of quality, second hand technology in itself contributes further to our 'green' agenda. |
| IE/2 | Introduction of charges for non statutory diversions under the Planning Acts. | Other - (Satisfied Communities) Score -5 Rank = 3 | 0 | 0 | 2,000 | 2,000 | 2,000 | 2,000 | Y | N | Levy a charge to recoup costs where requests are made for non statutory diversions of rights of way. |
| IE/3 | Provide external training to other Local Authorities on the consultation software, SNAP, and charge a consultancy fee | Other - (Satisfied Communities) Score -7 Rank =2 | 0 | 0 | 3,000 | 3,000 | 3,000 | 3,000 | Y | N | A SNAP (consultation) training course was provided to staff at Hertsmere Borough in June 2008. There is potential to offer this service to other Authorities. The aspiration that authorities provide such joint working opportunities is part of new statutory guidance coming into place in 2009, and forms part of our CAA assessment from April 2009. The evidence that we can achieve additional income can be used to demonstrate VFM. |
| IE/4 | New paper recycling contract | Other - (Satisfied Communities) Score -10 Rank = 1 | 256,758 | 270,360 | 520,360 | 250,000 | 250,000 | 250,000 | Y | Y | The current contract for selling the paper that NHDC recycles is coming to an end. The new contract is part of a Hertfordshire wide consortium, supported by the Hertfordshire Waste Partnership, and as a result income will significantly increase. This also contributes further to our 'green' agenda, and provides increased evidence of joint partnership working plus the financial benefits of doing so, required from April 2009. |
| TOTAL INCOME OPTIONS | | | 256,758 | 270,360 | 531,360 | 261,000 | 261,000 | 261,000 | | | |

CORPORATE PLANNING 2009/10
CAPITAL INVESTMENT PROPOSALS

APPENDIX 5

| Ref No | Description of Proposal | Link to Immediate Priorities - Town Centres / Green Issues / Sustainable Development | Actual 2007/8 | Budget 2008/9 | Proposed Budget 2009/10 | Investment in 2009/10 | Investment in 2010/11 | Investment in 2011/12 | Statutory Function (Y/N) | Anticipated Impact of Proposal (on Public/ Customers/ Staff/ Members/ Reputation etc) |
|--------|-------------------------|--|---------------|---------------|-------------------------|-----------------------|-----------------------|-----------------------|--------------------------|---|
| | | | £ | £ | £ | £ | £ | £ | | |

Immediate Priorities

| | | | | | | | | | | |
|------|---|---|---|---|---------|---------|---------|---|---|---|
| CI/1 | Replace pay and display car parking machines | Town centres - (Sustainable Communities) Score 13 Rank 1 | 0 | 0 | 50,000 | 50,000 | 250,000 | 0 | N | This is a proposal that forms part of the outcome from the Transport FSR and implementation plan. The anticipated impact of replacing machines will be to increase security and hence reduce money stolen from machines, reduce the cost of maintenance of old machines and improve the collection of good data and information for future policy decisions. |
| CI/2 | Contribution towards Community use Artificial Turf Pitch, Meridian School, Royston | Other - (Healthy Communities) Score 7 Rank 4 | 0 | 0 | 50,000 | 50,000 | 0 | 0 | N | Councils adopted a Sports Pitch Strategy which identified a need for provision in Baldock and £50,000 was contributed towards the Baldock scheme. Royston have secured £150,000 external funding and require a £50,000 contribution from NHDC. |
| CI/3 | Refurbishment of Cadwell Lane Sports Pavilion and Pitch enhancements. | Other - (Healthy Communities) Score 8 Rank = 3 | 0 | 0 | 40,000 | 40,000 | 0 | 0 | N | Councils adopted Sports Pitch Strategy has identified need for refurbishment of pavilion and works to pitches to improve safety of playing surface. |
| CI/4 | Refurbishment of Play Area, Jackmans Playing Fields, Letchworth (next to the Pavillion) | Other - (Healthy Communities) Score 8 Rank = 3 | 0 | 0 | 40,000 | 40,000 | 0 | 0 | N | The Council's adopted Play Area Strategy has identified the need for refurbishment of the play area at Jackmans Playing Fields. All play area refurbishments are being completed in line with the strategy. |
| CI/5 | Server Strategy (IT reserve funding) | Other - (Satisfied Communities) Score 9 Rank = 2 | 0 | 0 | 150,000 | 150,000 | 90,000 | 0 | N | The Council currently has 40 servers which will need replacing , a programme of replacing 25 in 2009/10 and 15 in 2010/11 has been proposed, this will allow improvements in capacity, speed and resilience and disaster recovery. A number of the servers will be more than 5 years old in 2009/10 and will be at the end of their life cycle. Consideration will be given to alternatives as part of the business case and consultation with Anite is currently ongoing to look at virtualisation. Subject to a satisfactory business case the preferred option will be funded from the IT reserve. |

CORPORATE PLANNING 2009/10
CAPITAL INVESTMENT PROPOSALS

APPENDIX 5

| Ref No | Description of Proposal | Link to Immediate Priorities - Town Centres / Green Issues / Sustainable Development | Actual 2007/8 | Budget 2008/9 | Proposed Budget 2009/10 | Investment in 2009/10 | Investment in 2010/11 | Investment in 2011/12 | Statutory Function (Y/N) | Anticipated Impact of Proposal (on Public/ Customers/ Staff/ Members/ Reputation etc) |
|---|--|--|---------------|---------------|-------------------------|-----------------------|-----------------------|-----------------------|--------------------------|---|
| | | | £ | £ | £ | £ | £ | £ | | |
| CI/6 | Purchase of Disk Storage Array hardware (IT reserve funding) | Other - (Satisfied Communities) Score 9 Rank = 2 | 0 | 50,000 | 50,000 | 50,000 | 100,000 | 0 | N | This hardware is required to consolidate the core technology SQL/Oracle to support the infrastructure programmes. The current hardware, purchased in 2004 is now unable to cope with the volume of data and the formatting is incompatible with new systems. Subject to a satisfactory business case the preferred option will be funded from the IT reserve. |
| CI/7 | Upgrade of Microsoft Licences. (IT reserve funding) | Other - (Satisfied Communities) Score 8 Rank = 3 | 0 | 0 | 250,000 | 250,000 | 0 | 0 | N | This is the cost of upgrading from Microsoft Office 2003 to 2007 and upgrading SQL server licences. There is a need to upgrade to remain compatible with third party systems i.e. DIP/security releases. There is a risk that 2003 will become unsupported by 2009/10. The business case will cover licences for a new exchange, Citrix and the combination of how licences for home and mobile will be covered. Consideration is given to acquiring open source (free) software and is used where possible. However, open source software is restrictive, limited in capability and often incompatible with existing systems. Subject to a satisfactory business case the preferred option will be funded from the IT reserve. |
| TOTAL STRATEGIC PRIORITIES | | | 0 | 0 | 630,000 | 630,000 | 440,000 | 0 | | |
| TOTAL OF CAPITAL INVESTMENT OPTIONS IDENTIFIED | | | 0 | 0 | 630,000 | 630,000 | 440,000 | 0 | | |

TITLE OF REPORT: AREA COMMITTEE SERVICE LEVEL AGREEMENTS – REVIEW OF 2006 - 09 AND PROPOSALS FOR 2009 – 2012

REPORT OF THE HEAD OF COMMUNITY DEVELOPMENT AND CULTURAL SERVICES

1. SUMMARY

- 1.1 The report invites Area Committees to consider their preferred approach to the provision of locally focussed Service Level Agreements (SLA) for the period 2009 - 12.
- 1.2 Any decision taken needs to be made within the context of the strategic approach to the development of the next phase of SLA for the period April 2009 – March 2012 that was agreed by Cabinet at its meeting on October 21st 2008.

2. FORWARD PLAN

- 2.1 This report does not contain a recommendation on a key decision and has not been referred to in the Forward Plan.

3. BACKGROUND

- 3.1 Cabinet approved a new three year (2009-12) strategy for financial assistance to voluntary and community organisations at its meeting on 21st October 2008.
- 3.2 The report included the following comments specifically about Area Committee SLA:

Area Committee Service Level Agreements

In addition to the main, centrally funded SLA, Area Committees have increasingly funded smaller SLA with those local organisations with whom a longer term service relationship has been deemed appropriate and beneficial.

Each Area Committee has been advised of those SLAs that fall within its remit and has been asked to consider which it would wish to continue to support and at what level.

This work will be concluded later this autumn and will include the balance of funding between the Area Committee and the central SLA funds.

3.3 At its meeting on July 23, the Area Committee resolved:

- (1) That the review of the local Service Level Agreements for 2006/09 be noted;
- (2) That the proposal to rebalance the funding of Service Level Agreements to reflect better the district wide/local area focus be noted;
- (3) That the Head of Community Development and Cultural Services be requested to circulate a list of any organisations which had been in receipt of regular funding from the Southern Rural Committee to inform any future discussion;
- (4) That the detailed negotiations with individual projects be conducted by relevant officers, in conjunction with the Portfolio Holder for Community Engagement and Rural Affairs and Committee Chairmen and Vice Chairmen;
- (5) That the Southern Rural Committee notes the proposed timescales for implementing the Service Level Agreements;
- (6) That the Head of Community Development and Cultural Services bring a further report to the Southern Rural Committee at the meeting to be held on 27 November 2008 as part of the Corporate Business Planning Process.

4. ISSUES - PROPOSALS FOR 2009-12

Strategic Objectives for the Council

- 4.1 All current SLA should be compliant with the LSP's district-wide Vision, the Council's Mission and Strategic Objectives.
- 4.2 The Sustainable Community Strategy that has recently been drafted has also identified a number of key priorities for the District to 2021 and it is evident that funding the voluntary and community sector is an efficient and effective way of achieving a number of its ambitions and aspirations. The use of Local Area Agreement reward grant funding via the Local Strategic Partnership to fund voluntary and community projects will also require formal corporate governance, using an SLA.
- 4.3 The Council is currently preparing the revision of its Corporate Plan 2005-2015, including three new priorities of work for 2009/10 and beyond, which are:

Town Centres
Green Issues
Sustainable Development

The detail of these priorities has been incorporated into the new draft Corporate Business Planning programme for the Council which is presently under consideration.

- 4.4 The alignment and ownership of actions to be undertaken on the Council's behalf by the voluntary and community sector contributing to these priorities will be included in future SLA. All organisations will be required to demonstrate how they can contribute not only to the new priorities, but also the Council's six strategic objectives and the Sustainable Community Strategy.
- 4.5 As part of the review of both the Major and Minor SLA (centrally funded), consideration will be given to those organisations which clearly have a local rather than a district wide focus to be administered, funded, monitored and evaluated through Area Committees.

**Future Proposals for Area Committee Service Level Agreements – April 2009
– March 2012**

4.6 The following proposals for SLA awarded by this Committee for 2009-12 are:

| Group | SLA 2008/9 | Proposed SLA 2009/10 | Activities to be Funded | Links to Council Priorities/Strategic Objectives/Sustainable Community Strategy |
|--|-------------------|-----------------------------|---|---|
| Wymondley Baptist Church | £0 | £650 | Ad-hoc grant in 2008/9. New SLA for one week holiday club that takes place in summer holidays | Improving the life chances of children and young people |
| Knebworth Town Twinning | £0 | £130 | Ad-hoc grant in 2008/9. New SLA to support costs of Town Twinning Visits | Strengthening communities and involving people |
| Young People of the Year Award (YOPEY) | £0 | £1,000 | Ad-hoc grant from visioning budget for 2008/9. New SLA to support delivery of an annual SR volunteer programme | Improving the life chances of children and young people Strengthening communities and involving people |
| SCooTS | £0 | £5,000 | 3 year capital fund expires March 2009. New SLA to provide revenue support to the rural transport scheme, eg: salaries, equipment, maintenance costs. | Improving the life chances of children and young people Sustainable Development Green Issues |
| Codicote Village Day | £0 | £750 | Ad-hoc grant in 2008/9. New SLA for an Annual Village Day Event | Strengthening communities and involving people |
| Total costs | £0 | £7530 | | |

4.7 The proposed indicative timescale for negotiation of the new phase of SLA is:

| ACTION | TIMESCALE |
|---|-------------------------------|
| Approval of final report by Cabinet | 21st October 2008 |
| Start negotiation of individual SLA for 2009/12 | 27 th October 2008 |
| Complete negotiation of individual SLA | 31st December 2008 |
| Write to all projects with new SLA | 31 st January 2009 |
| Start next three year tranche of SLA | 1 st April 2009 |

5. LEGAL IMPLICATIONS

- 5.1 The Terms of Reference in relation to Area Committees confirm that they may establish and maintain relationships with outside bodies/voluntary organisations which includes discretionary grant aid/financial support. However, this does not include grants for district wide activities.
- 5.2 Within the context of the Council's Corporate Business Planning Process, any increased or new SLA for 2009 and beyond will be funded through the Area Committee Development budget. (The base budget for SLA was transferred out from the Development budget in 2002/3).
- 5.3 Section 2 Local Government Act 2000 provides that the Council has power to do anything which it considers likely to promote or improve the economic, social or environmental well-being of its area. This would apply on the basis that financial assistance to voluntary and community organisations improves the economic, social or environmental well-being of the District or part of it.
- 5.4 Section 137 Local Government Act 1972 provides specific authority for the Council to incur expenditure on anything which is in the interests of and will bring direct benefit to its area. This includes a charity or other body operating for public service.
- 5.5 When re-negotiating SLAs the Council will need to be mindful of its own Contract Procurement Rules and the EU procurement regime. The reason for this is that in some instances the payment of a grant could be construed as a contract for services.
- 5.6 Revised and updated SLA documentation will be introduced in the renegotiation of the SLAs for introduction in 2009/10. The negotiation of the SLA's and the re-drafting of the documentation will be targeted to emphasise that any grant and resulting SLA is not intended to be a contract and therefore does not contain the key elements of a contract, those being an offer, acceptance, consideration and an intention to create legal relations between the parties.

6. FINANCIAL AND RISK IMPLICATIONS

- 6.1 The total Area Committee Development budget for 2008/9 is £154,960 and has been allocated as set out below:

| Area Committee | % Population (2001 census) | Budget 2008/9 £ |
|----------------|----------------------------|-----------------|
| Baldock | 14,348 (12.27%) | 18,320 |
| Hitchin | 30,851 (26.39%) | 37,180 |
| Letchworth | 32,932 (28.17%) | 46,150 |
| Royston | 17,002 (14.54%) | 22,800 |
| Southern Rural | 21,775 (18.63%) | 30,510 |
| Total | 116,908 (100%) | 154,960 |

- 6.2 It is not possible to confirm the level of Area Committee budgets for 2009/10 at this stage of the Corporate Business Planning Process. However, for the past few years, given the significant carry forward for Area Committee Development budgets, there has been no inflationary allowance, so an assumption is made that the baseline for 2009/10 will be the same as 2008/9.
- 6.3 When the Area Committee SLA were originally set up, the expenditure was transferred from the Committee's Development budget and a small separate SLA budget heading was created. As this Committee has no current SLA, no budgets have been transferred.
- 6.4 Any SLA transferring into the remit of the Area Committee will do so with its present budget.
- 6.5 Each SLA will be adjusted for inflation in line with the Council's budget position for each of the three years of the agreement.

7. HUMAN RESOURCE AND EQUALITIES IMPLICATIONS

- 7.1 The local SLA are managed by the Community Development Officer as part of their regular work programme.
- 7.2 However, a Business Process Review has been commissioned this year to review the most effective and efficient way in which SLA and the more general grant awarding arrangements can be improved.
- 7.3 The great majority of the voluntary and community projects that are funded by the Council have equality and social inclusion as a key objective of their purpose. Such projects work very closely with and for the more disadvantaged and potentially socially excluded within our communities. There is a strong argument to be made that if the Council did not provide financial support for projects to do the work that they do, then it would, itself, have to meet the needs of such people in other ways.

8. CONSULTATION WITH EXTERNAL ORGANISATIONS AND WARD MEMBERS

- 8.1 Each organisation having a Service Level Agreement with the Council had an annual review with the Community Development Officer.
- 8.2 There was in-depth consultation with the North Hertfordshire Compact prior to the final report being submitted to Cabinet for its meeting on 21st October 2008.
- 8.3 Members who represent the Council on the management committees/boards of voluntary groups and organisations will be consulted and their comments considered within the final report to Cabinet.

9. RECOMMENDATIONS

The Area Committee is asked to:

- 9.1 Consider the proposed SLA for 2009-12 as set out in Section 4.7.
- 9.2 Note that a rebalancing of the funding of SLA is proposed to reflect better the district wide/local area focus.
- 9.3 Confirm that the detailed negotiations with individual projects will be conducted by relevant officers, in consultation with the Portfolio Holder for Community Engagement and Rural Affairs (for Major and Minor funded projects) and Area Committee Chairmen.
- 9.4 Note the proposed timescale for implementing the new SLA.

10. REASONS FOR RECOMMENDATIONS

- 10.1 To confirm the future strategic policy direction for the programme of financial assistance for the voluntary and community sector, through the negotiation of SLA.

11. APPENDICES

- 11.1 None.

12. CONTACT OFFICERS

- 12.1 Patrick Candler
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- 12.4 Katie White, Senior Lawyer
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13. BACKGROUND PAPERS

- 13.1 Review of Policies and Procedures for Financial Assistance to Voluntary and Community Organisations, November 2002.
- 13.2 Report to Cabinet on 21st October 2008 on Service Level Agreements 2006-9 and 2009-12

TITLE: CHAMPION NEWS AND COMMUNITY REPORT

REPORT OF THE HEAD OF COMMUNITY DEVELOPMENT & CULTURAL SERVICES

1. SUMMARY

- 1.1 To advise the Committee of the activities and schemes with which the Community Development Officer has been involved since the previous Committee meeting.
- 1.2 To bring to the Committee's attention some important community based activities that will be taking place during the next few months.

2. ISSUES – PROJECT/ACTIVITY/SCHEME DETAILS

- 2.1 NHDC Annual Community Conference – Took place on 10th November 2008 at the Spirella Ballroom, Letchworth Garden City. It was well attended and launched the Council's Sustainable Community Strategy (SCS). Various themed workshops discussed the SCS, whilst the Voluntary and Community Sector elected its board representatives. The SCS will now begin to be rolled out in line with the Council's strategic aims and objectives.
- 2.2 Kimpton Village Day – Took place on Sunday 23rd November 2008 at Kimpton Memorial Hall from 10.30am – 2.00pm. It offered an excellent opportunity to consult on various village matters such as 'Play in the Parish', 'Model Aircraft Club', 'Kimpton Development Plan', 'Lloyd Way Development' and the 'Community Orchard', meet local businesses and groups & buy gifts. The event was supported with Ward Member funding.
- 2.3 SR Art Workshop Roadshows – These continue to be delivered by Letchworth Arts Centre across the Southern Rural Area with funding support from this Area Committee. The most recent workshop took place at the Kimpton Village Day Event. An update report once all the workshop roadshows have taken place, will be presented to this Area Committee.
- 2.4 Hitchin Railway Curve – Members of the Area Committee are invited to a presentation on the proposed Hitchin railway curve by Network Rail. The presentation will take place on 16th December 2008 at 6.00pm before the next scheduled Cabinet meeting. A more detailed invitation with short introduction will be sent to Members in early December.
- 2.5 Parish Challenge(PC)/Playground Challenge(PlayC)/Parish Enhancement & Cleansing Fund(PE&CF)/Parish Amenity Capital Improvement Fund (PACIF) 2007/08
All applications received will be presented to the Parish Challenge Panel meeting being held on 17th December 2008. All SR Members will be contacted ahead of this meeting regarding any applications received in their respective Wards to ask for their comments. All award decisions will be announced early in 2009.

- 2.6 Scooter Transport Solutions (SCooTS) – This successful 2 Wheel Transport Scheme was recently awarded a further £40,000 grant over 2 years from BAA Stansted, to expand the East Herts rural transport programme in assisting rural employees accessing the airport.

Two environmental friendly electric scooters have now been added to the scheme to help reduce carbon emissions. One will be used in North Herts and the other in East Herts. A total of 32 clients have now been helped on the scheme from its inception in April 2006. A full SCooTS update report will be given to this Committee at the 18th March 2009 meeting.

- 2.7 Licensing - The recent Safety Advisory Team (SAT) meeting has requested that Members who perhaps know of any possible future events in their wards are asked to liaise with the Council's Licensing Section, prior to giving any initial advice to the organisers. This is to ensure that there is a clear and consistent guidance given to event organisations.

- 2.8 Kimpton's Directory of Goods and Services – This was recently launched in Kimpton under the title of 'Buy It In Kimpton If You Can'. A local volunteer, Mr Bob Finch, thought up the idea and created much of the early work in putting the directory together by searching village notice boards, the annual May Festival Programme, Parish Magazine and asking around the village. It has also identified a total of 11 village youth organisations and 33 village clubs and societies.

For copies and further information contact Carina Helmn – Parish Clerk by email: Kimpton pc@btconnect.com, or telephone: 01438 832573.

- 2.9 North Hertfordshire 'Village of the Year' Award – The Committee has previously expressed support in principle for an award of this nature, but requested that other Area Committees be asked for their views. The SR CDO has been investigating how the management of this award could be out-sourced to the Campaign to Protect Rural England (CPRE), to link in with their Village of the Year process. Further work on aligning administration arrangements is under consideration.

3. RECOMMENDATIONS

- 3.1 That the Committee endorses the actions taken by the Community Development Officer to promote greater community capacity and well being for rural communities.

4. CONTACT OFFICERS

- 4.1 Garry Gover (Community Development Officer – Southern Rural Area)
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**TITLE: ANNUAL GRANTS, DEVELOPMENT, DISCRETIONARY AND VISIONING
BUDGETS 2008 - 2009**

REPORT OF THE HEAD OF COMMUNITY DEVELOPMENT AND CULTURAL SERVICES

1. SUMMARY

- 1.1 To advise the Committee on the delegated budgets for financial year 2008/09. and the carry forward preallocated balances of delegated budgets from financial year 2007/08.
- 1.2 To bring to the Committee's attention details of recent application, allocation and commitment of delegated funds for Community initiatives and projects.

2. FORWARD PLAN

- 2.1 This report does not contain a recommendation on a key decision and has not been referred to in the Forward Plan.

3. BACKGROUND

- 3.1 A spreadsheet detailing the total spends to date of the Area Development Budgets is enclosed as Appendix 3.
- 3.2 The Committee has now agreed its programme of awards to community organisations for 2008/09 on a meeting by meeting basis. All Parish Councils & Parish Meetings, Community & Voluntary Groups and Organisations have been advised on this change and invited to apply for grant-aid. This process has resulted in nine grant applications being submitted for consideration at this meeting as set out in Appendices 1.1 – 1.9.
- 3.3 The Committee is asked to note the Area Committee Discretionary Base Budget for 2008/09 is £23,510 and should be allocated by March 31st 2009.
- 3.4 The Committee is asked to note that the Member Ward Budget for 2008/09 of £700 per Member should be allocated by March 31st 2009.
- 3.5 The Head of Community Development and Cultural Services has advised that where there are multi Member Wards, it is good practice, and indeed custom and practice, for Members to advise their colleagues on any community grant requests. This will avoid any potential application conflicts and ensuring that multiple requests are managed in a coordinated way from the same organisation.

4. ISSUES & FUNDING DECISIONS TO BE MADE

- 4.1 Appendices 1.1 – 1.9 set out the grant applications for funding consideration.
- 4.2 Two of the applications are from the Chesfield Ward Members and will require full Committee approval as they are above the threshold for 'fast tracking'.
- 4.3 Appendix 2 sets out the summary of applications, criteria compliance and matched funding for 2008/09.
- 4.4 Appendix 3 is a spreadsheet which sets out the detailed spend to date of the Area Development budget.

5. LEGAL IMPLICATIONS

- 5.1 The Committee has delegated powers to administer funds from the budgets described.
- 5.2 There are no other legal implications pertinent to this report.

6. FINANCIAL AND RISK IMPLICATIONS

- 6.1 Members are asked to note the information detailed in Appendix 3 of the report, which relates to the Area Committee budget balances for the current financial year 2008/09.
- 6.2 The spreadsheet also details the pre-allocations carried forward from the previous financial year 2007/08.
- 6.3 In addition, the spreadsheet includes the balances and past expenditure relating to the allocated Area Visioning Budgets available to the Committee.
- 6.4 The total budget for the Committee for 2008/09 is £30,510 including a Ward Members budget of £7,000.
- 6.5 The current unallocated Development Grant base budget is £17,611.
- 6.6 The current unallocated Members Ward Discretionary Budget is £6,751.
- 6.7 Seven discretionary grant applications with a recommended total of £3,323 and which are criteria compliant, have been received as outlined in Appendices 1.3 – 1.7 for consideration under funding from the Committee's 2008/09 Base Budget.
- 6.8 Two Ward Member discretionary grant applications with a recommended total of £500 each application and an overall total of £1,000 are criteria compliant. These have been received as outlined in Appendices 1.1 – 1.2 for consideration under funding from the respective 2008/09 Chesfield Ward Member budgets.
- 6.9 Should the grants totalling £3,323 be supported from the 2008/09 budget, the unallocated base budget will then be £14,288.
- 6.10 Should the grants totalling £1,000 be supported from the 2008/09 Ward Members budget, the unallocated Ward Members budget will then be £5,751.

- 6.11 The 12th March 2009 Area Committee meeting being the last of the 2008/09 Committee cycle, the Committee should allocate all of its 2008/09 unallocated budget.
- 6.12 The current unallocated Members Ward Discretionary Budget is £6,751 and all grant applications from this budget should be allocated by 31st March 2009.
- 6.13 It is possible that there will be funds remaining unallocated from the Committee Discretionary Budget and from the Member Ward Discretionary Budgets in the 2008/09 financial year. To ensure that all the budget is allocated, the Community Development Officer will consult with the Committee Chairman and Members ahead of the Committee meeting on 12th March 2009.

7. CONSULTATION WITH EXTERNAL ORGANISATIONS AND WARD MEMBER

- 7.1 Consultation with Members has occurred in connection with the allocation of funds for Community Projects.
- 7.2 Consultation with the respective officers and external agencies/groups has taken place with regard to funding proposals for Area Committee Discretionary Development Funds.

8. RECOMMENDATIONS

- 8.1 The Committee is asked to note the budgetary expenditure, balances and carry forwards from the Ward Development Budgets and the allocated Visioning Budgets as set out in Appendix 3.
- 8.2 The Committee is asked to approve the grants as set out in Appendices 1.1 – 1.9.

9. REASONS FOR RECOMMENDATIONS

- 9.1 To inform Members of the budgetary situation and the current balances of funds available for to the Committee for consideration and allocation.
- 9.2 The allocation of funds will improve the services provided by the local organisations and groups that are available and accessed by various members of the community.

10. APPENDICES

- 10.1 Appendix 1.1 – 1.9 – Grant Applications submitted for consideration.

Chesfield Ward

Appendix 1.1: Ward Member grant request for Great Ashby Youth Club

Appendix 1.2: Ward Member grant request for Great Ashby Youth Club

Hitchwood, Offa & Hoo Ward

Appendix 1.3: Grant request from Lilley Over 60's Club

Appendix 1.4: Grant request from Lilley Parish Council

Appendix 1.5: Grant request from Pirton School Association in partnership with Pirton Sports & Social Club

Appendix 1.6: Grant request from Pirton Village Hall

Appendix 1.7: Grant request from Preston Parish Council

Appendix 1.8: Grant request from St Ippolyts Bowls Club

Appendix 1.9: Grant request from St Ippolyts Parish Council

10.2 Appendix 2 - Summary of applications, criteria compliance and matched funding for 2008/09 funding.

10.3 Appendix 3 – Budget expenditure, balances, and carry forwards from the Ward Development Budgets and the allocated Visioning Budgets.

11. CONTACT OFFICERS

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Summary of Applications, Criteria Compliance and Matched Funding for 2008/09

| Group / Organisation | Summary of Project | Total | Raised | Request | Recommend | Matched Funding |
|---|---|-------------------|---------------|--|-----------------------------|--|
| Great Ashby Youth Club | To support on-going costs of running a Youth Club | £4,000 | £3,000 | £1,000 (2 x £500 Ward Member grant applications) | 2 applications of £500 each | £3,000 |
| Lilley Over 60's Club | Contribution towards Christmas Lunch | £555.00 | £425.00 | £130.00 | £130.00 | Existing funds from fund raising |
| Lilley Parish Council | Setting up a village website in Lilley | £500.00 | £0.00 | £500.00 | £500.00 | None |
| Pirton School Association in partnership with Pirton Sports & Social Club | To support costs of portaloos and event shelter for Boxing Day Run | £1,470.00 | £0.00 | £318.00 | £318.00 | Anticipated income from event of £2,250 |
| Pirton Village Hall | Improve lighting on driveway of Pirton Village Hall | £2,800.00 | £2,300.00 | £500.00 | £500.00 | £1,700 Income from Village Hall events & £600 from Pirton Parish Council |
| Preston Parish Council | Routine external maintenance/decoration of Preston Village Pavilion | £750.00 | £375.00 | £375.00 | £375.00 | Parish Precept |
| St Ippolyts Bowls Club | To support costs of purchasing a commercial mower | £3,500.00 | £1,000.00 | £1,000.00 | £1,000.00 | Existing funds |
| St Ippolyts Parish Council | To support costs of a kissing gate and lockable gate | £1,060.00 | £530.00 | £530.00 | £500.00 | Parish Precept |
| | Total project cost of grants | £14,635.00 | £7,630 | £4,353.00 | £4,323.00 | |

| | |
|---|----------------|
| | |
| Base Budget for 2008/09 | £23,510 |
| Unallocated 2008/09 Base Budget before grants approved | £17,611 |
| Unallocated 2008/09 Ward Member Budget before grants approved | £ 6,751 |
| Grant requests for approval from 2008/09 Base Budget | £ 3,353 |
| Grant eligibility for approval from 2008/09 Base Budget | £ 3,323 |
| Grant requests for approval from Ward Member 2008/09 Budget | £ 1,000 |
| Grant eligibility for approval from 2008/09 Ward Member Budget | £ 1,000 |
| Unallocated Base Budget should grants be approved | £14,288 |
| Unallocated Ward Member Budget should grants be approved | £ 5,751 |

SOUTHERN RURAL AREA COMMITTEE BUDGET 2008/2009

Appendix 3

| SUMMARY/ TOTALS | Funding | Allocated | Spent | Outstanding | Unallocated Budget | | | | |
|--|-----------------|------------------|----------------|--------------------|---------------------------|--|--|--|--|
| Revenue Visioning | £12,340 | £12,340 | £4,835 | £7,505 | £0 | | | | |
| Capital Visioning | £54,600 | £15,000 | £10,000 | £5,000 | £39,600 | | | | |
| Discretionary Budget 0809 | £23,510 | £5,899 | £5,899 | 0 | £17,611 | | | | |
| Member Discretionary Budget 0809 | £7,000 | £249 | £249 | £0 | £6,751 | | | | |
| Preallocated Amounts carried forward from 0708 | £26,325 | £22,398 | £8,212 | £14,186 | £3,927 | | | | |
| TOTAL | £123,775 | £55,886 | £29,195 | £26,691 | £67,889 | | | | |

| REVENUE VISIONING | Funding | Year Allocated | Project | Allocated | Date | Spent | Outstanding | Unallocated | Comments |
|--|----------------|-----------------------|--|------------------|-------------|---------------|--------------------|--------------------|-----------------|
| Preallocated Budgets Brought Forward from 0708 | £12,340 | 2005/06 | Southern Rural - Community Events | £500 | 16.03.06 | £453 | £47 | | |
| | | 2005/06 | Southern Rural - Volunteers | £1,000 | 16.03.06 | £1,000 | £0 | | |
| | | 2005/06 | Southern Rural - Parish Plans | £4,150 | 16.03.06 | £782 | £3,368 | | |
| | | 2005/06 | Southern Rural - Village Halls | £990 | 16.03.06 | £0 | £990 | | |
| | | 2005/06 | Southern Rural - Youth Events | £500 | 16.03.06 | £0 | £500 | | |
| | | | Southern Rural - Warranty for CCTV Cameras | £5,200 | 16.11.06 | £2,600 | £2,600 | | |
| Total | £12,340 | | | £12,340 | | £4,835 | £7,505 | £0 | |

| CAPITAL VISIONING SR | Funding | Year Allocated | Project | Allocated | Date | Spent | Outstanding | Unallocated | Comments |
|-----------------------------|----------------|-----------------------|--|------------------|-------------|----------------|--------------------|--------------------|-----------------|
| Capital Visioning SR | £54,600 | 2006/07 | Scooter & Cycle Transport Solutions (Scoots) | £15,000 | 13.07.06 | £10,000 | £5,000 | | |
| | £54,600 | | | £15,000 | | £10,000 | £5,000 | £39,600 | |

| DEVELOPMENT BUDGETS | Funding | Year Allocated | Project | Allocated | Date | Spent | Outstanding | Unallocated Amount | Comments |
|---|----------------|-----------------------|--|------------------|-------------|---------------|--------------------|---------------------------|---|
| Preallocated Funds Brought forward from 2007/2008 | £10,808 | | Preston Cricket Club | £1,000 | 24.08.06 | £1,000 | £0 | | |
| | | | Preston Cricket Club | £700 | 01.02.07 | £700 | £0 | | |
| | | | Highways Project - Codicote | £2,000 | 15.03.07 | £0 | £2,000 | | |
| | | | Southern Rural Community Projects | £4,108 | 15.03.07 | £3,214 | £894 | | £448 reallocated from Preston Tennis Club to Community Projects |
| Highways Project Budget Carryforward from 2007/08 | £13,427 | | Letchworth Arts Centre | £3,000 | 20.02.08 | £3,000 | £0 | | |
| | | | Highways Project: Graveley Highways Works | £6,300 | 31.07.08 | £0 | £6,300 | | |
| | | | Highways Project: Knebworth Highways Works | £3,200 | 31.07.08 | £0 | £3,200 | | |
| | | | | £20,308 | | £7,914 | £12,394 | | |
| Preallocated Member Ward Budgets Brought forward from 2007/2008 | £2,090 | | Dog Bin | £210 | 14.03.08 | £149 | £61 | | |

| | | | | | | | | | |
|--|----------------|--|---|---------------|----------|---------------|---------------|--|----------------|
| | | | Dog Bin | £210 | 14.03.08 | £149 | £61 | | |
| | | | Graveley Planting | £450 | 03.04.08 | £0 | £450 | | |
| | | | Ickleford Highways Issues | £490 | 03.04.08 | £0 | £490 | | |
| | | | Hitchwood:Website Costs | £100 | 03.04.08 | £0 | £100 | | |
| | | | Knebworth Badminton Club | £182 | 03.04.08 | £0 | £182 | | |
| | | | Hitchwood:Refurbishment of Play Equipment | £420 | 03.04.08 | £0 | £420 | | |
| | | | Kimpton: Support for Kimpton Bench Working Party | £28 | 03.04.08 | £0 | £28 | | |
| | | | | | | | | | |
| | | | | £2,090 | | £298 | £1,792 | | |
| | | | | | | | | | |
| Base Budget 08/09 | £23,510 | | Wymondley Baptist Church | £642 | 20.02.08 | £642 | £0 | | |
| Lilley Village Fete Committee reallocated back to base budget - £579 | | | Codicote Village Day Committee | £1,000 | 03.04.08 | £1,000 | £0 | | |
| | | | Codi-Fest | £1,000 | 03.04.08 | £1,000 | £0 | | |
| | | | Kimpton May Festival 2008 | £1,000 | 13.12.07 | £1,000 | £0 | | |
| | | | Great Ashby Fun Day | £500 | 13.12.07 | £500 | £0 | | |
| | | | Ickleford Parish Council - Village Information Handbook | £757 | 12.06.08 | £757 | £0 | | |
| | | | Knebworth Festival Committee | £1,000 | 12.06.08 | £1,000 | £0 | | |
| | | | | | | | | | |
| | | | | £5,899 | | £5,899 | £0 | | £17,611 |
| | | | | | | | | | |
| Member Discretionary Awards £700 per Member 08/09 | £7,000 | | Knebworth Link Up Club | £249 | 20.08.08 | £249 | £0 | | |
| | | | | | | | | | |
| | | | | £249 | | £249 | £0 | | £6,751 |
| | | | | | | | | | |
| Total | £56,835 | | | £6,148 | | £6,148 | £0 | | £50,687 |

Note: Year end need to do payment in advance accrual. £5,200 has spend against Warranty. £1,300 relates to each individual year