

Council Performance & Budget Summary

February 2019



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. ICT Service Update
- C. Asset Maintenance Report
- D. Community Right to Bid – Schedule of Decisions
- E. Working Party and Task & Finish Groups Update
- F. Housing Fire Safety Update
- G. Harpenden Leisure & Cultural Facilities Update (Part One)
- H. Ridgeview Update (Part One)
- I. Ridgeview Update (Part Two)
- J. Harpenden Leisure & Cultural Facilities Update (Part Two)
- K. Long Term Vacant Properties Update (Part Two)

Recommendations

- 1.1 That Cabinet notes the Council Performance and Budget Summary (February 2019) and its appendices.
- 1.2 Cabinet approves the use of General Fund reserves (£116,000) to part fund the national pay award for 2018-19.

Update on actions arising from previous Cabinet meetings

28 February 2019		
3.	<i>Sport and Leisure Centre Visits Indicator</i>	Officers exploring options for possible alternative performance measures, including percentage change in memberships and more further breakdowns. Changes will be fed back to the next quarterly update to April Cabinet.
3.	<i>Civic Office Development</i>	On 8 March 2019, Hertfordshire Community NHS Trust have advised that refurbishment work will now start in late May with Health and Wellbeing Centre opening in late October.
3.	<i>Total Reward Statements</i>	Scoping work on reward statements will start in September with the aim of issuing to staff in March 2020. This reward statement will be reflected in the revised Pay Policy Statement for 2020/21 to be approved by Council in February 2020.
3.	<i>Quality of Major Development (% overturned at appeal)</i>	Further information included in Appendix A: Planning Update.
3.	<i>S106 Agreements – Land at Three Cherry Trees Lane and CCOS South</i>	The Solicitor to the Council has provided further information to the Portfolio Holder for Commercial and Development. Further

		updated information included in Appendix A: Planning Update.
3.	<i>Ellenbrook Park Outline application Consultation</i>	Further information included in Appendix A: Planning Update.
3.	<i>Leisure Contract Secondary Property Transactions</i>	An update on progress to complete the sub-leases and to quantify costs incurred to date will be provided at the meeting.
3.	<i>RTPI Conference – ‘Heritage and the Changing High Street</i>	RTPI have confirmed that members of the public may attend as CPD events are for RTPI Members and Non-members – the fee for non-members to attend is £110 + VAT

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
A	Forecast budget variance at the year end (General fund for year in question)	<p>Forecast Budget variance currently stands at an overspend of 1.0% (£181k).</p> <p>The national pay award for 2018/19 was confirmed at 2% and is payable from 1st April 2018. The 2018/19 General Fund budget was set in December 2017. Budget provision of 1.5% was set aside for the national pay award and for the indexation of the major contracts. At that time 1.5% was the estimated level of Consumer Price Index (CPI) for 2018/19. The total cost of the pay award is estimated at £247,000. After funding the indexation of major contracts the remaining budget available to fund the award is £131,000, leaving a shortfall of £116,000. It is proposed to fund the shortfall from General Fund reserves. As of 1 April 2018 the General Fund reserves were £4.561m and will be reduced to £4.431m once the pay award is funded.</p> <p>Taking this funding into consideration the adjusted budget variance stands at £66,000 overspent, which is 0.4% of the budget.</p>
R	Average time to re-let dwellings (excluding temporary accommodation) (days)	<p>We are still dealing with a large number of voids (empty properties) which have arisen over the winter months and as a result of tenants transferring to the new developments.</p> <p>We have started giving voids to our new contractors so they can test their systems. They will be taking over a greater part of the overall management of vacant properties as ‘key to key’ time will be one of their main indicators.</p>
R	Rent arrears of current tenants as a percentage of rent due	<p>Rent arrears have increased by 0.1% or £15,350. Total rent arrears figure is £888,130. The number of tenants receiving Universal Credit continues to increase, and delays in payment continue to impact on the arrears.</p> <p>Around £169,800 of this is due to Universal Credit (UC), based on the estimated number of tenants claiming. If this was paid, outstanding arrears would be 2.8%.</p> <p>Rent data has now been made available on the MyStAlbans portal. This should free up some officer time as tenants have more information provided to them, to help their household budgeting.</p>

	Measure	Comments
A	Number of households in temporary accommodation	<p>The number of households in temporary accommodation has fallen slightly this month because more permanent housing has been offered. Several residents have moved out of temporary accommodation into the new Council developments in Sandridge. The overall number remains high for reasons including:</p> <ul style="list-style-type: none"> • The impact of the Homelessness Reduction Act. There has been an increase in approaches to the Council, and the Act allows households to stay longer in temporary accommodation. • 8 units of temporary accommodation out of use due to flooding. Works are due to commence in mid to late March 2019 and will take approximately 8 – 10 weeks.
R	Average time in temporary accommodation (weeks)	There are 24 properties currently under offer to households in temporary accommodation (14 Council properties and 10 Housing Association properties). When these properties become available, the households will be able to vacate their current temporary accommodation.
A	Percentage of repairs completed on time	<p>There has been little change to the percentage of repairs completed on time.</p> <p>We are in the process of demobilising our contract repairs contractor and mobilising with the new contractor. This has taken a significant amount of officer time. The contractor has reported an increase in staff sickness absence and a number of leavers.</p> <p>Some of the jobs not listed as completed have been completed in practice but have not been closed on the Orchard repairs management system.</p>
R	Percentage of Council's planning decisions supported at appeal (cumulative 12 month)	<p>In February, eight appeal decisions were received. Six of these appeals were dismissed. These include three decisions related to infill housing outside of the Green Belt, and one decision for infill housing within the Green Belt. One application for a detached annexe was also dismissed together with a scheme for major development to provide 11 apartments within the Harpenden Conservation Area.</p> <p>The first allowed appeal was against non-determination following deferrals by Members of the Plans South Committee who sought further information regarding the interpretation of Green Belt policy. The second was an appeal against a refusal which was agreed by Members of the Plans South Committee who overturned a recommendation that planning permission be granted by officers. Costs applications made in respect of both of these appeals were refused.</p>

Key

The performance information colour coding relates to the measure's 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.

Contact: Harry Graham, Programme Office Lead (harry.graham@stalbans.gov.uk)

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		Bigger or Smaller is Better	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	TARGET	
Finance	Forecast budget variance at the year end (General fund for year in question)	Smaller	-3.3%	-7.0%	0.0%	*	1.2%	0.3%	0.2%	0.0%	-0.6%	0.5%	0.7%	1.2%	1.0%	0.0%	
Housing	Average time to re-let dwellings (excluding temporary accommodation) (days)	Smaller	33	33	34	27	25	28	30	51	41	40	34	39	39	26	
	Rent arrears of current tenants as a percentage of rent due	Smaller	3.1%	3.1%	3.5%	3.4%	3.4%	3.7%	3.7%	4.0%	4.0%	4.1%	3.2%	3.4%	3.5%	3.1%**	
	Number of households in temporary accommodation	Smaller	117	117	118	118	123	119	126	145	149	149	145	139	131	Trend	
	Average time in temporary accommodation (weeks)	Smaller	26	26	25	27	26	26	26	26	25	27	28	31	31	31	Trend
	Percentage of repairs completed on time	Bigger	99%	100%	95%	88%	86%	93%	87%	94%	93%	98%	81%	94%	94%	98%	
	Total number of households in receipt of Housing Benefit and/or Council Tax support	Smaller	6,642	6,640	6,640	6,654	6,645	6,664	6,679	6,689	6,632	6,614	6,576	6,598	6,550		
	Days to process Housing Benefit new claims (12 month average)	Smaller	22.0	21.6	20.7	20.1	19.5	19.0	17.8	17.1	16.2	15.5	14.4	14.0	13.9	22	
	Days to process Housing Benefit change in circumstances (12 month average)	Smaller	7.1	7.0	6.9	7.0	6.7	6.8	6.8	6.8	6.7	6.6	6.7	6.5	6.4	7	
Planning & Building Control	Planning and Building Control applications received (including pre-app, trees and condition discharge)		430	511	482	406	480	493	414	371	496	438	332	400	484		
	Percentage of Council's planning decisions supported at appeal (cumulative 12 month)	Bigger	65%	67%	66%	61%	61%	57%	55%	59%	60%	61%	60%	60%	58%	66%	
	Percentage of planning applications not determined (within time limits or agreed timescale)	Smaller	11%	5%	5%	7%	12%	13%	16%	13%	15%	11%	12%	10%	13%	25%	
	Number of planning applications that have not been determined in time (at end of month)	Smaller	21	14	22	21	30	36	29	37	40	48	43	28	41	40	
Community Services	Parking Penalty Charge Notices issued	Smaller	1,448	1,464	1,442	1,865	1,613	1,633	1,536	1,539	1,569	1,724	1,134	1,058	1,082	Trend	
	Percentage of Parking Penalty Charge Notices paid	Bigger	90%	88%	82%	82%	85%	86%	93%	84%	90%	83%	97%	90%	92%	80%	
	Fly-tipping incidents	Smaller	90	100	103	124	74	111	68	100	90	79	58	62	48†	Year-on-year Trend	
	Number of missed waste collections per 100,000	Smaller	29	35	33	30	33	34	36	25	30	28	30	31	32†	32***	
External	Claimant count	Smaller	945	1,000	1,110	1,085	1,120	1,105	1,130	1,180	1,225	1,195	1,125	1,150	1,240^	****	

* Data not available

** Target changed from 2.6% to 3.1% from April 2018.

*** Target changed from 40 to 32 from April 2018.

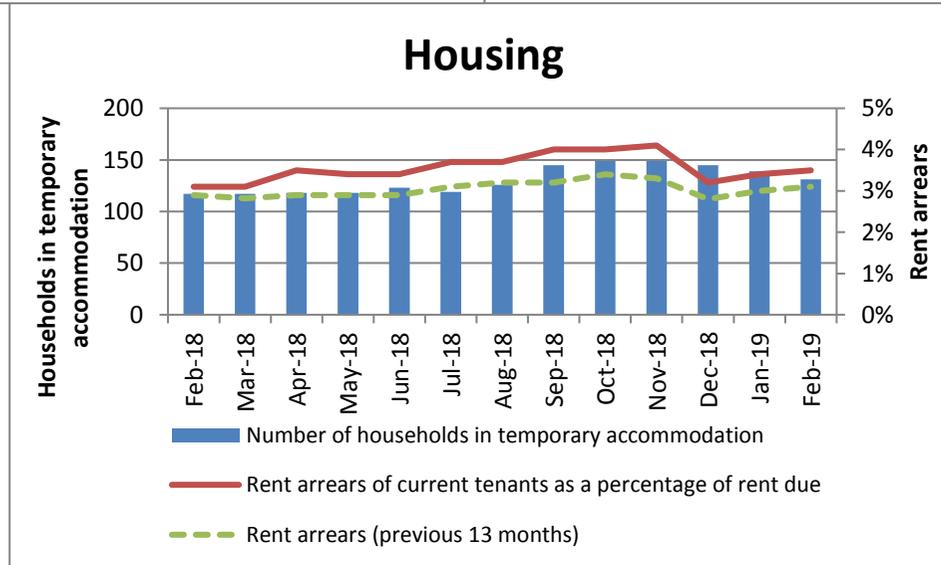
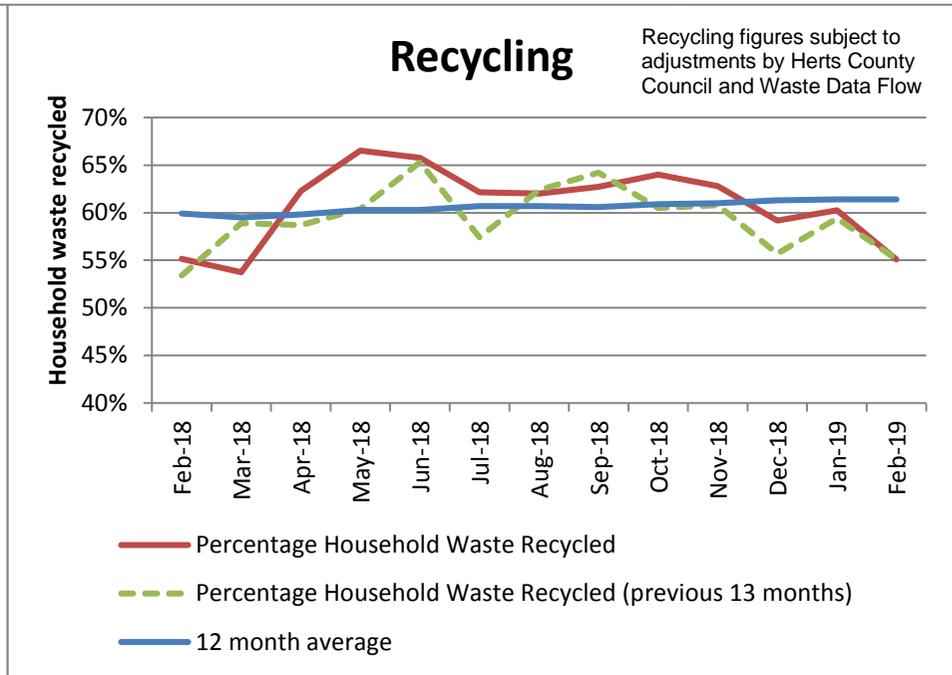
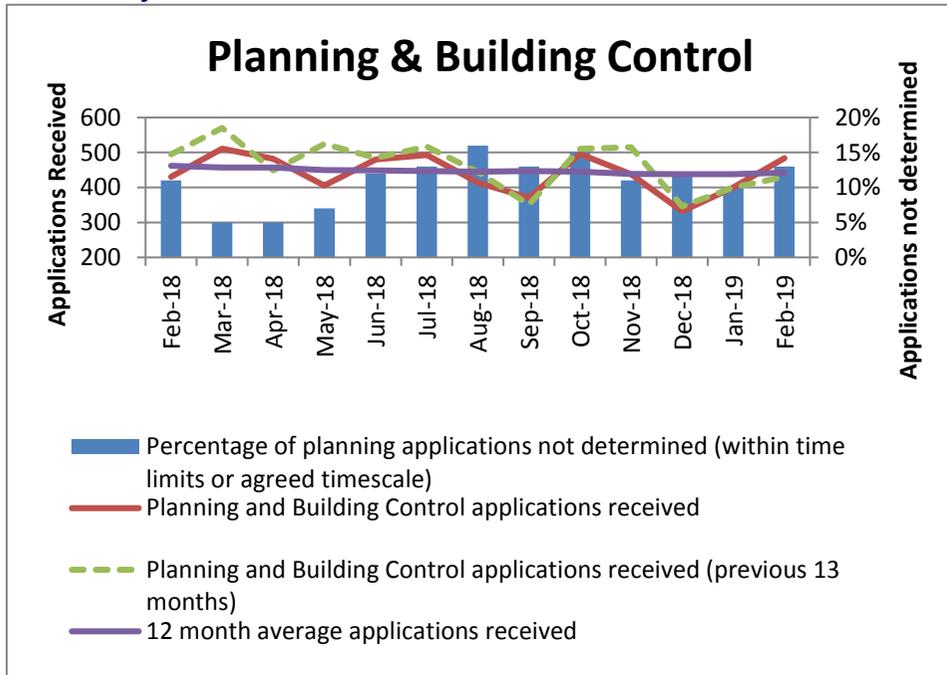
****ONS Experimental Indicator – may not accurately reflect labour market.

† Data subject to adjustment

^ Data subject to ONS revisions.

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Planning Performance

The table below shows the Council's performance against the Ministry of Housing, Communities and Local Government (MHCLG) planning performance thresholds.

Colour coding for table: Green – performance above threshold.

Measure and type of applications	Bigger or Smaller is Better	MHCLG's thresholds and 2 Year assessment period	Current 2019 cumulative performance in assessment period	2018 Performance against 2 Year Assessment period	
Speed of major development (% determined in time)	Bigger	60% (Oct 2017 to Sept 2019)	93.1% (Oct 2017 to Sept 2019)	93.3% (Oct 2016 to Sept 2018)	
Quality of major development (% overturned at appeal)	Smaller	10% (Apr 2017 to Mar 2019)	9% (Apr 2017 to Mar 2019)	7% (Apr 2016 to Mar 2018)	
Speed of non-major development (% determined in time)	Bigger	70% (Oct 2017 to Sept 2019)	91.9% (Oct 2017 to Sept 2019)	92.4% (Oct 2016 to Sept 2018)	
Quality of non-major development (% overturned at appeal)	Smaller	10% (Apr 2017 to Mar 2019)	1.5% (Apr 2017 to Mar 2019)	12% (Apr 2016 to Mar 2018)	

MHCLG announced the special measures programme will continue up to 2020. The table has been adjusted to reflect the updated 2 Year assessment periods.

% of decisions overturned at appeal – appeal decisions are scrutinised by officers to inform future decision making.

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

Colour coding for table: Green- performance above target.

Application Type	Target	% in time Feb 2019 (Bigger is Better)	Average Feb 2019 (Smaller is better)	Average Jan 2019 (Smaller is better)	Average Dec 2018	Average Oct – Dec 18-19	Average July – Sept 18-19	Average Apr - June 18-19
'Out of time applications'	No more than 40 (local)	-	38	40	43	41	34	22
Major Applications*	13 weeks (national) 60% in time	100%	26.1 weeks	17.2 weeks	31.5 weeks	24.1 weeks	28.5 weeks	38.1 weeks
Minor Applications	8 weeks (national) 65% in time	76%	13.8 weeks	14.3 weeks	10.6 weeks	11 weeks	10.8 weeks	10.3 weeks
Householder Applications	8 weeks (national) 80% in time	94.2%	11.6 weeks	8.8 weeks	8.7 weeks	8.5 weeks	8.7 weeks	8.2 weeks

* 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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Hertfordshire Growth Board

Initial meetings have been held to set up a Hertfordshire-wide Growth Board. The joint planning work emerging from the two groups of Hertfordshire Local Planning Authorities needs to be 'stitched together' effectively and a single set of infrastructure priorities agreed across the County. The Board will act as a senior political forum for addressing these complex and pressing strategic planning issues across Hertfordshire. Other parts of the country have established strategic level council-led boards. These bring together spatial, economic and infrastructure planning, agree infrastructure priorities and funding mechanisms, and act as a united voice to Government and other partners. The terms of reference can be found at:-

<http://stalbans.moderngov.co.uk/documents/s50039017/Hertfordshire%20Growth%20Board.pdf>

South West Herts Leaders Collaboration Group (SWHLCG)

'3Fox' has been engaged by the SWHLCG to prepare a short communications leaflet for the public as part of. The leaflet will articulate the shared development vision for SW Herts.

A number of work streams across SW Herts are part of the agreed work programme, each headed by a Leader and Chief Executive. These will focus on:

- 'Leadership and Governance'
- 'Development'
- Connectivity
- Well Being
- Public Services

The terms of reference can be found at:-

<http://stalbans.moderngov.co.uk/documents/s50039016/South%20West%20Herts%20Leaders%20Collaboration%20Group.pdf>

South West Herts Joint Strategic Plan (JSP)

The South West Herts Group are considering tender documents for the Strategic Growth Locations Study across the area. The objectives and strategy for this study are due to be reviewed by Planning portfolio holders from each district plus the Herts County Council. It will then will be recommended to the Leaders group for agreement. An application is due to be submitted to the MHCLG for additional funding to support progressing the JSP.

A Statement of Common Ground is being signed by the Heads of Planning. A copy of this can be found at:-

<http://stalbans.moderngov.co.uk/documents/s50039010/SWHG%20Statement%20of%20Common%20Ground.pdf>

Local Plan

A number of consultation responses were reported to the Planning Policy Committee in January. The full response to the September/October 2018 consultation will be reported to the Committee in March 2019. The current timetable shows submission of the draft Local Plan to the Secretary of State for examination at the end of March 2019. A report on the Local Plan is included elsewhere in the papers for this Cabinet meeting.

Major Applications Quality Performance

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The government sets performance targets for planning applications based on speed and quality for two groups of planning applications – majors (includes schemes of 10 homes plus and sites of over 1 hectare) and non-majors (others)

The criteria for assessment has been used to calculate the figures set out above under Planning Performance. This criteria is regularly reviewed and it has recently been announced that the criteria is set to continue until 2020. For the first quarter of 2019, MHCLG is using data taken from the two-year timeframe between April 2016 and March 2018. This confirms that the Council had 6% of major decision overturned at appeal.

Under the special measures programme, developers can bypass authorities designated as under-performing by submitting their applications for major development directly to the Planning Inspectorate.

The figures in the table above are for the period April 2017-March 2019.

The 9% of major decisions being allowed at appeal as set out above under Planning Performance is outlined more fully in the following two tables:

Total Major Decisions	Major Decisions Overturned At Appeal	Quality of Decisions (% overturned at appeal)
78	7	9%

The appeals allowed during the time period April 2017-March 2019 are as follows:

Application Reference Number	Site Address	Proposal
5/2013/2589	Oaklands College, Smallford Campus, Hatfield Road, St Albans	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
5/2015/3344	Maryland Convent and Residential Home, 29 Townsend Drive, St Albans	Demolition of existing buildings and construction of four blocks consisting of 26, three bedroom, 16, two bedroom and 6, one bedroom dwellings and flats with associated landscaping
5/2016/2888	Maryland Convent and Residential Home, 29 Townsend Drive, St Albans	Demolition of existing buildings and construction of four blocks consisting of 45 retirement units with associated parking and landscaping

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5/2016/0331	221 and 221A, B and C Hatfield Road, St Albans	Demolition of existing buildings and erection of three buildings comprising one block with ground floor retail unit and upper floors comprising one, one bedroom and seven, two bedroom flats, one block with three, two bedroom flats and three, two bedroom terraced houses, associated parking and landscaping
5/2017/1507	Abbott House, Everard Close, St Albans	Construction of five storey building comprising of three, one bedroom, eighteen, two bedroom and four, three bedroom flats with associated parking and landscaping
5/2017/1149	Car Park, Grosvenor Road, St Albans	Seventy four apartment with associated access, parking, amenity space and landscaping
5/2017/2114	1 Sandridge Road, St Albans	Forty five bedroom care home with associated landscaping following demolition of existing

Building Control – Hackett Review

As part of the government's response to the Grenfell Tower Fire and the subsequent Hackett review, the Secretary of State has banned combustible materials in cladding used on buildings over 18m in height. This change to Regulation 7 (materials and workmanship) of the Building Regulations came into force on 21 December 2018. The ban applies to all new high rise residential buildings, hospitals, registered care homes and student accommodation above 18m. Local councils have been given additional guidance on carrying out emergency work to remove and replace unsafe aluminium composite material (ACM) cladding. Owners of private residential blocks needing remediation now have clarity on the use of non-combustible systems. There are no flatted blocks within the District with combustible cladding above 18m in height.

Draft Water Resources Management Plan

Affinity Water has published its revised draft Water Resources Management Plan (dWRMP). The consultation period ends on 26 April 2019. Further information can be found at: <https://stakeholder.affinitywater.co.uk/have-your-say.aspx>.

London Luton Airport – Proposed Expansion

London Luton Airport Limited (LLAL) has released its preferred option for the long-term sustainable growth of the airport. It is targeting expansion to a capacity of 32 million passengers a year. The proposed expansion is of a scale that would require an

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application to the government for a Development Consent Order. The proposal is aimed at moving towards making best use of the existing single runway. It would need to be in line with government policy and contribute to the projected shortfall in national aviation capacity. Further information can be found at: <https://futureluton.llal.org.uk/>

Green Triangle

The Green Triangle Board met on 7th March 2019. The Board considered further events following the Clean Growth Conference on 7th February 2019.

Enviro-Tech Enterprise Zone

The launch of the Enterprise Zone took place at Rothamsted on 15th March 2019. Further information can be found at: www.herts-iq.co.uk

Significant Planning Applications

Planning Decisions (Note 1*)	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 (SADC) administrative areas. (Approx. 150 dwellings in the District) <i>Delegated</i></p>	<p>DBC's committee has resolved to grant permission subject to a S106 Agreement*. A draft S106 Agreement has been agreed to secure matters. These include: affordable housing; education provision; Hertfordshire County Council (HCC) services; sustainable transport, highway works and travel plan; and healthcare provision. Currently the agreed legal agreement is awaiting sign off. The final sign off from St Albans Planning Department is required in respect of the S106 and the wording of conditions. The case officer at St Albans sought clarification from the applicants regarding the wording of conditions on 19 February 2019. A response was received from the applicants on 20 February 2019. Officers are not however satisfied with the response and a view from Legal Officers was sought on 27 February 2019 and a response is outstanding on this matter.</p>
<p>Former Radlett Aerodrome Sixteen 'discharge of conditions' applications have been submitted <i>Delegated</i></p>	<p>Eleven of the submitted discharge of conditions applications have been approved (5/2016/2962, 5/2016/2963, 5/2016/3004, 5/2017/2599, 5/2017/1168, 5/2016/2881, 5/2016/3187, 5/2016/3003, 5/2016/3005, 5/2017/0871 and 5/2017/0865). Three have been withdrawn by the applicant/agent (5/2017/2770, 5/2017/0870, 5/2016/2880). (Applications 5/2016/3003, 5/2016/3005 and 5/2017/0865 were discharged on 28 September).</p> <p>5/2016/3018 and 5/2018/0869 are pending further discussions between the applicant and the Environment Agency to resolve issues</p>

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Planning Decisions (Note 1*)	Decision/comments
	<p>relating to land contamination. Further discussions took place on 13/02/2019. Further information is now expected from the developer to respond to the Environment Agency. An extension of time for the determination of the applications has been agreed to 31 March 2019.</p> <p>Since the previous Cabinet Meeting, officers have agreed with the applicant that a non-material amendment application can be submitted to enable the partial discharge of condition 24.1 by area. This further application is expected in due course.</p>
<p>Pan Autos Site, 22-24 Grove Road, Harpenden, AL5 1PX (5/2018/2000) Outline application (access, layout and scale sought) for demolition of existing and construction of three blocks creating 39 dwellings with associated underground and surface level parking, amenity space and associated works <i>Planning Referrals Committee</i></p>	<p>Planning Referrals resolved to grant outline planning permission subject to conditions and the completion of a legal agreement on 21/01/2019. This scheme includes 15% Affordable Housing Provision. We are currently awaiting title information from the developer's solicitors which was first requested on 06/02/2019 and chased on 04/03/2019.</p>
<p>Land to Rear of Burston Garden Centre, North Orbital Road, Chiswell Green, St Albans (5/2018/1324) Demolition of all existing horticultural structures and redevelopment of the site to provide a new retirement community comprising a 64 bedroom care home, 125 assisted living bungalows and apartments, a community clubhouse together with associated access and alterations to pedestrian/bridleway, landscaping, amenity space and car parking</p>	<p>This application is due to be considered by Members of the Referrals Planning Committee on 18 March 2019 with a recommendation for refusal relating to the Metropolitan Green Belt and the impact on a Listed Building.</p>
<p>Beaumont School, Oakwood Drive, St Albans (5/2018/2080) Residential development to provide 62 no. residential dwellings (Use Class C3) comprising 51 houses (2-2.5 storeys) and one building containing 11 apartments, associated car parking, cycle parking, open space and pedestrian/cycle infrastructure, formation of pedestrian and cycle links and other associated works and improvements</p>	<p>This proposed scheme would amend the layout approved under reserved matters application 5/2015/0797. Together with the dwellings which have been constructed on site to date, the proposed development would increase the density of the site to provide 91 dwellings. This application was considered by the Planning Referrals Committee on 18/02/2019. Councillors resolved that conditional planning permission be granted following the completion of a legal agreement which will secure infrastructure</p>

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Planning Decisions (Note 1*)	Decision/comments
	<p>contributions and affordable housing provision. There is a requirement for this legal agreement to be completed within 3 months of the resolution date. Legal instructions were sent from Planning on 04 March 2019.</p>
<p>Civic Centre Opportunity Site (South) Victoria Street, St Albans (5/2018/1925) Variation of Condition 3 (samples of materials), 4 (sample panels), 5 (new windows and doors), 7 (hard and soft landscaping), 13 (landscape management plan), 21 (drainage scheme), 26 (highways management plan), 28 (travel plan implementation), 29 (levels), 30 (basement access) and 45 (residential soundproofing) of planning permission 5/2017/1060 dated 30/04/2018 for 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>The Planning Referrals Committee of 12/11/2018, resolved to grant conditional planning permission. This was subject to the completion of a deed of variation within 3 months to secure the following heads of terms (approved under planning permission reference 5/2017/1060):</p> <ul style="list-style-type: none"> • Affordable housing – 30 units in accordance with the agreed Housing Mix; • Nursery Education: £8,800; • Primary Education: £54,127; • Secondary Education: £47,157; • Early Years: £3,302; • Library Services: £10,441; • Youth Service: £974; • Play Areas: £8,627; • Parks and Open Spaces: £28,152; • Leisure and Cultural Centres: £44,535; • Travel Plan • Travel Plan Monitoring & Support: £6000 • Sustainable Transport: £38,375 • Herts CCG: £183,901.56 • Fire Hydrants Clause <p>The Section 106 has now been completed. However, as the resolution has expired, the application has to be reconsidered by the Referrals Planning Committee. The application is therefore on the agenda for the meeting which is due to take place on 18 March 2019.</p>
<p>Station House 2-6 Station Approach, 9-10 & 11-12 Harding Parade Harpenden Hertfordshire (5/2018/1307) Partial demolition and conversion of retail unit, front, side, rear and roof extensions with dormer windows and parapet walls to create an additional eight, one bed and two, two bed apartments, alterations to openings, recladding and associated landscaping works</p>	<p>This application was withdrawn on 27 February 2019 by the applicants.</p>
<p>Unit 3 St Albans Retail Park Griffiths Way St Albans (5/2018/3349) Change of use from Class A1 (retail) to Class</p>	<p>Consultation period ends on 15 March 2019. Application under consideration.</p>

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Planning Decisions (Note 1*)	Decision/comments
D2 (gymnasium), insertion of mezzanine floor and external alterations to front entrance	
Smallford Nurseries Hatfield Road St Albans (5/2018/0040) Construction of replacement glass houses incorporating nursery produce shop, two surface water storage tanks, below ground attenuation tank, hot water storage tank and associated car parking, landscaping and site works (part retrospective)	Consultation period ends on 27 April 2019. Application under consideration.
Radio Casa 54, 64a Oaklands Lane Smallford St Albans (5/2018/2806) Erection of 28 new dwellings, new access and provision of open green space at Radio Casa 54, 64a Oaklands Lane Smallford Hertfordshire St Albans	Application under consideration. During the consultation period on this application, a response was received from the Environment Agency (EA). Whilst the EA did not raise any objections, they nevertheless raised significant concerns as to the proximity of the site to a permitted landfill operation. Planning Officers are currently seeking the further advice from the Council's Legal and Environmental Compliance departments as to how to proceed following the EA's consultation response.
Copsewood and A405 Junction North Orbital Road Chiswell Green St Albans Hertfordshire (5/2018/2666) Variation of Conditions 4 (finished appearance) and 25 (approved plans) to allow changes to the roof, floor plans and facade of planning permission 5/2015/0722 dated 22/08/2016 for Hotel with 150 bedrooms, conference and function centre, associated car parking, realignment of roundabout and retention of bungalow (amendments to 5/2012/2055 dated 27/09/2013 and 5/2013/3450 dated 21/03/2014)	Application under consideration. The application constitutes Schedule 2 development under the Environmental Impact Assessment Regulations 2017 (as amended). When drafting the requisite screening opinion, Officers discovered a discrepancy in the submitted documentation as to the number of bedrooms proposed. Officers are seeking to rectify this discrepancy as soon as possible, although further public consultation on the matter may be needed. A delegated decision on this application is expected in April 2019.
York House, Guildford Road, St Albans (5/2019/0288) Demolition of existing building and construction of four storey block comprising one commercial unit at ground floor level and ten, one bedroom flats at first, second and third floor levels, associated landscaping, parking and new crossovers	Consultation period ends on 20 March 2019. Application under consideration.

Council Performance & Budget Summary

Appendix A: Planning Update

Planning Consultations (Note 2*)	Decision/comments
<p>Former Hatfield Aerodrome / Ellenbrook Country Park (HCC Ref: 5/0394-16)</p> <p>Application for the establishment of a new quarry on land at the former Hatfield Aerodrome, including a new access onto the A1057, aggregate processing plant, concrete batching plant and other ancillary facilities, together with the importation of inert fill materials for the restoration of the minerals working at land at Hatfield Aerodrome, off Hatfield Road.</p>	<p>Hertfordshire County Council (HCC) granted planning permission on 25 January 2017 for mineral works, subject to conditions and signing of a S106 agreement. There are ongoing discussions between St Albans City and District Council (SADC), Welwyn Hatfield Borough Council (WHBC), HCC and the landowner, Arlington.</p> <p>There is a proposal to establish a 'Shadow' Trust which, in the longer term, will manage and maintain the Country Park.</p> <p>Progress on the S106* agreement is dependent on the Welwyn & Hatfield Local Plan and the outcome of planning application 6/2018/2768/OUTLINE.</p> <p>This site may take some time to resolve. No action required by SADC at this stage. Next steps rest with WHBC to consider planning application and progress their Local Plan.</p>
<p>Ellenbrook Park Hatfield Road Smallford St Albans Hertfordshire (WHBC Ref: 6/2018/2768/OUTLINE)</p>	<p>The District Council has been consulted on an outline application for a large-scale mixed use development. This includes 1,100 new homes and supporting infrastructure including a primary school, local centre and open space with all matters reserved. The application is pending consideration by Welwyn Hatfield Council officers.</p> <p>The Planning Referrals Committee, at its meeting 18 February 2019, resolved to recommend that an objection is raised to the consultation. The consultation response report can be found at:</p> <p>http://stalbans.moderngov.co.uk/documents/s50038758/5.2018.3112%20Hatfield%20Business%20Park%20Hatfield%20Road%20Smallford%20St%20Albans%20-%20report.pdf</p>
<p>Heathrow Airspace and Future Operations Consultation</p> <p>External Link: https://www.heathrowconsultation.com</p>	<p>The Council has responded to the Heathrow Airspace and Future Operations consultation. The consultation period ended 4 March 2019. The Council's response can be found at:</p> <p>http://stalbans.moderngov.co.uk/documents/s50039026/SACDC%20Response%20to%20Heathrow%20Airspace%20and%20Future%20Operations%20Consultation%20January%202019.pdf</p>
<p>Department for Transport - Aviation 2050 — the future of UK aviation consultation</p>	<p>The Council will be responding to this consultation. The consultation period ends 11 April 2019.</p>

Council Performance & Budget Summary

Appendix A: Planning Update



External link: https://www.gov.uk/government/consultations/aviation-2050-the-future-of-uk-aviation	
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* Section 106 (S106) financial contributions can be secured from developers in certain circumstances, through the planning process. As good practice, SADC seeks to complete obligations within 3 months.

**Section 52 agreements based on Town and Country Planning Act 1971 are agreements regulating development or use of land.

The Decision/Comments highlighted in bold describes new information from the previous Cabinet Appendix.

Notes:

- (1) Where St Albans City and District Council is the determining authority.
- (2) Where St Albans City and District Council is a consultee.

Service Availability

External availability

The availability of the on-line planning portal has stabilised following action taken by the ICT team. The expected upgrade to the service has not been implemented and remains in test due to several issues with the software. The provider, Civica, is working closely with the Council to rectify the situation.

On Saturday 23 February, there was a 2-hour outage between 6:30am and 8:30 am. This was due to a power outage in the St Albans area. The on-line planning portal and Citizen's access were also out of commission due to this outage. Uninterrupted Power Supply support ensured the computers stayed up, but the internet cabinet was interrupted.

Internal availability

Following an upgrade to Civica, there have been a number of instability issues with the planning document management system. Civica is recommending that we undertake a further upgrade to resolve these issues. The next version of the software has been loaded into the test system and user acceptance testing has started.

Cyber Security update

The revised ICT Security policy will be issued during March to all staff. The ICT team successfully bid for LGA funding to perform an ISO27001/Cyber Essentials gap analysis across the Council. This test will be undertaken after the end of the financial year, most likely in April.

The ICT team will conduct our annual network penetration test during March using an external expert company.

ICT & Business Support Project Update

The Windows10 project, which will replace 250 older devices, has started. The expected Windows10 deployment exercise (end of January) was postponed due to a delay in delivering the equipment by our supplier, Dell. Currently the delivery date for the equipment is 13 March. The first deployment cycle is now planned for 23 March for an initial 90 pieces of equipment.

300 monitors were replaced over the weekend of 23 February. The new larger and higher resolution monitors have been well received by staff. A further deployment of screens into the Museum will take place during March.

The move of staff mailboxes to Office365 is underway, with 25% completed. The movement of the mailboxes to Office365 will allow staff to have bigger mailboxes and will take capacity pressure off the existing Storage Area Network (SAN). This will allow us to start the Server 2008 replacement project which is to be completed by the end of 2019.

Government secure e-mail service (GSCX) retirement is 95% complete. E-mail spam security will be moved into the cloud during week commencing 4 March. This will give greater capacity to our e-mail and web control service. Although the government has pushed back the GCSX retirement by 12 months, we will continue to work towards a retirement date of 31 March 2019.

During February the new Citizen Access application (that allows residents to manage their Council Tax) was launched successfully. This has a new look and feel to it and is significantly easier to use.

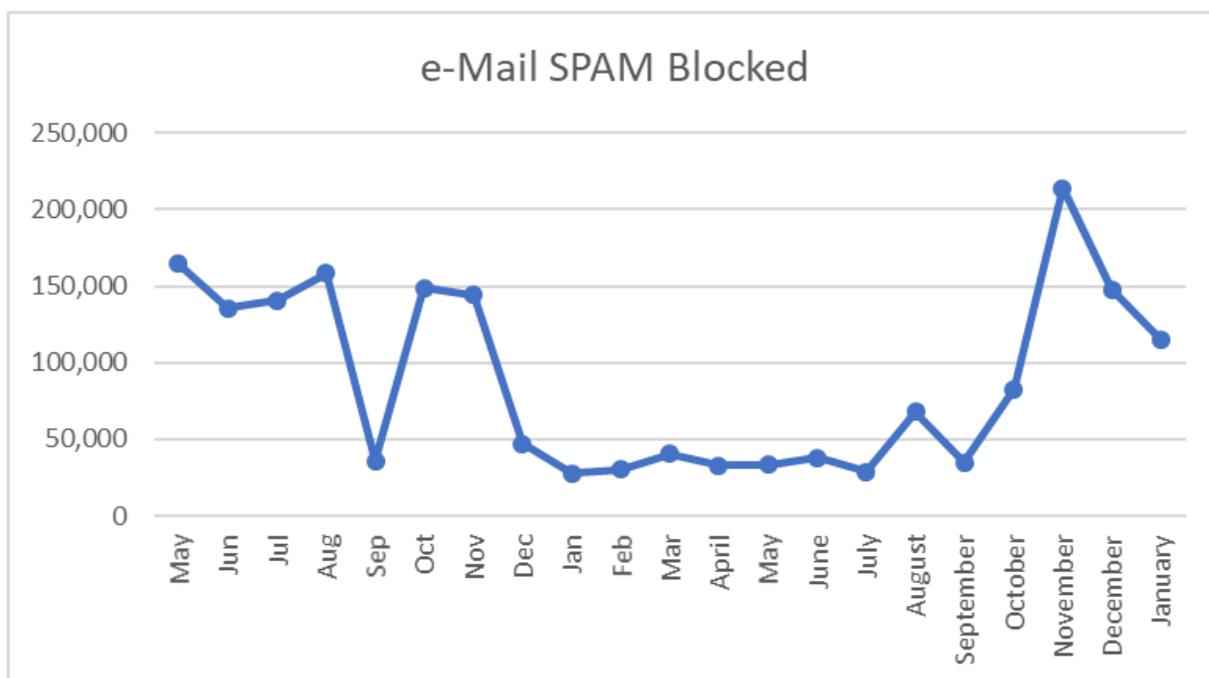
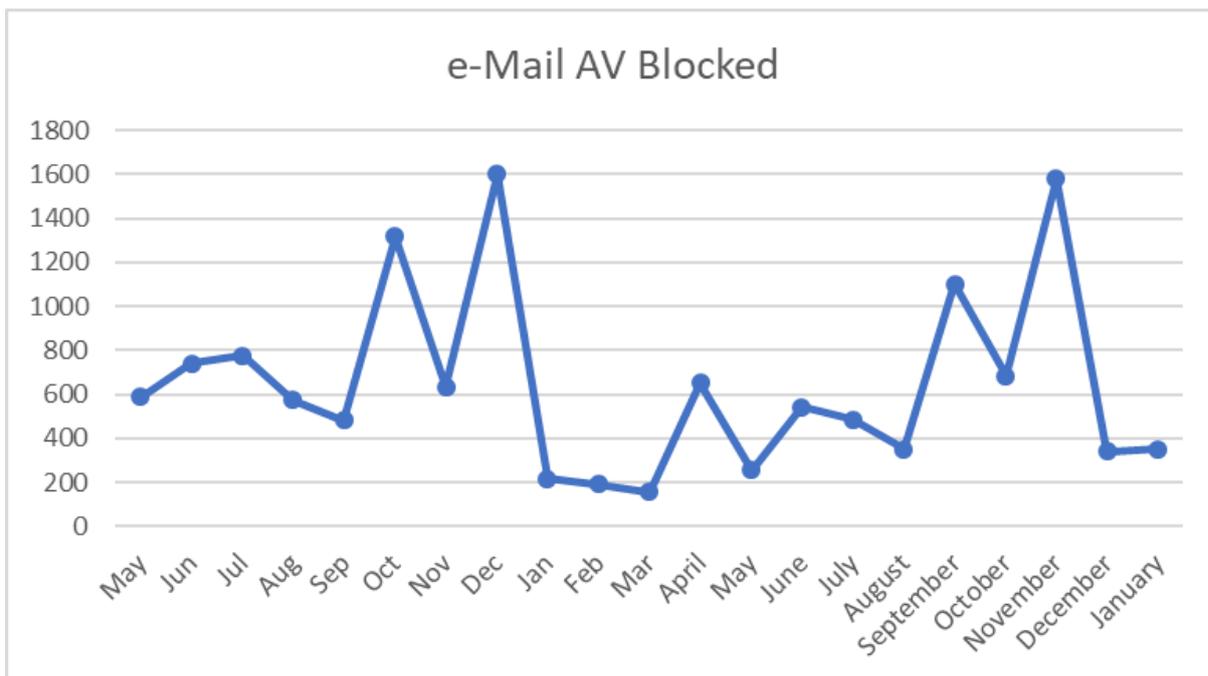
Council Performance & Budget Summary

Appendix B: ICT Service Update

The replacement of the existing Voice system remains on track. The ICT service moved over onto the new system mid-February with no issues experienced. The call centre, and the Council Tax and Benefits teams will move over week beginning 4 March. All staff migration will take place during March. The termination notice for our existing voice supplier has been issued.

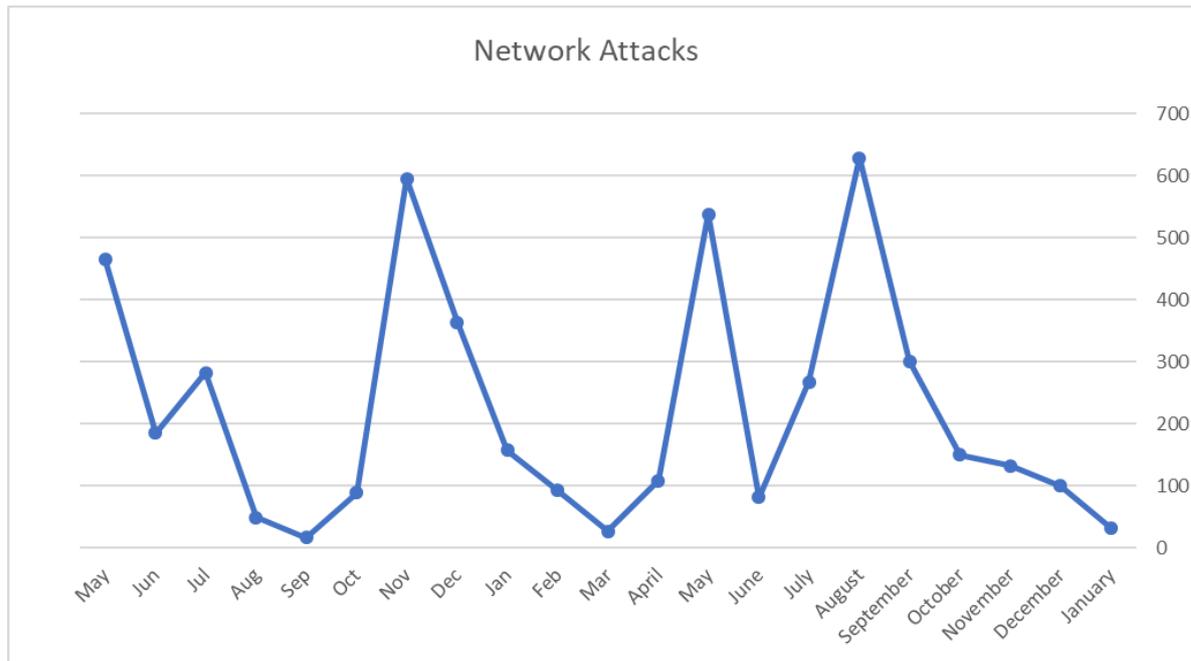
Security Review

External threats continue to vary considerably from month to month – see table below.



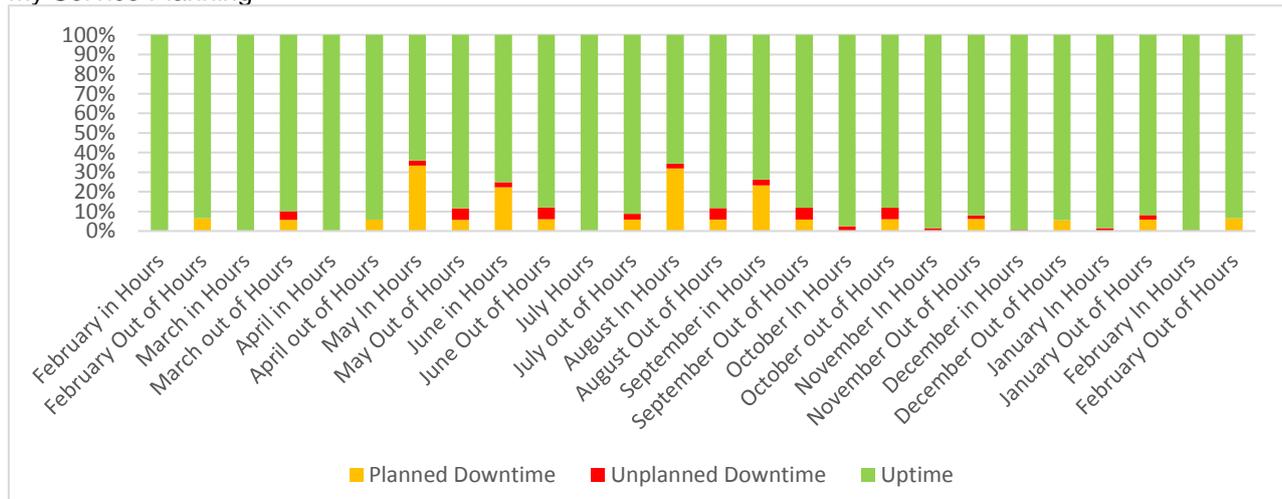
Council Performance & Budget Summary

Appendix B: ICT Service Update



Availability Statistics (by exception)

My Service Planning



Planning Portal	February In Hours	February Out of Hours	March In Hours	March out of Hours	April In Hours	April out of Hours	May In Hours	May Out of Hours	June In Hours	June Out of Hours	July Hours	July out of Hours	August In Hours	August Out of Hours	September In Hours	September Out of Hours	October In Hours	October out of Hours	November In Hours	November Out of Hours	December In Hours	December Out of Hours	January In Hours	January Out of Hours	February In Hours	February Out of Hours
Planned Downtime	0	32	0	32	0	32	63	32	42	32	0	32	63	32	42	32	0	32	0	32	0	32	0	32	0	32
Unplanned Downtime	0	0	0	24	0	0	5	32	5	32	0	16	5	32	5	32	5	32	3	10	1	0	3	12	1	0
Uptime	180	460	189	499	180	508	121	491	142	467	198	498	130	482	133	476	202	473	195	480	161	550	195	502	179	460
Total Time	180	492	189	555	180	540	189	555	189	531	198	546	198	546	180	540	207	537	198	522	162	582	198	546	180	492

Council Performance & Budget Summary

Appendix C: Asset Maintenance Report

Corporate Property

Work done during last quarter	Planned Date	Date Completed
Clarence Park – installation of road humps in parking area (funded from Hertfordshire County Council grant)	November 2018	December 2018
Clarence Park – footpath repairs	November 2018	December 2018
Westminster Lodge Running Track – resurfacing of all synthetic areas (part funded by S106 monies)	November 2018	December 2018
Alban Arena - replace floor covering to external balcony	December 2018	December 2018

Forthcoming Projects	Planned Date
IT Refresh – replacing and upgrading laptop and desk top PCs, and mobile phones	November 18 to March 19*
Disused Railway & other Bridges – principal structural inspections	March 2019
Westminster Lodge Athletics Arena – replace hammer cage to comply with new regulations	March 2019

Notes: Total budget for 2018/19 for corporate repairs and maintenance (including City Neighbourhoods Committee, Parish Special Expenses, and refurbishment element of St Albans Museum & Gallery is £1,075,840.

*Further information on IT Refresh project in Appendix B.

Council Performance & Budget Summary

Appendix C: Asset Maintenance Report

Housing Capital Projects

Work planned in 2018-19	Contractor	Target total by end March 2019 (see note below)	Completed by end February 2018	Expenditure to 28.02.19 £
Energy efficient gas boiler installations – the objective is to install energy efficient boilers into 4,696 council-owned homes. Since 2011, 3,350 have been installed which equates to 72% of properties. The remaining 1,346 properties (28%) will have boiler upgrades completed by 2022*.	New contract - gas replacement boiler contract as awarded on 1 st December 2018 to Watret, the incumbent contractor.	85	62	65,777
Roof Replacements	M H Goldsmith	50	37	557,718
Electrical Rewiring	Penmilne Electrical Ltd	71	61	228,930
Electrical Testing		722	611	
Kitchen & Bathroom Modernisations	Ember Electrical Construction	N/A **	25	213,174
UPVC Window Replacements	Anglian	150	156	699,793
				1,765,392
External Redecorations	The Bell Group	70	8 properties, 2 communal areas	£24,326 (Revenue budget)

Notes: The total budget for 2018/19 for HRA Capital Programme is £3,258,000. The total spent to 28th February 2019 is £1,765,792. The forecast total spend for 2018/19 is £2.467m. The forecast underspend is due to delays in procurement of works and staff vacancies in the Project Team. The procurement and implementation of the new Reactive Repairs and Planned Maintenance Contract will assist with future planned works.

We are awaiting further invoices for gas boiler replacement works amounting to circa £180k.

* The boiler upgrades are to be completed by 2022. The programme is for 450 boilers this year and the budget provision will be reviewed to incorporate more installations in 2020/21. The new Gas Contract commenced 1st December 2018. This year's programme for gas boiler replacement includes fewer boiler installations than previous years due to the focus this year on the procurement of the new Gas Repairs and Maintenance Contract. The budget this financial year has prioritised urgent boiler replacements. The target date has been extended to 2022 as in addition to the boiler upgrades we are now including the renewal of the complete central heating system.

** There is no target for kitchen and bathroom modernisations – the works completed above relate to those on empty Council homes (voids). There are some further void kitchen and bathroom modernization works in progress.

Council Performance & Budget Summary

Appendix C: Asset Maintenance Report

Status of Key Issues

Property/ Asset	Issue	Progress/ Comments
<p>Proposed dual use Verulamium Park Bridge (Portfolio Holder: Salih Gaygusuz)</p>	<p>Alternative contract delivery methods have been tried but have been unsuccessful in the appointment of a contractor.</p>	<p>Preparatory work on this project started in 2016, including preparation of tender documents for consultancy work to procure a detailed design. The tender process which followed in 2017 was unsuccessful in attracting a suitable submission from a Detailed Design Consultant.</p> <p>In September 2018 two Framework Contractors were invited to submit bids for the work to be let as a Design & Build scheme. Their returned bids reflected the design risks that could impact such a delivery mechanism. Unfortunately, both bids exceeded the budget available for the project, so neither Contractor was appointed.</p> <p>The Detailed Design and Approvals elements of building a new shared use bridge in Verulamium Park, a designated Scheduled Ancient Monument site, is being heavily influenced by Historic England. Further, the final design must also satisfy the Local Planning Authority, Hertfordshire County Council, as well as the local community.</p> <p>The bridge alignment, level and outline design has been agreed. The next stage will require the full design to be completed, together with artist impressions, for presentation to Historic England.</p> <p>Constructive discussions with a local Structural Engineer took place in December but their availability was limited.</p> <p>Consideration is currently being given to tendering through a Framework Agreement such as PAGABO. An Expression of Interest document was sent to out in January 2019 for the appointment of a Consultant for professional services. However, only 4 responses were received.</p> <p>Further tendering will now take place through the 'Supply Hertfordshire' portal during March 2019.</p> <p>This project is being funded by Hertfordshire County Council from a Highways Section 106 contribution in relation to the development at the former King Harry Lane school playing fields. There is no refund date for these funds.</p>

Council Performance & Budget Summary

Appendix D: Community Right to Bid – Schedule of Decisions



Nominations

There are no complete nominations awaiting validation.

Applications awaiting decision

There are no applications awaiting decision.

Reviews/Appeals

Nothing to report.

Decisions made

Asset name	Owner	Nominated by and date	Decision/Reason for Refusal	Date of Final Decision
Great Northern Public House & Garden, London Road, St Albans	JDM Investments Ltd (Freeholder) Mr D Gibney (Leaseholder)	Friends of the Great Northern Pub and Garden	Included in the list of Assets of Community Value.	26/02/19
Green Man Pub, 31 High Street, Sandridge	Punch Taverns	Sandridge Parish Council	Included in the list of Assets of Community Value.	26/02/19
Wynches Farm Green [Land adjacent to 1-6 Wynches Farm Drive] St Albans	Taylor Wimpey	Wynches Farm Drive Residents on 23 rd May 2018	Application refused. At the time of the nomination there was no evidence of actual or past use for social wellbeing or social interest and therefore it could not be listed as an asset of community value.	26/02/19

Council Performance & Budget Summary

Appendix E: Working Party and Task & Finish Groups Update

Changes since the last update are highlighted in **bold**.

Working Party or Task & Finish Group¹

Group	Date or expected date of next meeting	No. of meetings in 3 rd and 4 th quarters*	Average No. of officers attending each meeting in quarters 3 and 4 (nearest whole number)	Chair (2018/19)	Lead Officer(s)	Council representatives in 2018/19	Estimated Cost
Car Parking Working Party	2 July 2019	2	4	Cllr Gaygusuz	Gary Payne	Cllrs Donald, Gaygusuz, Hill, Maynard, Mills and Nash	£2,000
Member Development Steering Group	TBC	2	2	Cllr Ellis	Elizabeth Heath	Cllrs Ellis, Bolton, Mead, Janet Smith, and White	£2,000
Democratic Services and Electoral Arrangements Review ²	TBC, likely to be in early April 2019	1	1	Cllr Ellis	Elizabeth Heath and Jo Bateman	Cllrs Ellis, White, Read, Pakenham, Wright, Hodgson, Hudspith and Swendell	£1,000

¹ This list does not include main Scrutiny Committees, Community Safety Working Party, Licensing, Audit Committees or the Rail Sub-Group.

² The original Democratic Services and Electoral Arrangements Review has concluded, their report will go to Full Council in July 2017. The members of the Working Group, plus any additional Councillors who wish to attend, have now been tasked with determining the preparatory work regarding wards and numbers of Councillors, in preparation for the report to Council in July 2019 with recommendations for the Local Government Boundary Commission for England.

Council Performance & Budget Summary

Appendix E: Working Party and Task & Finish Groups Update

Group	Date or expected date of next meeting	No. of meetings in 3 rd and 4 th quarters*	Average No. of officers attending each meeting in quarters 3 and 4 (nearest whole number)	Chair (2018/19)	Lead Officer(s)	Council representatives in 2018/19	Estimated Cost
River and Lake Working Group	TBC – likely to be in late March 2019	1	4	Cllr Leonard	Dan Flitton	Cllrs Leonard, Curthoys, Campbell, Chivers, Grover, C Davies, Donald, Janet Smith	£1,000
Customer Service Transformation Forum	11 March 2019	2	4	Cllr Campbell	Simonne de Vall & Caroline Croft	Cllrs Campbell, White, Mills	£2,000
Portfolio Holder Task and Finish Group on The Procurement of the Repairs & Planned	5 March 2019	1	5	Cllr Ellis	Karen Dragovic	Cllrs Ellis, Gibbard, Hudspith, Leonard, Janet Smith and Prowse	£1,000

Council Performance & Budget Summary

Appendix E: Working Party and Task & Finish Groups Update

Group	Date or expected date of next meeting	No. of meetings in 3 rd and 4 th quarters*	Average No. of officers attending each meeting in quarters 3 and 4 (nearest whole number)	Chair (2018/19)	Lead Officer(s)	Council representatives in 2018/19	Estimated Cost
Maintenance Contract ³							
St Albans and District Air Traffic Working Group ⁴	TBC – Summer 2019	1	1	Cllr Gaygusuz	Tracy Harvey	Cllrs Gaygusuz, Mills, Campbell, Read and Pawle	£1,000
Section 106 Task and Finish Group (PRHCSC)	N/A ⁵	3	4	Cllr Prowse	Linda Middleton	Cllrs Featherstone, Mead, Mills, Prowse and Yates	£3,000
Budget Scrutiny Task and Finish Group	26 September 2019	3	7	Cllr White	Colm O’Callaghan	Cllrs Chichester-Miles, Gardener, Grover, Hill, Hodgson, White and Wright	£3,000
CNC Budget Scrutiny Task	September 2019	2	4	Cllr White	Joe Tavernier	Cllrs Chivers, Donald, Mills and White	£2,000

³ Previously known as Portfolio Holder Task and Finish Group on Housing Maintenance

⁴ Previously known as Portfolio Holder Airports Working Group

⁵ The Group’s final meeting took place on 26 February 2019

Council Performance & Budget Summary

Appendix E: Working Party and Task & Finish Groups Update

Group	Date or expected date of next meeting	No. of meetings in 3 rd and 4 th quarters*	Average No. of officers attending each meeting in quarters 3 and 4 (nearest whole number)	Chair (2018/19)	Lead Officer(s)	Council representatives in 2018/19	Estimated Cost
and Finish Group							
Pay Policy Scrutiny Sub Group	N/A	1	4	Cllr Mills	Simonne de Vall	Cllrs Cousin, Curthoys and Mills	£1,000

Note – using a rough benchmark figure of £1,000 per meeting for a Portfolio Holder related working party/task and finish group, the total cost of resources used on these meetings during the last two quarters is £19,000. It is intended to track this figure for both Scrutiny and Portfolio Holder working groups over time.

*Data from September 2018 to February 2019 has been used as quarters 3 and 4.

NEW Portfolio Holder Working Party or Task and Finish Groups

The Following Task and Finish Groups will be established:-

- Planning Enforcement Task and Finish Group (PRHCSC) (new groups since the previous update are listed above in **bold**)

As at 7 March 2019

Council Performance & Budget Summary

Appendix F: Housing Fire Safety Update



The following provides an update on fire safety work since the report to Cabinet in October 2018.

Fire Risk Assessments/Inspections

An annual review of all fire risk assessments is in progress. Staff have surveyed 85% of our blocks; surveys should be completed by the end of March 2019. No significant issues have been found. The surveys included inspection of the loft space where applicable to identify any compartmentation issues. These are not included in the Type 1 Fire Risk Assessments. Works required from these surveys will be prioritised and passed to the new repairs contractor from 1 April 2019.

Some of our properties receive an annual fire risk assessment. We are currently procuring those for temporary accommodation, Telford Court (St Albans), mobile home sites, and sheltered schemes.

Cyril Dumpleton House

As reported to October Cabinet, works are required to the loft area to address compartmentation. A building control application was submitted and this has been approved in conjunction with the Fire Safety Officer from Hertfordshire Fire and Rescue Service. A specification was prepared and tenders issued in January 2019. These have now been returned and are currently being evaluated. We are also obtaining a quotation from the new repairs/planned maintenance contractor. The Council's Building Control team and the above Fire Safety Officer will oversee the improvement work.

Telford Court

A report was presented to Cabinet in October 2017 regarding the installation of a sprinkler system at our St Albans tower block, Telford Court. A budget of £420k was included in the Housing Investment Programme 2018/19 to carry out this work. It will need to take into account any recommendations from the Grenfell Public Enquiry and the outcome of tenant and leaseholder consultation. As part of the budget setting process reported to Cabinet in October 2018, the budget was deferred as the recommendations from the Public Enquiry are not expected until 2019.

A budget of £420k to install a sprinkler system is, therefore, included in the Housing Investment Programme for 2019/20. We are aware that Stevenage Borough Council is installing sprinkler systems to their 7 tower blocks. Senior staff visited Stevenage in October 2018 to discuss their approach, communications with residents and the system being installed. Officers at Stevenage subsequently provided information to help inform an Open Day on 22 November for residents at Telford Court. A further consultation event at Telford Court is planned.

Specialist advice from a fire consultant is required for this and other work related to fire stop a communal redundant shaft at Telford Court. Expressions of interest are currently being sought from the new repairs/planned maintenance contractor. Tenders will then be invited.

The start date for the works has yet to be determined, but the intention is to start on site in late summer / early autumn. Other work is also planned for Telford Court including window replacements and some external concrete repairs. The sequence of works will need to be carefully planned.

Fire Doors

The moratorium on the sale of composite fire doors has been lifted following 3 months of discussion between industry representatives and Government. Lifting the moratorium has been agreed providing that the manufacturers can demonstrate primary test evidence illustrating that products have passed the required fire tests from both sides, with written confirmation from the test house corroborating this result. A director from the manufacturer must also confirm in writing that they will supply doors using only the exact same components tested.

The Association of Composite Door Manufacturers will become the governing body for the composite door industry. It will lead on the development and implementation of standards while also promoting the use of composite doors. The Association will also compile a database of all fire door products tested by its members in addition to technical advice.

The installation of fire doors is included in the new repairs/planned maintenance contract.

Fire Service Exercises

A fire service familiarisation exercise was carried out at Telford Court in December 2016. No issues were reported.

Hackett Review

As reported in the Planning Update at Appendix A, there is no combustible aluminium composite cladding material located at Telford Court.

Council Performance & Budget Summary

Appendix G: Harpenden Leisure & Cultural Facilities Development Update (Part One)



A key priority project for the Council is to progress the Harpenden Leisure and Cultural Facilities development.

Background

On 25 July 2017, Cabinet agreed an investment of £18.8 million for Harpenden Leisure and Cultural Facilities Development. At the same meeting, Cabinet approved the use of the SCAPE framework, or other OJEU compliant process, for the construction of, and building works associated with, the project. Cabinet delegated the decision to proceed with SCAPE or another OJEU compliant process, following agreement of final costs/timescales, to the Head of Commercial and Development in consultation with the Portfolio Holder for Commercial and Development.

In September 2017, £100,000 was made available from the Council's Environmental Programme budget to deliver electric charging points and solar photovoltaic panels within the development. There are various energy performance features in the main project budget. These include gas-fired CHP, LED lighting, enhanced thermal insulation, grey water recycling from pool water, natural ventilation and passive thermal heating from building orientation.

In November 2017, Cabinet confirmed that central to the progress of the project 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). The Council has completed the work for HTFC to surrender their lease for the land identified as a new car park.

A partnership has formed between the Council and Harpenden Town Council (HTC) to create a new ground's maintenance depot for the park. The Council's repairs and maintenance budget had set aside £120,000 to undertake essential repairs to the existing building. This will now be used on the new depot. HTC is contributing £101,000 to this new building.

Planning Application

The developed design (RIBA Stage 3) process undertaken from April 2017 to December 2017 created the final documents for the planning application. The application was submitted to the Local Planning Authority (LPA) in January 2018. Before submitting the application, the Council undertook 4 pre-application meetings with the LPA to review the scheme. Officers responded to the LPA review of the scheme by submitting the following amendments:

- Providing screening to the mechanical infrastructure situated on the roof of both buildings.
- The extent of the proposed car parking area was redrawn to bring it away from the southern boundary. This has the effect of reducing the provision from 100 spaces to 92.

The planning application was approved at the Planning Referrals Committee in September 2018. The planning application was then submitted to the Secretary of State for approval because it was in the greenbelt. The LPA received Secretary of State confirmation he did not intend to call in the application in October 2018 and issued the Decision Notice in December 2018.

Council Performance & Budget Summary

Appendix G: Harpenden Leisure & Cultural Facilities Development Update (Part One)



Main Construction Contractor

The Council engaged Willmott Dixon Construction (WDC) under the Scape Framework at the technical design stage. The engagement was under a Pre-Contract Services Agreement (PCSA). This allowed the Council and WDC to develop a final contract sum, which would be used to form the main construction works contract. WDC undertook the following work during the PCSA:

- Undertook a cost plan to examine if the scheme was viable (early 2018)
- Undertook a risk and opportunity analysis exercise (Mar to Oct 2018)
- Created technical designs to enable tender of packages (Mar to Oct 2018)
- Established a construction strategy (Nov 2018 to Jan 2019)
- Presented value engineering options to enable project viability (Sep 2018 to Jan 2019).

In common with projects of this size, the Council and WDC continue to look at value engineering to ensure costs come within budget. This has become more difficult in the current construction climate. The Council has agreed a contract sum with WDC for the main construction works contract of £16.9m. This is the base budget of £16.6m and the additional budget of £0.3m to cover the new depot, car charging points and solar PV panels.

The contract sum includes:

- The PCSA fee
- All professional fees incurred by the contractor from RIBA stage 4b to 7
- The fees to procure the contractor under the Scape framework
- The main construction works and all risk allowances (contractor contingency)
- A provisional sum (detailed in **PART II**).

Programme Milestones

Action	Start	Finish
Approved scheme tree removal	Feb 19	Mar 19
Pre-commencement conditions discharged	Feb 19	Apr 19
Swimming pool reception works (facility closed 4 weeks)	May 19	May 19
Leisure Centre development (swimming pool open)	Jun 19	May 20
Leisure Centre development (swimming pool closed)	May 20	Dec 20
Cultural Centre development	Nov 19	Dec 20

Officers undertook work to remove trees and hedges (which formed part of the approved tree removal plan) in late February 2019. The timing of this was to ensure tree removal did not encroach into the bird nesting season, which is between March and September 2019.

Health Suite

The new leisure centre will offer a sauna, steam room and relaxation space. The Council have considered whether a jacuzzi can also be provided. The increased plant required for the new leaner pool and dry side facilities are extensive. There is insufficient room within the existing consented footprint to add a jacuzzi and the additional plant into the plans for the new leisure centre. The cost of a jacuzzi and its plant is not viable within the current capital budget established for the project. The Council established the budget through an extensive review of potential income generation and operating costs to form a business case.

Council Performance & Budget Summary

Appendix H: Ridgeview Update (Part One)



Ridgeview Lodge Update

This paper is to present an update to the Performance Report presented to Cabinet in December 2018.

Background:

As reported in December, the Council has a 150 year lease of the Ridgeview site, in London Colney, which has 116 years remaining. The freeholder of the property, Sainsbury's, also owns the freehold of the neighbouring Colney Fields retail park which is let to Legal and General.

The lease restricts the Council's use of the property to that of a hostel or, with the landlord's consent (not to be unreasonably withheld or delayed) some other residential use or uses. The lease also contains a clause (the 'dealings' clause) that limits the Council's ability to assign, mortgage or charge the property or any parts thereof other than by way of an underlease. Landlord's approval (not to be unreasonably withheld or delayed) is also required for any alterations/ building works. As such, the Council's ability to change the use of the property or redevelop the site is constrained.

Block D on the site is currently being used as temporary accommodation. This block provides self-contained flats. The other 3 blocks have been vacant since 2015 when the University gave up the premises. These blocks are in a poor condition and provide bedrooms with shared facilities.

Update:

Officers are reviewing options for the building and reviewing our statutory and contractual rights. As well as considering the financial implications, our appraisals will consider the needs of the local community and how each option can be delivered, subject to the restrictions in the lease.

As part of this process, we are seeking to reactivate discussions with Sainsbury's regarding the future of the site. Further detail is provided in Part II.