

Council Performance & Budget Summary

October 2017

The monthly performance summary outlines trends in information the Council uses to monitor and manage service delivery. It shows performance against relevant targets.

Appendices

- A. Planning Update
- B. Asset Maintenance Quarterly Report
- C. Community Right to Bid – Schedule of Decisions
- D. Spends on Consultants
- E. Award of CCTV Contract (Part One)
- F. Award of CCTV Contract (Part Two)

Recommendations

- 1.1 That Cabinet notes the Council Performance and Budget Summary (October 2017) and its appendices.

Harpenden Leisure & Cultural Facilities Development Update

Land for the New Car Park

Central to the progress of the Harpenden Leisure and Culture Facilities Development is the need for a new ground level car park to increase capacity by circa 100 spaces. Approximately 35% of the area identified for the new car park is within the leasehold demise of Harpenden Town Football Club (HTFC).

HTFC's current lease expires in 2029. The Council has been in discussion with HTFC on the surrender of their lease early for the land identified as a new car park.

HTFC wishes to have a new 3G pitch. This is outside the budget the Council has for the Harpenden Leisure and Cultural Facilities Development. The capital funding for the 3G pitch would need to come from a third party. The third party is expected to seek a return on its investment. The third party funder is also expected to appoint the leisure operator of the new Harpenden Leisure Centre to manage the pitch.

HTFC would have primary hirer status with protected booking times for all matches and training times on the new 3G pitch. The Council has offered to fund a new clubhouse as part of the deal.

If the Council is unable to agree with HTFC on the surrender of the land, there is a significant risk that the Harpenden Leisure and Cultural Facilities Development cannot proceed.

Commentary

The table below provides commentary for indicators giving more detailed explanation and any action the Council is taking to improve performance where appropriate.

| | Measure | Comments |
|----------|---|--|
| R | Average time to re-let dwellings (excluding temporary accommodation) (days) | There is a slight improvement in re-let times. Nevertheless, there have been delays due to utility providers installing electric and gas meters and asbestos removal in some empty properties. There have also been large external works |

| | Measure | Comments |
|---|---|---|
| | | including garden clearances and repairs to brick sheds, for example. Contractor performance is still below target levels but is improving. Contractor performance is monitored via weekly meetings to improve this situation. |
| R | Rent arrears of current tenants as a percentage of rent due | <p>As the number of Universal Credit (UC) claims slowly increases, so does the time taken for the claims to be assessed and paid. This results in an increase in arrears.</p> <p>Alternative Payment Arrangement (APA) applications are being made in all arrears cases, which if successful means rent is paid directly to the Council rather than to the claimant. Not all of these applications are successful. UC cases require intensive management and more officer time is spent establishing a claim's current status with limited information from the Department for Work and Pensions (DWP). The time taken is likely to increase from November when the full UC rollout takes place.</p> <p>Regular individual staff meetings are being held to identify issues and address them. We are working with the DWP and have a member of the Benefits team available at the Job Centre to provide advice and support to claimants. We are also looking at ways to improve information sharing with the DWP.</p> |
| A | Number of households in temporary accommodation | <p>The number of households in temporary accommodation continues to increase as more people in need are referred by the Housing Options team. The Council continues to use its own General Needs stock to accommodate homeless households in the District.</p> <p>There are currently 6 homeless households in temporary accommodation who are 'under offer' for permanent accommodation.</p> <p>Beaufort House, Grosvenor Road, St Albans, is scheduled for completion in December 2017. This will provide 34 one and two bedroom apartments for affordable rent to applicants on the Council's Housing Register.</p> |
| G | Percentage of repairs completed on time | <p>Performance has returned to target levels because the contractor's administration team is now in place and additional engineers have been recruited to cover the contract.</p> <p>Performance within the contract continues to be closely monitored in order to improve performance.</p> |
| R | Days to process Housing Benefit new claims/ & Days to process Housing Benefit change in circumstances | <p>Overall processing of benefits is below target. The team is processing customer notified change of circumstances and Real Time Information (RTI) matches from the Inland Revenue. We are receiving more RTI matches than expected, with over 300 per month. Processing these had had a negative impact on overall performance. There was also staff leave over half-term.</p> <p>Performance should improve in November due to the introduction of Universal Credit full service and the resulting decrease in new applications for Housing Benefit. There will</p> |

| | Measure | Comments |
|---|--|--|
| | | also be fewer match requests in January 2018 which should help with overall performance. |
| R | Percentage of Council's planning decisions supported at appeal (cumulative 12 month) | <p>In October 2017, three appeal decisions were received. Of these, one was dismissed, one was allowed in part and one was allowed in full. This equates to 33% of the Council's decisions being supported in the month.</p> <p>Two of the appeals related to domestic extensions. The appeal which was allowed in part granted permission for aspects of the proposal which were deemed acceptable by officers. The appeal still refused permission for the one aspect of the development that had been a concern. The ability to make a split decision is not afforded to Local Planning Authorities.</p> <p>The allowed appeal related to the provision of new residential dwellings in place of existing garages within the City Centre. The Inspector considered the high demand for existing on-street parking was not enough to prevent the conversion of garage sites to dwellings. This was because there was no legal mechanism in place to control garage retention. This reason for refusal was also deemed inconsistent with the National Planning Policy Framework. The decision will be considered in future cases in order to improve appeal performance.</p> <p>A review of processes used in planning committees, and improvements to the information provided to councillors about planning matters, will be undertaken over the next few months.</p> |
| R | Parking Penalty Charge Notices (PCNs) issued | <p>A 15% increase in deployed Civil Enforcement Officer (CEO) hours compared to September resulted in an increase in PCNs issued. The hours increased due to new CEOs starting, no staff taking annual leave and lower levels of sickness absence.</p> <p>A complete redesign of CEO beats in August 2017 has seen the identification of higher levels of driver non-compliance and a focus on changing this behaviour. In response, CEOs with mopeds are being deployed more frequently.</p> |
| G | Visits to Visitor Information Centre and www.enjoystalbans.com | <p>Visits to www.enjoystalbans.com have increased year on year from 31,370 in October 2016 to 33,815 in October 2017. This is mostly made up of increased traffic to what's on, Food and Drink Festival and Fireworks pages.</p> <p>There were 1,338 visits to the Visitor Information Centre (VIC), a decrease from 1,618 visits in the same month last year.</p> |
| A | All Crime (in month) and Anti-social behaviour incidents (in month) | <p>The District continues to see rates of reported crime higher than the equivalent month in the year before.</p> <p>Thefts continue to increase year on year, in line with the national trend. Violent crime follows the same trend and represents increases across a number of other crimes. These crime types have been highlighted in the Community Safety Partnership's Community Safety Strategy for 2017/18.</p> |

| | Measure | Comments |
|--|---------|--|
| | | Reported anti-social behaviour (ASB) has fallen month on month. Although noise incidents have increased, personal and environmental incidents have fallen since last year. |

Key

The performance information is colour coded associated to the target or trend.

For indicators with a target – Green is where a target is achieved, Amber is up to 10% worse than target and Red is worse than 10% from target. For indicators with trend analysis – Green highlights an improved performance and Red a worse performance.

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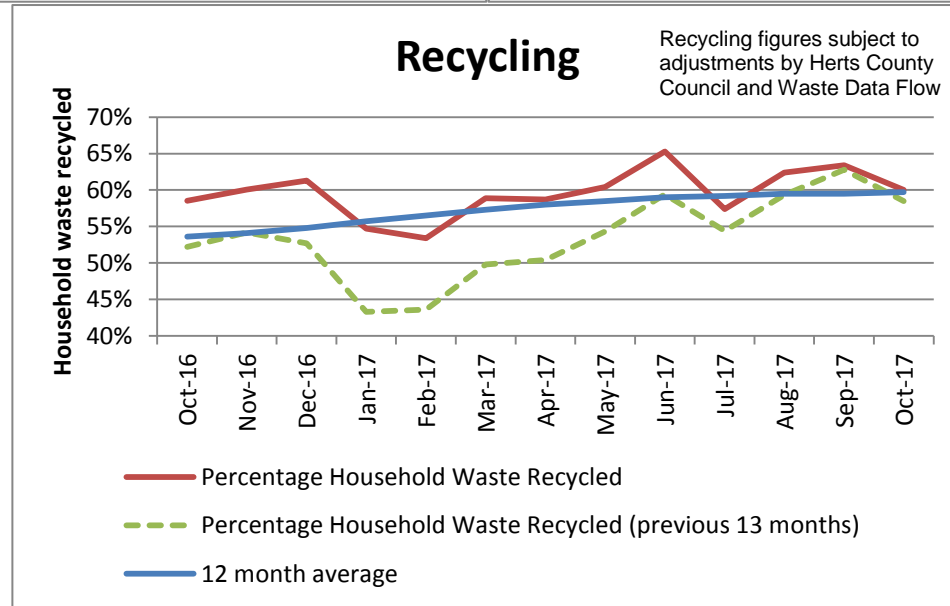
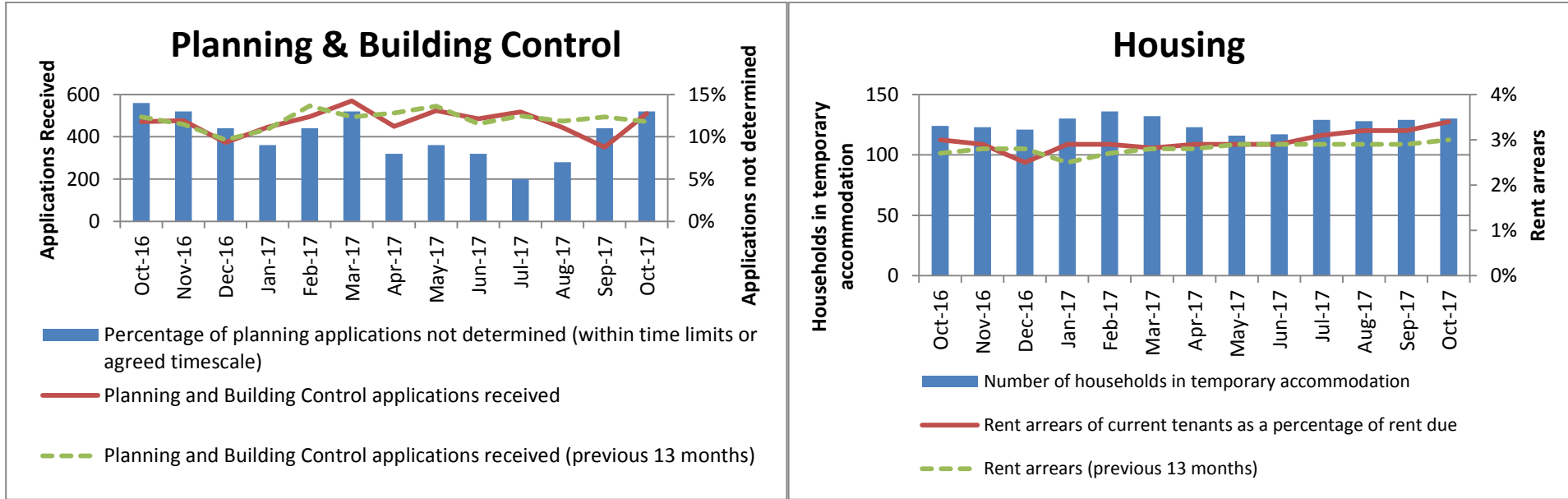
Council Performance & Budget Summary

October 2017



| | | Bigger or Smaller is Better | Oct-16 | Nov-16 | Dec-16 | Jan-17 | Feb-17 | Mar-17 | Apr-17 | May-17 | Jun-17 | Jul-17 | Aug-17 | Sep-17 | Oct-17 | TARGET | |
|-----------------------------|--|-----------------------------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------------------|------|
| Finance | Forecast budget variance at the year end (General fund for year in question) | Smaller | -2.7% | -3.0% | -2.4% | -2.9% | -2.5% | -6.0% | 0.0% | 0.0% | -2.2% | -3.6% | -3.8% | -4.4% | -3.9% | 0.0% | |
| Housing | Average time to re-let dwellings (excluding temporary accommodation) (days) | Smaller | 23 | 23 | 22 | 23 | 23 | 26 | 33 | 37 | 34 | 34 | 36 | 35 | 35 | 26 | |
| | Average time vacant for current voids (excluding temporary accommodation) (days) | Smaller | 17 | 13 | 22 | 15 | 20 | 29 | 32 | 30 | 23 | 24 | 25 | 26 | 28 | 26 | |
| | Percentage of rent loss due to voids | Smaller | 1.4% | 1.3% | 1.3% | 1.3% | 1.3% | 1.3% | 0.9% | 1.0% | 0.9% | 0.8% | 0.8% | 0.8% | 0.9% | Trend | |
| | Rent arrears of current tenants as a percentage of rent due | Smaller | 3.0% | 2.9% | 2.5% | 2.9% | 2.9% | 2.8% | 2.9% | 2.9% | 2.9% | 2.9% | 3.1% | 3.2% | 3.2% | 3.4% | 2.6% |
| | Number of households in temporary accommodation | Smaller | 124 | 123 | 121 | 130 | 136 | 132 | 123 | 116 | 117 | 129 | 128 | 129 | 130 | Trend | |
| | Average time in temporary accommodation (weeks) | Smaller | 23 | 24 | 27 | 28 | 29 | 28 | 29 | 28 | 27 | 25 | 24 | 25 | 24 | Trend | |
| | Percentage of repairs completed on time | Bigger | 90% | 94% | 91% | 96% | 97% | 96% | 100% | 99% | 98% | 99% | 97% | 92% | 100% | 98% | |
| | Total number of households in receipt of Housing Benefit and/or Council Tax support | Smaller | 7,001 | 7,012 | 6,973 | 6,974 | 6,951 | 6,920 | 6,934 | 6,896 | 6,899 | 6,861 | 6,836 | 6,831 | 6,812 | | |
| | Days to process Housing Benefit new claims | Smaller | 20.3 | 17.2 | 19.2 | 22.3 | 18.0 | 22.3 | 21.0 | 22.4 | 21.3 | 17.4 | 26.3 | 23.1 | 24.6 | 22 | |
| | Days to process Housing Benefit change in circumstances | Smaller | 7.2 | 7.2 | 7.9 | 2.6 | 2.6 | 7.2 | 7.0 | 6.8 | 7.1 | 6.0 | 7.7 | 8.6 | 10.3 | 7 | |
| Planning & Building Control | Planning and Building Control applications received (including pre-app, trees and condition discharge) | | 471 | 476 | 373 | 445 | 495 | 570 | 449 | 524 | 485 | 517 | 444 | 351 | 510 | | |
| | Percentage of Council's planning decisions supported at appeal (cumulative 12 month) | Bigger | 52% | 53% | 52% | 53% | 52% | 53% | 56% | 58% | 60% | 60% | 58% | 59% | 57% | 66% | |
| | Percentage of planning applications not determined (within time limits or agreed timescale) | Smaller | 14% | 13% | 11% | 9% | 11% | 13% | 8% | 9% | 8% | 5% | 7% | 11% | 13% | 25% | |
| | Number of planning applications at end of month that have not been determined in time | Smaller | 44 | 48 | 36 | 42 | 32 | 44 | 36 | 44 | 47 | 18 | 17 | 23 | 23 | 50 | |
| Community Services | Parking Penalty Charge Notices issued | Smaller | 1,722 | 1,893 | 1,505 | 1,413 | 1,389 | 1,494 | 1,469 | 1,513 | 1,743 | 1,575 | 1,660 | 1,610 | 1,969 | Trend | |
| | Percentage of Parking Penalty Charge Notices paid | Bigger | 86% | 84% | 102% | 85% | 87% | 92% | 85% | 90% | 82% | 87% | 90% | 91% | 81% | 70% | |
| | Fly-tipping incidents | Smaller | 159 | 137 | 116 | 129 | 87 | 139 | 99 | 87 | 140 | 125 | 105 | 97 | 80 | Year-on-year Trend | |
| | Number of missed waste collections per 100,000 | Smaller | 78 | 58 | 46 | 38 | 28 | 40 | 35 | 32 | 37 | 32 | 32 | 35 | 34 | 40 | |
| Commercial & Development | Visits to Visitor Information Centre and www.enjoystalbans.com | Bigger | 32,988 | 63,946 | 54,630 | 18,110 | 17,847 | 18,152 | 24,944 | 24,783 | 35,185 | 28,421 | 28,587 | 28,470 | 35,153 | Year-on-year Trend | |
| | Museum visits | Bigger | 15,287 | 10,238 | 6,623 | 8,662 | 12,084 | 12,625 | 14,079 | 15,326 | 16,847 | 14,378 | 16,073 | 14,714 | 14,441 | Year-on-year Trend | |
| External | Claimant count | Smaller | 745 | 715 | 715 | 710 | 740 | 785 | 790 | 810 | 805 | 820 | 810 | 825 | 810 | | |
| | New jobs | Bigger | 5,969 | 3,926 | 2,722 | 2,768 | 1,970 | 2,477 | 2,025 | 1,720 | 803 | 852 | 817 | 863 | 796 | | |
| | All crime (in month) | Smaller | 701 | 615 | 669 | 720 | 775 | 941 | 782 | 832 | 810 | 924 | 759 | 831 | 844* | Trend | |
| | Anti-social behaviour incidents (in month) | Smaller | 306 | 212 | 209 | 218 | 276 | 319 | 363 | 397 | 398 | 363 | 297 | 332 | 324* | Trend | |

* Draft figure subject to final adjustments



Council Performance & Budget Summary

Appendix A: Planning Update



Planning Performance

The table below shows the Council's performance against the Department for Communities and Local Government's (DCLG) planning performance thresholds.

Colour coding for table: Green – performance above threshold.

| Measure and type of applications | Bigger or Smaller is Better | Performance over 2 Year period (Nov – Oct 17) | Current cumulative performance in assessment period | 2018 threshold and DCLG's 2 Year assessment periods |
|---|-----------------------------|---|---|---|
| Speed of major development (% determined in time) | Bigger | 83.5% | 84.4% (October 2015 to September 2017) | 60% (October 2015 to September 2017) |
| Quality of major development (% overturned at appeal) | Smaller | 8.9% | 5.6% (April 2015 to March 2017) | 10% (April 2015 to March 2017) |
| Speed of non-major development (% determined in time) | Bigger | 83.3% | 82.6% (October 2015 to September 2017) | 70% (October 2015 to September 2017) |
| Quality of non-major development (% overturned at appeal) | Smaller | 2.4% | 2.5% (April 2015 to March 2017) | 10% (April 2015 to March 2017) |

The current cumulative performance for the quality and speed of both major and non-major development has not changed as the DCLG's date thresholds for these have been met.

The table below shows the Council's performance and trend against Government and local targets.

| Application Type | Target | % in time Oct 2017 (Bigger is Better) | Average Oct 2017 (Smaller is better) | Average Sept 2017 | Average Aug 2017 | Average July-Sept 17-18 | Average Apr-June 17-18 | Average Jan-March 16-17 |
|----------------------------|------------------------------------|---------------------------------------|--------------------------------------|-------------------|------------------|-------------------------|------------------------|-------------------------|
| 'Out of time applications' | No more than 50 (local) | - | 23 | 23 | 17 | 20 | 40 | 31 |
| Major Applications* | 13 weeks (national) 50% in time | 80% | 24.6 weeks | 16.7 weeks | 19.6 weeks | 17.6 weeks | 39.7 weeks | 17.5 weeks |
| Minor Applications | 8 weeks (national) 65% in time | 86.7% | 14.2 weeks | 10 weeks | 12 weeks | 10.7 weeks | 10.3 weeks | 10.6 weeks |
| Householder Applications | 8 weeks (national) 80% in time | 91.9% | 8 weeks | 8 weeks | 8 weeks | 8 weeks | 8.3 weeks | 8.2 weeks |

Colour coding for table: Green- performance above target.

* Large fluctuations can occur since we deal with relatively few major applications.

Applications where an 'extension of time' is agreed will have taken longer than 8/13 weeks, but are still considered 'in time'.

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Appendix A: Planning Update



Performance Measures

The Department for Communities and Local Government (DCLG) can be designated as the planning applications determination authority, should the Local Authority fail to meet its targets. A local planning authority can be designated as such only if 'the Secretary of State considers that there are respects in which the authority is not adequately performing their function of determining applications'.

Further information regarding DCLG performance targets can be viewed at the links below:

<https://www.gov.uk/government/statistical-data-sets/live-tables-on-planning-application-statistics#local-planning-authority-performance-tables>

<https://www.gov.uk/government/publications/improving-planning-performance-criteria-for-designation>

Planning Applications and Staffing

3,134 planning applications have been received since the start of the calendar year in 2017 (compared to 3,336 in 2016). A total of 310 applications were received in the month of October.

Application numbers are lower than in 2016. Although maintaining good performance continues to be a challenge with staff vacancies. Following recent interviews, a number of job offers have been made to fill vacant posts, and we are awaiting staff start dates. Three vacancies remain outstanding, including a Conservation Officer post. The Conservation Officer post is currently being covered in the interim by temporary agency staff.

Local Plan

The Planning Policy Committee (PPC) considered a number of reports relating to the way forward with the proposed new Local Plan at its meeting on 7 November. The committee is recommending to Cabinet that a Local Plan Regulation 18 public consultation should be undertaken from 9 January 2018 to 21 February 2018. This can be found on the link below:

<http://stalbans.moderngov.co.uk/ieListDocuments.aspx?CIId=459&MIId=8247&Ver=4>

'Duty to Cooperate' Discussions with Adjoining / Nearby Local Planning Authorities

Portfolio Holder Duty to Cooperate meetings were held with: Welwyn & Hatfield Borough Council on 12 October; Hertfordshire County Council on 18 October and Hertsmere Borough Council on 20 October. Draft Meeting Notes are in circulation.

St Albans attended sessions of Welwyn & Hatfield Borough Council's Local Plan Examination in Public on 24-26 October. The Inspector gave some feedback to Welwyn & Hatfield on 27 October. This can be briefly summarised as, at this stage: he considers the Duty to Cooperate has likely been met; he considers that the Plan as submitted is currently 'unsound'. It can be made 'sound' by main modifications that could be agreed during later stages of the Examination process.

London's Projected Housing Numbers – Wider South East Partners (WSE)

The Mayor of London will start a three month consultation on his draft London Plan on 29 November 2017. The Strategic Housing Market Assessment (SHMA) will show that London has a need for approximately 66,000 additional homes a year. Indications are that London will 'consume its own smoke' in terms of meeting its own housing need.

The WSE Officer Working Group was consulted by the Greater London Authority (GLA) on the SHMA and SHLAA methodology and will present the results of the SHLAA to the Officer Working Group on 8 December 2017.

Further information on the GLA, SHMA and SHLAA can be found at the links below:

<https://www.london.gov.uk/what-we-do/planning/london-plan/london-plan-full-review/full-review-evidence-base>

<https://www.london.gov.uk/about-us/organisations-we-work/policy-and-infrastructure-collaboration-across-wider-south-east>

Hertfordshire Enviro-Tech Enterprise Zone

The next Enterprise Zone (EZ) meeting is due to be held on 16 November 2017. The feedback received from The Department for Business, Energy and Industrial Strategy (BEIS) is that the MOU will be signed 'imminently'. The Maylands Transport Study is due for completion by the end of the year. It is being taken to the EZ Board on the 9 February. Procurement is underway for the Commercial Feasibility Study which will guide inward investment activity. A ceremony on the Prologis site is scheduled on 24 November 2017, the first new development within the EZ.

Oxford to Cambridge Expressway and A1 East of England Strategic Studies Stakeholder Reference Group

Department for Transport (DfT) Roads Investment Strategy - Studies

The studies seek to understand the strategic case for making improvements to the strategic roads and will inform priorities for spending in DfT England Road Investment Strategy (RIS2). RIS2 will cover road improvement for the period post 2020. There are a number of steps that need to be completed leading up to 2020, which can be summarised in 3 phases: research; decision, and mobilisation.

There are two key schemes outside the District, but in the wider region, which are subject of studies as part of the RIS2 research phase. They are: the A1 East of England which considers options for A1M J10-14; and the Oxford Cambridge (OxCamb) Expressway.

The Autumn Statement 2016 committed £27m to further develop the Oxford to Cambridge Expressway study. The money will be used to take the study through its next phase, options development.

Further work on the A1 East of England study will be conducted to fully understand the potential benefits of the proposals identified by the A1 study. Potentially, the schemes could benefit people travelling to and from the District from the North of Hertfordshire. In addition the OxCamb scheme is associated with significant

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Appendix A: Planning Update



economic growth which could have negative implications for Hertfordshire. A watching brief is required to ascertain what these future implications for Hertfordshire will be.

Hertfordshire Infrastructure and Planning Partnership (HIPP)

A workshop on Development and Infrastructure Viability was held in October. Copies of the presentations are available at:-

www.hertfordshire.gov.uk/media-library/documents/environment-andplanning/planning/herts-viability-and-funding-july-17amended.pdf

The next step will be for the consultants to produce a report with their recommendations.

Significant Planning Applications and Appeals

| New planning applications | Decision/comments |
|---|--|
| <p>Land at Three Cherry Trees Lane and Cherry Tree Lane (5/2016/2845) 600 dwellings, land for primary school, local centre uses (A1, A3, A4, A5, D1, D2), landscaping open space and play areas. Cross-boundary outline planning application falling within Dacorum Borough Council (DBC) and St Albans City and District Council administrative areas.</p> | <p>The application is in outline form. Therefore, the numbers of dwellings within the St Albans District part of the site is not specified, although it is likely to be approximately 150. The application has not been called into committee and will be considered under delegated powers. The application was considered by the Development Control Committee at DBC on 17 August 2017. DBC's officers recommended approval subject to a S106 Agreement* and referral to the Secretary of State due to an objection from Sport England. DBC's committee agreed the recommendation. Negotiations on the S106 Agreement* continue between DBC, St Albans Council, Hertfordshire County Council and the applicant.</p> |
| <p>Former Radlett Aerodrome Five applications for Reserved Matters approval have been submitted: 5/2016/2964 (Infrastructure) (Omits area at new junction on A414) 5/2016/3006 (Development site – details of buildings, etc in the terminal itself) 5/2017/0864 (Landscaping) (Omits area at new junction on A414) 5/2017/1938 (Infrastructure) (Includes area at new</p> | <p>The reserved matters applications will be reported back to the Planning Referrals Committee for decision in due course. A site visit for Members took place on 13 September. Planning Referrals Committee considered a further issues report on 2 October 2017. The Committee raised several points, which officers have discussed with the applicant. The Council</p> |

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Appendix A: Planning Update



| New planning applications | Decision/comments |
|---|--|
| <p>junction on A414) 5/2017/1995 (Landscaping) (Includes area at new junction on A414)</p> <p>Sixteen 'discharge of conditions' applications have been submitted:</p> <p>(5/2016/2880, 5/2016/2881, 5/2016/2962, 5/2016/2963, 5/2016/3003, 5/2016/3004, 5/2016/3005, 5/2016/3013, 5/2016/3187, 5/2017/0865, 5/2017/0869, 5/2017/0870, 5/2017/0871, 5/2017/1168, 5/2017/2599, 5/2017/2770)</p> | <p>received amended plans and additional information on 13 November 2017. Further public consultation commenced 15 November 2017.</p> |
| <p>Former British Gas Land, Griffiths Way, St Albans (5/2016/3386)</p> <p>Outline application for mixed use development comprising Class A1 (discount food store), Class A1 (non-food retail), D2 (gym) and Class A3/A5 (restaurant and drive-through) with associated access and ancillary works. All matters except access and scale have been reserved.</p> | <p>Outline application received on 2 December. It has not been called into Committee. A number of additional plans have been required and currently the S106 Agreement is being negotiated. A delegated decision is expected at the end of November. Referral to Secretary of State is required if officers are minded to grant.</p> |
| <p>Building Research Establishment (BRE), Bucknalls Lane, Bricket Wood (5/2017/1550)</p> <p>Demolition of existing buildings and construction of 100 dwellings with associated access from The Kestrels, landscaping, parking and infrastructure</p> | <p>This is a full application for a similar form of development to that previously granted outline planning permission at appeal. It involves a revised location and form of access. The previous proposal involved access through an existing entrance to the BRE site on Bucknalls Drive. This revised scheme involves a separate access via The Kestrels, then onto Bucknalls Drive rather than through the BRE site itself. The application was reported to Planning Referrals Committee on 30 October where it was resolved. Conditional permission was granted subject to the completion of the S106 to secure affordable housing (35%), a bus service scheme, infrastructure contributions, a water scheme and a woodland management plan</p> |

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Appendix A: Planning Update



| New planning applications | Decision/comments |
|--|---|
| <p>Units 34-37 And Land Forming Part Of London Road Service Entrance The Maltings St Albans (5/2017/1576) Raising of roof with roof plant area and rear extension to create five floors of new office space incorporating associated change of use of first floor of retail units to office and creation of new second floor; remodelling of ground floor of four retail units; alterations to materials and openings of elevations; public realm alterations to London Road entrance.</p> | <p>This application was due to be considered at Plans Central Committee on 6 November. Following consideration of the officer's committee report which recommended refusal for two reasons, impact on the conservation area and impact on neighbouring residential amenity. The application has now been withdrawn by the applicants.</p> |
| <p>Civic Centre (South) Victoria Street St Albans (5/2017/1060) Demolition of existing buildings and redevelopment of site consisting of 86 residential units, 2,101sqm commercial floorspace (flexible uses class A1-A4, B1, D1) and 2,697sqm office floorspace with associated works, access, parking and landscaping</p> | <p>This is a full application. The application was reported to Planning Referrals Committee on 30 October where it was resolved. Conditional permission was granted subject to the completion of a S106 agreement* to secure affordable housing (35%), infrastructure contributions, fire hydrant provision and a travel plan.</p> |
| <p>Land at Junction of Lower Luton Road and Common Land, Harpenden (5/2017/2733) Proposed application for the construction of new 6 FE school buildings, vehicular access/egress onto the Lower Luton Road, vehicular access onto Common Lane, two pedestrian accesses/egresses onto Common Lane, car parking, cycle storage, coach parking, playing fields, tennis courts/multi-use games area, surface water attenuation measures, hard and soft landscaping and other associated development</p> | <p>The District Council are a consultee with Hertfordshire County Council as the decision-maker on this new secondary school. This application will be reported to Planning Referrals Committee on 27 November 2017.</p> |

| Planning Appeals | Decision/comments |
|--|---|
| <p>Oaklands College (5/2013/2589) Comprehensive redevelopment to provide new and refurbished college buildings, enabling residential development of 348 dwellings, car parking, associated access and landscaping, including demolition of existing buildings</p> | <p>This appeal has been decided by the Secretary of State who granted planning permission on 01 Nov 2017.</p> |

* Section 106 (S106) financial contributions can be secured from developers in certain circumstances, through the planning process

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Appendix B: Asset Maintenance Quarterly Report

Corporate Property

| Work done during last three months | Anticipated Date | Date Completed |
|---|-------------------------|-----------------------|
| Verulamium Museum flooring (in the corridors and the colonnade) | July 2017 | October 2017 |
| Council Offices foyer and ground floor areas – Phase 3 LED lighting | July/ Aug 2017 | September 2017 |
| Victoria Playing Fields – playground renewal funding includes S106 monies as well as funding raised by the community. (City Neighbourhoods Committee) | July/ Aug 2017 | October 2017 |
| Sopwell Nunnery Ruins – continuing maintenance works (City Neighbourhoods Committee) | September 2017 | September 2017 |
| Clock Tower – repairs to clock | September 2017 | September 2017 |
| Verulamium Park Tennis Courts fencing – damaged and rotten fencing to be replaced. Ancient Monument, approval has been granted from English Heritage. (City Neighbourhoods Committee) | Sep/ Oct 2017 | November 2017 |
| Clarence Park Ramp and Steps – replacement of former wooden structure. (City Neighbourhoods Committee) | Summer 2017 | September 2017 |
| Alban Way interpretation boards | Autumn 2017 | September 2017 |

| Forthcoming Projects | Anticipated Date |
|---|---------------------------|
| Alban Way – woodland management, improved access routes and Phase 1 works to restore the Smallford Station Ticket Office. This is part of a larger project being managed by an external organisation. The whole project is expected to be completed by Autumn 2018. | Autumn 2017 – Autumn 2018 |
| Foxcroft – playground renewal – funding includes S106 monies and Veolia community grant | To start Jan 2018 |
| Clock Tower – structural repairs specification being prepared but timing of works to be agreed with Friends of the Clock Tower. | Spring/ Summer 2018 |
| Clarence Park Ramp and Steps (City Neighbourhoods Committee) – Landscaping | Spring 2018 |

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Appendix B: Asset Maintenance Quarterly Report

Total budget for 2017/18 for corporate repairs and maintenance (including City Neighbourhoods Committee, and Parish Special Expenses) is £1,007,010. Total spent and/or committed to end October 2017 is £810,000.

Housing Capital Projects

| Work planned in 2017-18 | Contractor | Target to 31.03.18 | Completed by 31.10.17 | Expenditure to 31.10.17 |
|---|---------------------------|--------------------|-----------------------|-------------------------|
| Gas boilers – new energy efficient boiler installation – District-wide: We have installed 3,350 energy efficient Grade A Boilers since 2011 in council-owned homes. That represents 72% of the 4,696 properties in our portfolio. This leaves 1,346 properties (28%) left to upgrade. The remaining properties will have boiler upgrades completed by 2020, making a significant contribution to energy efficiency in local homes. | Watret | 426 | 176 | £583,206 |
| Kitchens – replacement kitchens, District-wide | Borras Construction Ltd | 260 | 107 | £785,225 |
| Bathrooms – replacement bathrooms, District-wide | | 260 | 101 | |
| Electrical rewires – District-wide | Penmilne Electrical Ltd | 88 | 88 | £146,208 |
| Electrical testing – District-wide | | 542 | 542 | £37,220 |
| External re-decorations – District-wide | Bell Decorating Group Ltd | 268 | 181 | £132,227 |
| Window and door replacements – District-wide Since 2011, we have installed 2,341 properties (39% of the estate) with high environmental standard Grade A windows and doors. The remaining 61% (3,701) properties will be upgraded by 2021. | Anglian Windows | 205 | 170 | £500,829 |

Council Performance & Budget Summary

Appendix B: Asset Maintenance Quarterly Report

Status of Key Issues

| Property/ Asset | Issue | Progress/ Comments |
|---|---|---|
| Green Ring Cycle Route (Portfolio Holder: Beric Read) | Completion of the Green Ring is delayed. The last remaining section needs planning permission because it connects to a classified road (Sandpit Lane). Common Land consent was granted in July 2015. Following representations from residents, the Planning Application submitted in February 2017 was withdrawn. | <p>Works fronting St Saviours View are complete. Pedestrians and cyclists are actively using all (built) sections of the Green Ring. The last remaining piece of the Green Ring yet to be constructed is a short 12 linear metres section, which will connect the existing woodland path to the new Toucan Crossing on Sandpit Lane. This section requires planning consent because it is deemed a new access on to a classified road: Sandpit Lane.</p> <p>A revised planning application was submitted on 15 June and is expected to be considered by the Planning Committee on 27 November. If planning permission is granted, the construction works will take place thereafter (weather permitting).</p> |
| Proposed dual use Verulamium Park Bridge (Portfolio Holder: Beric Read) | Delay to start of project | <p>The existing structure and connecting footpath is narrow and steep. We propose to replace the bridge with one that has a more reasonable gradient and is of sufficient width to connect to the exiting shared use path.</p> <p>A consultation meeting with key stakeholders was arranged but was not well attended. Further consultation with disability groups and HCC took place in June 17.</p> |

| Property/ Asset | Issue | Progress/ Comments |
|---|-------|---|
| Proposed dual use Verulamium Park Bridge (Portfolio Holder: Beric Read) | | <p>Work on this project was originally started over a year ago, including preparing tender documents for consultancy work to procure a detailed design. Part way through the procurement process the Infrastructure Manager left the Council and there was a delay whilst we recruited his successor.</p> |
| continued | | <p>The tender process returned only one tender for <i>Detailed Design and Consent Approvals</i>. The tender was qualified and pre-award</p> |

Council Performance & Budget Summary

Appendix B: Asset Maintenance Quarterly Report

| Property/ Asset | Issue | Progress/ Comments |
|-----------------|-------|--|
| | | <p>discussions also revealed the tenderer had misunderstood the work required. As a result they had not correctly priced the Tender and would require additional payments. Consequently we did not award the Contract.</p> <p>We are re-assessing the suitability of the tender documents and have identified other potential tenders. We now anticipate sending out quotation requests in January 2018.</p> <p>This project is one of a number of projects managed by the Infrastructure Manager, including highway and infrastructure elements of the Council's priority projects. This project will be prioritised in the New Year to minimize further delay.</p> |

Council Performance & Budget Summary

Appendix C: Community Right to Bid – Schedule of Decisions



Decisions

| Asset name | Owner | Nominated by and date | Recommended Decision & Date | Reasons | PH Approved/ Date of Final Decision |
|---|----------------|---|--------------------------------------|---|-------------------------------------|
| The Old Fox Public House School Lane Bricket Wood | Mr D Heffernan | The Old Fox Regulars & Locals 24.04.17 | That the asset is Listed 13.10.17 | The property was used as a public house and is believed to meet the criteria of a community asset. When open it provided a social meeting place that furthered the interests of the community. Due to significant repairing issues it closed to the public around 18 months ago. Discussion with the owners indicates that it is their intention to open it for business as a pub, serving the community again in the near future (6-12 months). It is therefore reasonable to assume that it will meet the criteria of a community asset again in the near future. | 13.10.17 |

There are no applications awaiting decision or validation

Reviews/ Appeals

| Asset name | Owner | Date of Review/ Appeal | Decision & Date | Reasons/ Comments |
|---|----------------------|---|------------------|---|
| Bedmond Fields, Bedmond Lane, St Albans | Banner Homes Limited | 21 November 2017 at the Court of Appeal | Decision awaited | Following the Upper Tribunal's decision not to grant leave to appeal to the Court of Appeal, the asset remains listed. However the appeal to the Court of Appeal for a hearing on legal issues has been listed on 21 November 2017. |

Council Performance & Budget Summary

Appendix D: Spend on Consultants



| <u>Item</u> | <u>Actuals as at 30/09/2017</u> <u>£'000</u> | <u>Outstanding Orders and further anticipated works</u> <u>£'000</u> | <u>Total spend and commitments</u> <u>£'000</u> | <u>Funded from</u> | | |
|--|---|---|--|-----------------------------|-----------------------------|----------------------------------|
| | | | | <u>General Fund Revenue</u> | <u>General Fund Capital</u> | <u>Externally Funded and HRA</u> |
| | | | | <u>£'000</u> | <u>£'000</u> | <u>£'000</u> |
| Re-tendering of main car parking contracts | - | 24 | 24 | 24 | - | - |
| Portfolio Total - Business and Community | - | 24 | 24 | 24 | 0 | 0 |
| New Museum and Gallery Project: Interpretation & Exhibition Design, Heritage Advice, Quantity Surveyors, Principal Designer, Project Management, Contractor Design Management, Part Funded by HLF circa 34% (total project cost £7.7m) | 73 | 172 | 245 | | 245 | |
| Harpenden Leisure & Cultural Development: Project Architects, Landscape Architects, Mechanical & Electrical, Acoustic, Quantity Surveyors, Principal Designer, Planning and Structural. (Total project costs £18.8m) | 373 | 129 | 502 | | 502 | |
| MOSTA redevelopment: Quantity Surveyors, Project Management, Contractor Design Management, Principal Designer, Surveys. (Total project cost £5.6m) | -30 | 67 | 36 | | 36 | |
| CCOS South Project: Project management, Modelling of use of space requirements, cost consultants, Master Planning, Topographic Study, Design Charrette | 63 | 110 | 173 | | 108 | |
| Portfolio Total - Commercial & Development | 479 | 477 | 956 | - | 891 | - |
| Leisure Management Contract - Strategy for re-tendering | 9 | - | 9 | 9 | | |
| Portfolio Total - Sports & Culture | 9 | - | 9 | 9 | - | - |

Council Performance & Budget Summary

Appendix D: Spend on Consultants



| <u>Item</u> | <u>Actuals as at 30/09/2017</u> <u>£'000</u> | <u>Outstanding Orders and further anticipated works</u> <u>£'000</u> | <u>Total spend and commitments</u> <u>£'000</u> | <u>Funded from</u> | | |
|--|---|---|--|---|---|--|
| | | | | <u>General Fund Revenue</u> <u>£'000</u> | <u>General Fund Capital</u> <u>£'000</u> | <u>Externally Funded and HRA</u> <u>£'000</u> |
| Verulamium Park - Bridge design (HCC funded) | 4 | 20 | 24 | | | 24 |
| Portfolio Total - Environment | 4 | 20 | 24 | - | - | 24 |
| HRA Consultancy Support - CIPFA review of HRA BP | - | 4 | 4 | | | 4 |
| Portfolio Total - Housing | - | 4 | 4 | - | - | 4 |
| Banking contract re-tender | - | 2 | 2 | 2 | | |
| Service Improvement Project - Project support for Digital Transformation Programme | 4 | 40 | 44 | 44 | | |
| Portfolio Total - Resources | 4 | 42 | 46 | 46 | 0 | 0 |
| Total | 496 | 567 | 1,063 | 79 | 891 | 28 |

Council Performance & Budget Summary

Appendix D: Spend on Consultants



Comparison with previous years

| | General Fund (Revenue and Capital)/£000 | HRA and External/£000 | Total/£000's |
|--------------------------------|---|--------------------------|--------------|
| Total 2017/18 (forecast above) | 970 | 28 | 998 |
| Totals 2016/17 | 854 | 444 | 1,298 |
| Totals 2015/16 | 435 | 424 | 859 |
| Totals 2014/15 | 257 | 180 | 437 |
| Totals 2013/14 | 323 | 78 | 401 |
| Totals 2012/13 | 474 | 418 | 892 |
| Totals 2011/12 | 480 | 77 | 557 |
| Totals 2010/11 | 953 | 14 | 967 |

Notes

- We are working on many more building projects currently than in the past. Our spend on consultants is hence greater since some are complex undertakings that require additional skills and specialist expertise.
- Spend on Capital projects are part of the approved costs of the capital scheme.
- The table does not include:
 - Aitcheson Raffety's work on processing planning applications
 - Northgate infrastructure development costs
 - Legal costs associated with MoSTA and the New Museum & Gallery project
 - Legal and consultants costs associated with planning appeals and the Strategic Local Plan

Council Performance & Budget Summary

Appendix E: Award of CCTV Contract (Part One)



PUBLIC SPACE CCTV MONITORING AND MAINTENANCE – UPDATE ON RE TENDER OF CONTRACT

Background Information

The current contract, which is in partnership with Welwyn Hatfield Council, began in April 2013. Its duration was for 3 years, plus a 2 year extension, which ends in March 2018. This contract provides for the proactive monitoring and maintenance of CCTV cameras in St Albans and Welwyn Hatfield Council areas. The monitoring service is based at the Council's control room at St Albans Civic Centre.

Following a report to Cabinet in November 2016, approval was given for the Council to proceed with a joint procurement with Welwyn Hatfield Council. Scrutiny of this process has been provided by the Community Safety Scrutiny Working Group, which discussed the procurement process on 22 March and 15 November 2017.

The use of CCTV is considered to be an essential forensic service for the public safety and prevention and detection of crime and disorder. The service is also invaluable in helping to find missing persons and assisting with vulnerable people who may be experiencing problems. The CCTV operators use the cameras on a pro-active basis to 'patrol' the areas covered.

Statistics from the control room show that operators deal with an average of 13 incidents every day. In 2016/17 this included in the District: 420 cases of shoplifting/theft; 370 suspicious incidents; 395 concerns for welfare/missing people; and 367 cases of drunken/abusive behaviour. Full details can be found in the CCTV Annual Report for 2016-17 at: <http://www.stalbans.gov.uk/community-and-living/community-safety/cctv/>.

Tender process

This procurement was carried out through an open tender process, without a 'pre-qualifying' stage, under the EU OJEU process. The tender was promoted via the Hertfordshire online procurement system.

The performance specification for the new contract broadly covers the same areas as the existing contract i.e. pro-active monitoring of cameras 24/7, 365 days per year. This involves one operator at quieter times and two operators at busy (evening) times. The contract covers preventative maintenance of the network and emergency repairs. It also provides a cost basis (paid separately) for any upgrades or investment to new equipment. Finally, it covers some additional work to maintain and look after the Council building access system and security patrols of the Council building at night.

Council Performance & Budget Summary

Appendix E: Award of CCTV Contract (Part One)



Two tenders were received. The evaluation process was carried out by two officers from St Albans City and District Council and one from Welwyn Hatfield. The bid from tenderer A scored highest. **Further details about the evaluation process can be found in Part II** of this Cabinet report pack.

The cost of the new contract in 2017/18 with Tenderer A would represent a 1% increase on the current contract. Increases would be passed to Welwyn Hatfield on the same pro rata basis as the current share of costs. After this the price increases by an average of 1.4% p.a., predominantly the result of ensuring the Living Wage and pension contributions are maintained. The aim will be to increase income through the provision of additional commercial services from the control room, to offset contract costs. **Further details about the contract costs can be found in Part II.**

Next Steps

The next steps are as follows:

- Welwyn Hatfield Borough Council member scrutiny group has given its approval to proceed. WHBC cabinet decided on 7 November to enter into a Service Level Agreement (SLA) with St Albans.
- The Community Safety Working Group will discuss the outcome of the tender process at its meeting on 15 November.
- Subject to any views expressed by the Working Group, and in accordance with the Constitution, the Head of Service in conjunction with the Portfolio Holder will award the contract to the winning tenderer.
- After the notification to the tenderers there will be a standstill period of 10 days. The contract will then be awarded and the SLA signed with Welwyn Hatfield Borough Council.
- From December 17 to March 18 plans are agreed for contract management in 2018/19.
- The new contract commences on 1 April 2018 for 5 years, with a possible 2 year extension.