

# ASSETS AND INVESTMENT COMMITTEE



**Date: Friday, 26 May 2017**

**Democratic and Members' Services**  
Quentin Baker  
LGSS Director: Law and Governance

**11:00hr**

Shire Hall  
Castle Hill  
Cambridge  
CB3 0AP

**Room 128**

**Shire Hall, Castle Hill, Cambridge, CB3 0AP**

## AGENDA

Open to Public and Press

1. Notification of Chairman/woman and Vice-Chairman/Woman
2. Apologies for absence and declarations of interest  
*Guidance on declaring interests is available at*  
<http://tinyurl.com/ccc-conduct-code>
3. Minutes and Action Log of the Assets & Investment Committee 5 - 12  
held 31st March 2017
4. Water Deregulation - the procurement options for Water provision 13 - 16  
for County Council buildings
5. Estover Playing Fields 2015 Community Interest Company (CIC) 17 - 20
6. Sawtry Youth Centre Revitalisation 21 - 32
7. Disposal of land at South Street, Litlington to Litlington Parish 33 - 36  
Council at less than best consideration

8. **Finance and Performance Report - Final report 2016-17** 37 - 56
9. **Assets and Investment agenda plan** 57 - 60
10. **Exclusion of Press and Public**

*To resolve that the press and public be excluded from the meeting on the grounds that the agenda contains exempt information under Paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972, as amended, and that it would not be in the public interest for this information to be disclosed information relating to any individual, and information relating to the financial or business affairs of any particular person (including the authority holding that information)*

11. **Programme Highlight Report**

- Information relating to the financial or business affairs of any particular person (including the authority holding that information);

The Assets and Investment Committee comprises the following members:

*For more information about this meeting, including access arrangements and facilities for people with disabilities, please contact*

Clerk Name: Dawn Cave

Clerk Telephone: 01223 699178

Clerk Email: dawn.cave@cambridgeshire.gov.uk

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## **ASSETS AND INVESTMENT COMMITTEE: MINUTES**

Date: Friday 31<sup>st</sup> March 2017

Venue: Room 128, Shire Hall, Cambridge

Time: 10.00am – 12.55pm

Present: Councillors Boden, Bullen (Vice-Chairman), Dent, Harford, Hickford (Chairman), Jenkins and Sales

In attendance: Councillors Bywater, Chapman and Schumann

Apologies: None

### **82. DECLARATIONS OF INTEREST**

Councillor Dent declared a non-statutory interest as Local Member in agenda item 6

Councillor Sales declared a non-statutory interest as Local Member in agenda item 4

### **83. MINUTES AND ACTION LOG OF THE ASSETS AND INVESTMENT COMMITTEE HELD 24<sup>TH</sup> FEBRUARY 2017**

The Committee resolved to approve the public and confidential minutes of the Committee meeting held on 24<sup>th</sup> February 2017, and note the Action Log.

### **84. POLICY REVIEW FOR TELECOMMUNICATIONS EQUIPMENT HOSTING ON COUNTY COUNCIL LAND AND BUILDINGS**

Members considered a report that proposed a revised policy for the hosting of mobile telecommunications equipment on Council owned land and buildings, excluding school properties.

In presenting the report the Chief Finance Officer explained that the impacts of mobile communications masts were now better understood. Impacts on public health are now better understood and the revised policy was designed to improve communications coverage across the county. The policy did not propose changes with regard schools due to implications with third parties, the revised policy focussed on buildings that were under the direct control of Cambridgeshire County Council.

In welcoming the report Members noted the considerable public concern regarding the location of mobile communications equipment, the considerable areas that suffered poor mobile phone network coverage in Cambridgeshire and that the technology of telecommunications equipment had evolved considerably over the last 15 years.

Officers explained that the income projections contained within the officer report were predicated without caveats regarding the location of communications equipment.

The importance of the requirement for effective communication regarding the policy and the installation of communications equipment was emphasised by Members.

Members highlighted the importance of widening the scope of the policy to include all County Council owned land and buildings and it was therefore proposed by the Chairman with the unanimous agreement of the Committee to amend recommendation 1 to include all County Council owned buildings and land.

Members, in recognising that control regarding the location of communications equipment would remain with the Council and public concern it was proposed by the Chairman with the unanimous agreement of the Committee that recommendation 3 be altered to include “in consultation with the Chair of Assets and Investments Committee”.

It was resolved unanimously to:

- 1) Approve the revision of the Council’s policy to allow mobile telecommunications equipment to be hosted on all County Council owned land and buildings in order to facilitate improved mobile voice and data coverage across Cambridgeshire and to provide a rental income stream to the Council.
- 2) Delegate responsibility to the Chief Finance Officer in consultation with the Chair of Assets and Investments Committee for the wording of the revised telecommunications hosting equipment policy in a manner which balances the risks and opportunities in relation to increased mobile coverage and income generation for the Council.
- 3) Direct the Chief Finance Officer in consultation with the Chair of Assets and Investments Committee to undertake negotiations and enter into rental agreements for equipment hosting with mobile telecommunications operators or their representatives on behalf of the Council in line with the Health and Safety Executive and the International Commission on Non-Ionizing Radiation Protection guidelines.

**85. CAPITAL PROJECT – CENTRE FOR RESEARCH AND ENGAGEMENT IN ARTS, TECHNOLOGY AND EDUCATION (CREATE)**

The Committee received a report that advised on work to date, sought to obtain views and the confirmation of the release of the site to support the decision of General Purposes Committee for a project that converted a Council owned community arts building in North Cambridge into a state-of-the-art National Centre for Research and Engagement in Arts, Technology and Education (CREATE) facility from which innovation in arts education, arts therapy, talent development, research and community participation could be developed and promoted.

Members noted that the report should have been presented to Assets and Investments Committee prior to its presentation to General Purposes Committee.

Members noted the comments of Councillor Sales, Local Member for the Arbury division where the site was located. Councillor Sales drew attention to the issues regarding access to the site and the need for the cultural resource within Cambridge. The building was in a state of poor repair and due to its location, the site would be of limited use and appeal to the open market.

During discussion of the report some Members:

- Expressed concern regarding the lack of a full and complete evaluation of the site highlighting that if the project could be located elsewhere then the asset (St Luke's Barn) could be realised. Officer informed Members that the Council's Estates Team had advised that the asset had not been declared surplus to requirements, highlighted issues with regard to site access as it was located within the site of St Luke's Primary School and drew attention to Cambridge City Council's planning policy that did not approve of the loss of community assets.
- Expressed concern that the report had been presented to General Purposes Committee in advance of its presentation to Assets and Investments Committee.
- Requested further information regarding grant funding for the project and the associated timelines. Officers advised that General Purposes Committee has approved £500k funding and a further £1m was being sought from the Arts Council and £1m from leading corporations. A further contingency loan of £500k

- and third sector funding of £600K was being sought. The Arts Council would reach a decision on the project in July 2017 at which point design funding would also become available. Members noted that the project would not proceed without all the necessary funding in place.

Members while agreeing with the principles of the project; requested that a full site evaluation be completed and be presented at the May meeting of Assets and Committee in order for a decision to be made.

It was unanimously resolved to defer the decision to the May meeting of the Assets and Investments Committee following the completion of an independent evaluation of the site.

## **86. FINANCE AND PERFORMANCE REPORT**

The Committee considered a report on the financial and performance information relating to the areas within the Assets & Investment Committee's remit.

Officers drew attention to the major variation in the Buildings Maintenance budget of 100k from the previous month. Since estates and property had returned from management by LGSS, the Council had continued to use a helpdesk located in Northampton which had resulted in issues regarding the management of the service. The helpdesk was therefore being returned to Cambridgeshire County Council.

Members noted and welcomed the level of information provided in the report but requested work be carried out to improve the presentation of the figures and improve the relationship between the narrative of the report and the figures provided. **ACTION**

Further information was requested and concern expressed regarding the condition survey works at Wisbech Castle that totalled £146k. **ACTION**

It was resolved unanimously to review, note and comment upon the report.

## **87. COMMITTEE AGENDA PLAN**

Members considered the forward agenda plan for Assets & Investment Committee and noted the addition of the CREATE Capital Project to the May meeting of the Committee.



Members agreed to the cancellation of 28<sup>th</sup> April Assets and Investments Committee meeting and Working Group.

It was resolved unanimously to note the agenda plan.

**88. EXCLUSION OF PRESS AND PUBLIC**

It was resolved unanimously that the press and public be excluded from the meeting during the consideration of the following reports on the grounds that it is likely to involve the disclosure of exempt information under paragraph 3 of Schedule 12A of the Local Government Act 1972 as it refers to information relating to the financial or business affairs of any particular person (including the authority holding that information) and information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.

**89. PROGRAMME HIGHLIGHT REPORT**

Members considered a number of information/update papers on the following items:

**Proposed acquisition of site at 6 Station Road, St Neots:**

It was resolved to decline to proceed with the freehold acquisition.

**Sawtry Library Relocation options:**

It was resolved to:

- a) Approve the process to acquire detailed costs and develop a project plan for the relocation of Sawtry Library to the Sawtry Youth Centre by April 2018; and
- b) Determine the process for approving the cost of relocating the library and fitting Sawtry Youth Centre building.

**Soham Easter Gateway Update:**

It was resolved to note the update provided to the Committee.

Chairman





# ASSETS & INVESTMENT COMMITTEE

## Minutes-Action Log

### Introduction:

This is the updated action log as at **18<sup>th</sup> May 2017** and captures the actions arising from the most recent Assets & Investment Committee meeting and updates Members on the progress on compliance in delivering the necessary actions.

### Minutes of 11<sup>th</sup> November 2016

Item No.	Item	Action to be taken by	Action	Comments	Completed
56.	Programme Highlight Report	John Macmillan	County Farms Estate Strategic Review Working Group	Dates to be agreed for December/January.  <i>Officers met with Chair and Vice-Chair and will verbally update Committee.</i>	Ongoing

### Minutes of 24<sup>th</sup> February 2017

81.	Programme Highlight Report	John Macmillan	Soham Gateway - Officers agreed to email Committee Members an update after their meeting with landowners on 01/03/17.		Completed
81.	Programme Highlight Report	John Macmillan	Update on Over would be presented to the March meeting.		

## Minutes of 31<sup>st</sup> March 2017

86.	<b>Finance and Performance report</b>	Chris Malyon	Requested work be carried out to improve the presentation of the figures and improve the relationship between the narrative of the report and the figures provided.	<b>More information is required on what Members would like to see.</b>	
86.	<b>Finance and Performance report</b>	Chris Malyon/ John Macmillan	Further information was requested and concern expressed regarding the condition survey works at Wisbech Castle that totalled £146k	£146k was allocated in the capital programme for works resulting from the condition survey, but this was not spent. The Property team are now reviewing which works are absolutely necessary, given that the long term future of the building remains unresolved.	Ongoing
89.	<b>Programme Highlight Report</b>	John Macmillan	Requested that in future reports include the residual land values in order for Members to be able to assess more fully the investment potential of a site	Noted	Completed
89.	<b>Programme Highlight Report</b>	Chris Malyon/ John Macmillan	Requested a report for a future meeting regarding the financial implications of the Community Land Trust model and provision of affordable housing.	The Combined Authority has commissioned a piece of work on the same subject so it is suggested that this report is deferred until the CA report has been prepared.	Ongoing

**WATER DEREGULATION - THE PROCUREMENT OPTIONS FOR WATER  
PROVISION FOR COUNTY COUNCIL BUILDINGS**

*To:* **Assets and Investment Committee**

*Meeting Date:* **26<sup>th</sup> May 2017**

*From:* **Executive Director – Economy, Transport and the  
Environment**

*Electoral division(s):* **All**

*Forward Plan ref:* **N/a** Key decision: **No**

*Purpose:* **The purpose of this paper is to highlight the changes to the water industry from 1st April 2017 as a result of deregulation, and to propose a procurement option for the selection of a water supplier for County Council buildings and estate.**

*Recommendation:* **Committee is asked to:**

- a) Note the changes to the water industry from 1<sup>st</sup> April 2017**
- b) Agree for Cambridgeshire County Council to access the Eastern Shires Purchasing Organisation (ESPO) framework, carry out a mini-competition tender process, and appoint a service provider.**

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## **1. BACKGROUND**

- 1.1 In April 2017, water industry deregulation will start in England; giving businesses, charities and public sector organisations the ability to shop around and switch retail service provider – similar to the electricity and gas markets. Until now, only non-domestic customers in Scotland and very high water users (over 50ML a year) in England and Wales could switch water and wastewater supplier. Other users, if unhappy with their service, could complain to OFWAT.
- 1.2 This situation will change when the water market opens for competition in England. Customers will be able to pick and choose retail providers based on customer service, the package being offered, and differences in charges.
- 1.3 The Council's recorded spend on mains water for 15/16 (excluding school buildings) was just over £200,000. Owing to the locations, approximately two thirds of sites are supplied by Anglian Water, with the remaining third supplied by Cambridge Water.

## **2. MAIN ISSUES**

- 2.1 For organisations such as Cambridgeshire County Council, with multiple sites, the deregulation of the water industry will bring a valuable opportunity to consolidate water supplies across the portfolio, and have a single provider. In addition, instead of each site being directly billed, we will receive one consolidated, multi-site bill – which could simplify the management of our water accounts.
- 2.2 In the short term, it is anticipated that deregulation will deliver administrative savings resulting from the streamlining of invoice processing, rather than significant reductions in billing costs. Other benefits include:
  - Consolidated billing, electronic billing and enhanced frequencies of billing information;
  - Consumption and billing data to a standard requested by the customer;
  - Financial savings from the supply margin; and
  - Improved customer service due to competitiveness in the market.
- 2.3 Cambridgeshire County Council is obliged to go to the market, and procure a water supplier. If no action is taken, and the Council continues with its current providers, this will eventually be deemed as a 'direct award', and leave the Council open to challenge in terms of procurement process.
- 2.4 Eastern Shires Purchasing Organisation (ESPO) is collaborating with a number of purchasing consortiums, including Yorkshire Purchasing Organisation (YPO), Crown Commercial Service (CCS), North East Procurement Organisation (NEPO), West Mercia Energy, The Energy Consortium and the Ministry of Defence to bring to market the largest public sector water framework agreement in the UK. It is scheduled to be live and be ready to use in April 2017.
- 2.5 To access the framework, Cambridgeshire County Council will need to carry out a mini-competition tender process, and appoint a service provider. There is no provision for direct award. The framework agreement will run for three

years, with the option to extend for a further twelve months. Customer call-off contracts can take place any time during the framework period, and be let for up to 4 years maximum.

- 2.6 The other procurement option would be to set up a Cambridgeshire Water Services Framework via an Official Journal of the European Union (OJEU) process, in competition to the ESPO framework. Realistically this would be costly, and there is risk that the procurement costs may not be recouped.
- 2.7 To access the ESPO procurement, water meter data must be collected from existing water suppliers. Work is now underway to secure this data.

### **3. ALIGNMENT WITH CORPORATE PRIORITIES**

#### **3.1 Developing the local economy for the benefit of all**

The proposed procurement of a water supplier for County Council buildings and estate has no significant impact on this objective. However, benefits to the local economy could come through helping to manage and reduce water costs.

#### **3.2 Helping people live healthy and independent lives**

The proposed procurement of a water supplier for County Council buildings and estate has no significant impact on this objective.

#### **3.3 Supporting and protecting vulnerable people**

The proposed procurement of a water supplier for County Council building and estate has no significant impact on this objective. However, by managing the Council's own water costs should bring income to the authority to help front line services.

### **4. SIGNIFICANT IMPLICATIONS**

#### **4.1 Resource Implications**

There are no significant implications within this category.

#### **4.2 Statutory, Risk and Legal Implications**

As detailed in 2.4 the County Council is obliged to go to the market, and procure a water supplier. If no action is taken, and the Council continues with its current providers, this will eventually be deemed as a 'direct award', and leave the Council open to challenge in terms of procurement process.

#### **4.3 Equality and Diversity Implications**

There are no significant implications within this category.

#### **4.4 Engagement and Consultation**

There are no significant implications within this category.

#### **4.5 Localism and Local Member Involvement**

Members will be kept informed of the progress with the procurement.

#### 4.6 Public Health

There are no significant implications within this category.

Source Documents	Location
N/A	

Implications	Officer Clearance
Have the resource implications been cleared by Finance?	Yes Name of Financial Officer: Sarah Heywood
Has the impact on Statutory, Legal and Risk implications been cleared by LGSS Law?	Yes Name of Legal Officer: Fiona McMillan
Are there any Equality and Diversity implications?	No Name of Officer: Tamar Oviatt-Ham
Have any engagement and communication implications been cleared by Communications?	Yes Name of Officer: Eleanor Bell
Are there any Localism and Local Member involvement issues?	No Name of Officer: Tamar Oviatt-Ham
Have any Public Health implications been cleared by Public Health	Yes Name of Officer: Iain Green



**ESTOVER PLAYING FIELDS 2015 COMMUNITY INTEREST COMPANY (CIC)**

**To:** Assets & Investments Committee

**Meeting Date:** 26 May 2017

**From:** Chris Malyon, Deputy Chief Executive

**Electoral division(s):** March North and Waldersley

**Forward Plan ref:** n/a                      **Key Decision:** No

**Purpose:** To enable the Estover Playing Fields 2015 Community Interest Company (CIC) to secure grant from the Football Foundation (FF) of some £600,000.

**Recommendation:** To give officers authority to make changes to the lease required by the FF to facilitate the payment of a substantial grant as a consequence of the recent favourable determination of the CIC's planning application.

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Tel:	01223 699092

## **1. BACKGROUND**

- 1.1 On 11<sup>th</sup> November 2015 the County Council granted a 99 year lease of 7.61 ha of playing field land at Estover Road, March to the Estover Playing Field 2015 Community Interest Company (CIC) at a peppercorn rent.

The decision to proceed was provided by General Purposes Committee on 27th Jan 2015 and the below is an extract from the Schedule of Decisions

It was resolved:

i) In respect of the County Council owned land known as Estover Fields, to grant a lease for a term of 99 years at a peppercorn rent, to an organisation duly established and constituted for the purpose of managing the land as a community sports facility.

ii) Authorise the Director of Finance, in consultation with the Chairman of the General Purposes Committee, subject to the following conditions:

- a) Compliance with all legal requirements and processes;
- b) Following conduct of due diligence in respect of the transferee organisation, and
- c) Fenland District Council and March Town Council having entered into binding agreements committing each to provide £100k funding to the transferee organisation for the improvement of the sporting facilities at Estover Fields.

To enter into any agreements necessary or incidental to the implementation of these proposals.

- 1.2 In December 2016 the CIC submitted a planning application to Fenland District Council which was approved on 13<sup>th</sup> April. It comprised 'Regeneration of playing field to include: erection of a single-storey pavilion, formation of a car park and public footpath; netball courts/multi-games use courts; hard-standing for external terrace and walkways; siting of 3 No storage containers; erection of 4.5m high (max height) mesh fencing bounding both the football pitch and netball court and the erection of 4 x 8.0m high lighting columns to car park and footpaths; 6 x 10.0m high floodlights to netball courts and 6 x 15.0m high floodlights to football pitch'
- 1.3 The present facilities are very poor and it was always anticipated that the CIC would seek grants in addition to funding from the Town Council and Fenland District Council.
- 1.4 The application has been supported by the Football Association and no objection has been raised by Sport England.

## **2. MAIN ISSUES**

- 2.1 The Football Foundation (FF) has certain requirements that they insist on having in any lease in order to secure their interest when making grants and thus the CIC have requested variations to the lease such that the FF are satisfied and will award the grant.

- 2.2 The present lease does not fully meet their requirements and officers are therefore seeking Commercial & Investments Committee authority to make the changes required by the FF to facilitate the payment of a substantial grant following a favourable determination of their planning application.

### **3. ALIGNMENT WITH CORPORATE PRIORITIES**

#### **3.1 Developing the local economy for the benefit of all**

There are no significant implications for this priority.

#### **3.2 Helping people live healthy and independent lives**

The proposals will encourage and support people to play sport and lead healthier lives.

#### **3.3 Supporting and protecting vulnerable people**

There are no significant implications for this priority.

### **4. SIGNIFICANT IMPLICATIONS**

#### **4.1**

<b>Implications</b>	<b>Officer Clearance</b>
<b>Have the resource implications been cleared by Finance?</b>	N/A
<b>Has the impact on Statutory, Legal and Risk implications been cleared by LGSS Law?</b>	N/A
<b>Are there any Equality and Diversity implications?</b>	Yes, that will have been considered by the CIC
<b>Have any engagement and communication implications been cleared by Communications?</b>	There are no significant implications within this category.
<b>Are there any Localism and Local Member involvement issues?</b>	Supported by the local members
<b>Have any Public Health implications been cleared by Public Health</b>	N/A



**SAWTRY YOUTH CENTRE REVITALISATION**

**To: Assets and Investment Committee**

**Meeting Date: 26 May, 2017**

**From: Chief Finance Officer**

**Electoral division(s): Sawtry and Stilton**

**Forward Plan ref: N/a**                      **Key decision: No**

**Purpose:**                      **Committee agreed on 31 March 2017 to pursue the preferred option of relocating the Sawtry Library to the Sawtry Youth Centre. This paper will highlight associated costs and plans.**

**This paper now also considers a further option of relocating the Sawtry Children's Centre into the Sawtry Youth Centre building. Associated costs and projected savings of collocating three County Council services (Children's Centre, Library and Early Help) in a single location are presented in this paper.**

**Recommendation:**                      **That the committee approve the detailed costs for changes required to the Sawtry Youth Centre to support the delivery of the Library, Early Help and Children's Centre services.**

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**1. BACKGROUND**

- 1.1 On 15 February, 2017, Cambridge Meridian Academies Trust (CMAT) served formal notice to Cambridgeshire County Council, requesting that the Council move the Sawtry Library from its current location at Sawtry Village Academy.
- 1.2 Sawtry Village Academy converted to academy status and joined CMAT in August 2011. The Academy has been under space pressure and would like to relocate its sixth form college to the space currently occupied by the library. Mark Woods, CEO of CMAT believes that the current location of sixth form facilities is off putting for some students and is a barrier to developing a thriving and sustainable sixth form provision at Sawtry Village Academy.
- 1.3 The 1996 Asset Transfer (Vesting) deed signed by Sawtry Village College and the Council provided for the Council continued use the allocated portion of the school building as a public library. A second agreement, signed in 1999, focused on sharing services and set out arrangements for payment of a service charge. The 1999 service agreement indicated a 12-month notice period is required if either party wishes to end the agreement. The Council has chosen not to pursue a permanent right to access the allocated portion of the school building, avoiding a potentially costly and contentious legal challenge. There is a clear desire instead to pursue an option that benefits all parties involved.
- 1.4 The Council has agreed to relocate the library as soon as possible but by August 2018 latest and is committed to maintaining the library's current level of accessibility in any option considered. The goal is to find a location suitable for the library and for the resources currently accessible through the library, including the Sawtry History Society archives.
- 1.5 The refurbishment of the Sawtry Youth Centre was not planned for in the Council's 17-18 Business Plan and any costs of relocation will have to be managed within existing service budgets.
- 1.6 At the March Assets and Investments Committee Option D (Relocate Sawtry Library to a refurbished Sawtry Youth Centre building) was approved, pending detailed costs being provided. The options outlined previously were as follows:
  - A. Option A: Relocate Sawtry Library to leased public or commercial space – *discounted as there was no suitable space available*
  - B. Option B: Relocate Sawtry Library to an alternative location at Sawtry Village Academy – *discounted as there was no suitable space available*
  - C. Option C: Relocate Sawtry Library to a mobile building shared with the Sawtry Early Help Team – *discounted as it is a temporary solution which wouldn't provide return on investment (total cost £298,100)*
  - D. Option D: Relocate Sawtry Library to a refurbished Sawtry Youth Centre building – *agreed option pending further information being provided*
- 1.7 Following the March 2017 A&I Committee Meeting, we were made aware that the Sawtry Children's Centre is also facing potential space constraints in its current location, the Sawtry Infant School. It was therefore requested that the refurbishment of the Sawtry Youth Centre building also consider the incorporation of the Sawtry Children's Centre.

In speaking to the services there would not only be financial benefits of collocating into the Youth Centre, it would also be beneficial in terms of collaborative working and enhancing service delivery. For example, it was suggested that coordinating opening hours so that Children's Centre activities were available alongside the Library could increase footfall to the Library and uptake of their services by the local community. Collocation of three services in a single building would maximise the use of an existing County Council asset.

## **2. MAIN ISSUES**

### **2.1 Detailed information for the relocation of Sawtry Library to the Youth Centre**

The FM budget for 2017-18 at the Sawtry Library is **£7,600.00**, broken down in the table below:

<b>Site</b>	<b>Item</b>	<b>Revised budget for year</b>
Sawtry Library	Building cleaning	700.00
Sawtry Library	Rents and Leases	6,900.00
Sawtry Library	<b>Total</b>	<b>7,600.00</b>

Information about refurbishment works necessary are shown in Appendix D and E, however these include requirements outlined as a result of the Library and Children's Centre (below) relocating to the Youth Centre.

### **2.2 Additional information for the relocation of the Children's Centre to the Youth Centre**

A meeting was held with representatives from the Library, Children's Centre and Early Help Team to discuss the option of collocating services into the Youth Centre building. This idea was welcomed by all and suggestions for improvements required to the building to facilitate this were filtered to Facilities Management and IT in order to ascertain detailed costs and plans.

A mapping exercise of schedules was carried out (see Appendix C) to understand whether collocation between the three services would be possible. Given current service delivery hours this will be possible, however it may be that the services will need to work together to manage the schedule in future, which they are happy to do.

The FM budget for 2017-18 at the Sawtry Children's Centre is **£7,260.00**, broken down in the table below:

<b>Site</b>	<b>Item</b>	<b>Revised budget for year</b>
Sawtry Children's Centre	Building cleaning	5,600.00
Sawtry Children's Centre	Refuse collection charge	200.00
Sawtry Children's Centre	Buildings service charges	1,100.00
Sawtry Children's Centre	Business rates	0.00

Sawtry Children's Centre	Fire equipment	100.00
Sawtry Children's Centre	Cleaning Materials	260.00
Sawtry Children's Centre	<b>Total</b>	7,260.00

The current combined running costs for the Library and Children's Centre are **£14,860.00** per annum. This would be a direct saving as a result of co-locating these two services to the Youth Centre.

The 2017/18 budgeted running costs for Sawtry Youth Centre are **£3,800**. Based on a comparison of current and future opening times/service delivery, we are estimating a 20% increase in running costs once the three services are collocated in the building.

### 2.3 Cost and savings analysis

*(Please note – these costs have been estimated based on previous work, and may increase/decrease once work is planned due to other factors.)*

Using the above estimated figures the refurbishment works required to enable the Library and Children's Centre to relocate to the Youth Centre will have a one-off cost of approximately **£104,350**.

<b>One off costs</b>	<b>Cost</b>
Facilities Management refurbishment costs for the Youth Centre	-86,650
IT infrastructure costs for the Youth Centre	-17,700
<b>Total</b>	-104,350

With a projected annual saving of **£14,100** achieved by vacating the Library and Children's Centre, it would take 7.4 years to recover outlay associated with refurbishment of the Sawtry Youth Centre.

<b>Projected Savings</b>	<b>Cost</b>
Annual savings from vacating premises (Children's Centre & Library)	+14,860
Increased annual service costs for the Youth Centre (20% projected)	-760
<b>Total</b>	+14,100



**3.0 SIGNIFICANT IMPLICATIONS****3.1 Resource Implications**

The report above set out details of significant implications in 2.1, 2.2, 2.3.

The refurbishment of the Sawtry Youth Centre was not planned for in the Council's 17-18 Business Plan and any costs of relocation will have to be managed within existing service budgets.

**3.2 Procurement/Contractual/Council Contract Procedure Rules Implications**

There are no significant implications within this category.

**3.3 Statutory, Risk and Legal Implications**

The Council has a statutory duty to provide a library service across the county.

**3.4 Equality and Diversity Implications**

The options proposed in this paper will maintain current levels of access to the children's centre, library and early help services currently based in Sawtry, and also provide greater opportunities for improving access for all parts of the community.

**3.4 Engagement and Consultation Implications**

The Local Member, Simon Bywater, has raised concerns that Sawtry should not be left without a library and is closely involved in the Sawtry Library relocation process. The local community have been kept involved via the local member and are thought to be broadly supportive of this plan,

**3.6 Localism and Local Member Involvement**

See 3.4.

**3.7 Public Health Implications**

There are no significant implications within this category.

<b>Implications</b>	<b>Officer Clearance</b>
<b>Have the resource implications been cleared by Finance?</b>	Sent to Chris Malyon on 18/05/17
<b>Have the procurement/contractual/ Council Contract Procedure Rules implications been cleared by Finance?</b>	Sent to Chris Malyon on 18/05/17
<b>Has the impact on statutory, legal and risk implications been cleared by LGSS Law?</b>	Sent to Lynne Owens on 18/05/17

<b>Have the equality and diversity implications been cleared by your Service Contact?</b>	No
<b>Have any engagement and communication implications been cleared by Communications?</b>	Yes Name of Officer: Christine Birchall
<b>Have any localism and Local Member involvement issues been cleared by your Service Contact?</b>	Sent to Cllr Simon Bywater on 18/05/17
<b>Have any Public Health implications been cleared by Public Health</b>	Sent to Tess Campbell on 18/05/17

<b>Source Documents</b>
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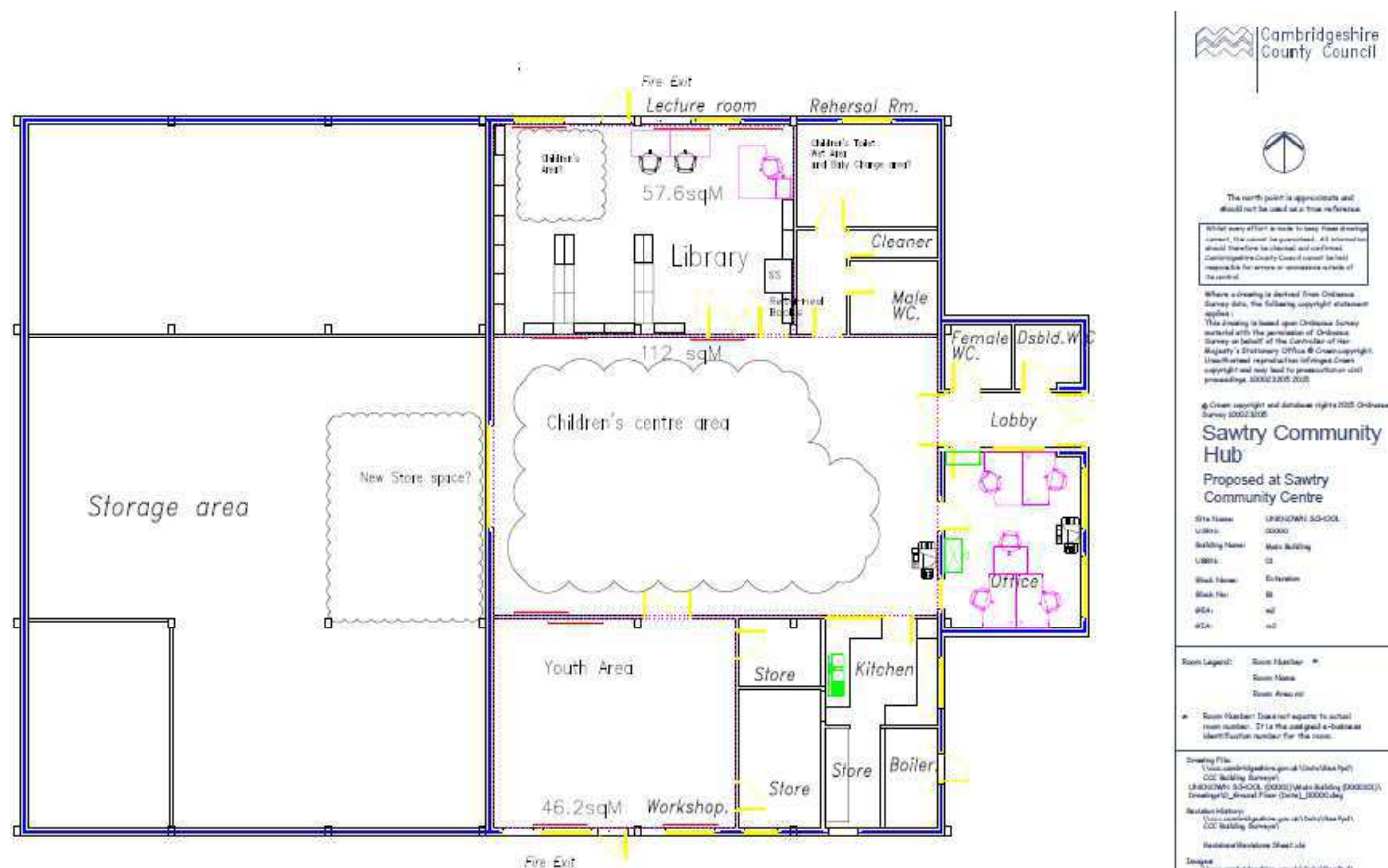
<p>Less Than Best Consideration Grant of a Lease – Sawtry Youth Centre and Former Archives Store</p>
--

<p>Report to Group Leaders, 15 October, 2015</p>
--

<p>Condition Survey of Sawtry Youth and Community Centre for Cambridgeshire County Council, July 2006</p>
---

## APPENDIX A: Sawtry Youth Centre Building Proposed Plan (Front Area)

Appendix A shows the proposed revised floorplan for the Youth Centre building. The layout consists of 8 desks – 2 public access and 6 staff desks. Based on the staff information and opening/service delivery hours we have been provided by the teams we believe that flexible sharing of this space will be possible.



**APPENDIX B: Photo of Sawtry Youth Centre Building (Interior)**



## APPENDIX C: Schedule for the Library, Children's Centre and Youth Centre

Sawtry calendar

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8-8.30am							
8.30-9.00am							
9-9.30am							
9.30-10.00am							
10-10.30am							
10.30-11.00am	**Stay & play 10-11.30am	#Childminders Group 9.30-11.30am	#Rhymetime 10.15-10.45am		Happy House 10-11am	History Society 10am - 12pm	
11-11.30am			**Baby Weighing Clinic 11am - 12.15pm		Baby Beeps 11am-12pm		
11.30-12.00pm					Baby Bells 12-1pm		
12-12.30pm							
12.30-1.00pm							
1-1.30pm		#Bumps & babies 12.45 - 2.15pm					
1.30-2.00pm							
2-2.30pm							
2.30-3.00pm			#Mindfulness Group 2 - 3.30pm				
3-3.30pm							
3.30-4.00pm							
4-4.30pm							
4.30-5.00pm							
5-5.30pm							
5.30-6.00pm		* Book Group 5.30-6.30pm					
6-6.30pm							
6.30-7.00pm							
7-7.30pm							
7.30-8.00pm		#Youth Club 6.30-8.30pm	Scouts 6 - 9pm				
8-8.30pm							
8.30-9.00pm							

Staff information across the Library, Early Help (currently based at the Youth Centre) and Children's Centre were gathered. There are 17 staff members in total across the 3 teams. This is made up of 15 field, 1 fixed and 1 flexible worker types. Based on the standard desk ratio calculations used at CCC (below) the total desks required in a standard office would be 5.13 desks (rounded up to 6). In addition, the alternating service delivery hours mean that desks will be in demand from the services on different schedules.

- Field – 25%
- Flexible – 50%
- Fixed – 88%

**Appendix D: Estimated itemised Facilities Management refurbishment costs**

No.	Element	Estimate (£)	Comments
	<b><u>Alteration Works</u></b>		
1	Alter doors to store area	2,500	
2	Heat & light to storage area	2,000	
3	Increase Library door size	650	
4	New Children's toilet/wet area	12,000	Drainage, heater, tiling, decs, flooring.
5	Kitchen Renovation	3,000	Minor changes.
6	Redecoration	5,000	Some internal walls, cover dark murals
7	Floor coverings	5,000	Poss, wkshp, lecture rm, office, lobby
8	Buggy Park/bike rack	2,000	Covered lockable buggy. D-rings - cycles
9	Projector/screen supply/install	1,500	
10	Existing Toilet Refurb/Baby Change	1,500	Minor alterations to existing toilets
11	Power and data alterations	6,000	Office and public access PCs etc
12	Lighting upgrade to LED	12,000	To Library standard
	<b>Total for alteration works</b>	<b>53,150</b>	
	<b><u>Contractor Building Works Costs</u></b>		
13	Powered Doors/access cntrl/loop	17,000	Accessibility
14	Blinds	500	
15	Signs, Car park markings	2,500	
16	Furniture	500	Nominal. Plus re-usable stock
17	Castors on existing shelving	2,000	
18	Hand-dryers/hydroboils	2,000	
	<b>Total for contractor building works costs</b>	<b>24,500</b>	
	<b><u>Facilities Management Costs</u></b>		
19	Removals/relocation/clearance	4,500	Library, Children's Centre
20	Building control fees	500	Toilet/wet room.
21	Project Management/Tender/fees	4,000	Consultants' framework. PD & PM etc
	<b>Total for FM costs</b>	<b>9,000</b>	
	<b>Total for all refurbishment costs</b>	<b>86,650</b>	
	<i>Excluded: Revenue, increased running costs. (ongoing security/maintenance/utilities etc).</i>		

**Appendix E: Estimated itemised IT costs**

<b>Item</b>	<b>Cost</b>
New network upgrade 20mb	£7,000
New Switch cost	£2,000
Cabling	£2,000
New Cabinet	£1,000
WiFi	£3,000
Project management	£2,700
<b>Total</b>	<b>£17,700</b>





**Disposal of land at South Street, Litlington to Litlington Parish Council at less than best consideration**

**1. Background**

- 1.1 Litlington Parish Council have a ten year lease of 1.4ac of land fronting South St, Litlington, shown edged red on the attached plan, which expires on 24<sup>th</sup> Oct 2018. They are paying a rent of £150pa.
- 1.2 The land is part of the much larger Recreation Ground owned by the Parish Council.
- 1.3 The frontage to the land is designated as 'Important Countryside Frontage' in the prevailing South Cambridgeshire Local Plan.
- 1.4 In the emerging Local Plan the designation remains and in addition the whole Recreation Ground is designated as Local Green Space. No representations were made objecting to this.
- 1.5 It is reasonable to assume that future development prospects for the land are extremely limited.

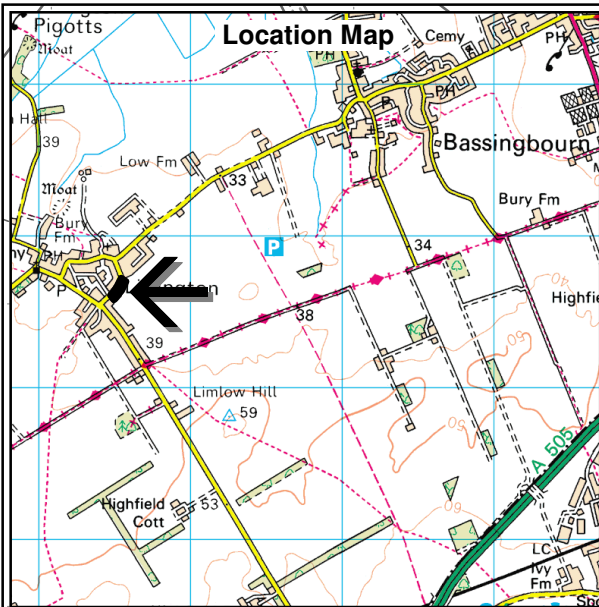
**2. Main Issues**

- 2.1 The County Council is pursuing a 'housing shortfall' planning application for 22 dwellings at Sheen Farm Royston Rd Litlington nearby which it had previously indicated some 5 years ago would be an 'Exceptions' housing scheme delivering 12 affordable dwellings. Under the market scheme now being pursued 9 affordable dwellings are to be delivered.
- 2.2 At the Litlington Parish Council AGM on 9<sup>th</sup> May 2017 officers were asked what community benefits the people of Litlington would secure from the Sheen Farm scheme next door and advised that it was within the Council's gift to grant a long lease on the land at South Street at a peppercorn rent if authorized by Members. Member endorsement was required for a "less than best value" transaction.
- 2.3 The previous local Member for Litlington, Cllr Adrian Dent, had previously supported the granting of a long lease to the Parish Council at a peppercorn and the new local member Cllr Sebastian Kindersley is equally supportive, although he had suggested a Freehold transfer. Officers never recommend freehold transfers as it means that any future uplift in value would be lost to the County Council and the ongoing use is no longer certain.

**3. Recommendation**

- 3.1 Members are requested to endorse the grant of a 99 year lease to the Parish Council at a peppercorn rent of the County Council's land at South St, Litlington if it's planning application for residential development at Sheen Farm is approved.





Centre of Plan: TL42416276

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Cambridgeshire  
County Council

## Land Fronting South Street Litlington

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2008



PREPARED BY:	IDM	DATE:	04-07-2008
SCALE:	1:2500 (A4)	JOB No:	1207
PLAN No:	20038/AG/03		

Your responsibilities for the boundary dykes of your holding are indicated by inward facing T marks (full dykes) and I marks (half dykes).



**FINANCE AND PERFORMANCE REPORT – FINAL REPORT 2016/17**

**To: Assets and Investment Committee**

**Meeting Date: 26 May 2017**

**From: Head of Strategy and Assets  
Chief Finance Officer**

**Electoral division(s): All**

**Forward Plan ref: For key decisions Key decision: No**

**Purpose: To present to Assets and Investment Committee (A&IC) the final Finance and Performance Report 2016/17 for Assets and Investments Committee.**

**The report is presented to provide A&IC with an opportunity to comment on the final financial and performance position for the 2016/17 financial year.**

**Recommendation: The Committee is asked to review, note and comment upon the report**

<b><i>Officer contact:</i></b>	
Name:	Chris Malyon
Post:	Chief Finance Officer
Email:	<a href="mailto:Chris.malyon@cambridgeshire.gov.uk">Chris.malyon@cambridgeshire.gov.uk</a>
Tel:	01223 699796

## 1. BACKGROUND

- 1.1 Assets and Investments Committee receives the Assets and Investment Finance and Performance Report at all of its meetings, where it is asked to review, note and comment on the report and to consider and approve recommendations as necessary, to ensure that the budgets and performance indicators for which the Committee has responsibility remain on target.

## 2. MAIN ISSUES

- 2.1 Attached as **appendix A**, is the final Finance and Performance report for Assets and Investment for 2016/17.
- 2.2 **Revenue:** The final position on Assets and Investment Committee revenue budgets at the end of the 2016/17 financial year was an underspend of £839k. There were two new significant variances by value (over £100,000) reported in section 2.2 of the report.
- 2.3 **Capital:** At the end of 2016/17, the capital programme budget for Assets and Investment Committee was underspent by £1.6m. There was one exception reported for the closedown period.
- 2.4 Assets and Investment Committee has one **performance indicator** which is currently at green status.

## 3. ALIGNMENT WITH CORPORATE PRIORITIES

### 3.1 Developing the local economy for the benefit of all

There are no significant implications for this priority.

### 3.2 Helping people live healthy and independent lives

There are no significant implications for this priority.

### 3.3 Supporting and protecting vulnerable people

There are no significant implications for this priority.

## 4. SIGNIFICANT IMPLICATIONS

### 4.1 Resource Implications

This report sets out details of the overall financial position for Assets and Investment for this Committee.

#### 4.2.1 Statutory, Risk and Legal Implications

There are no significant implications within this category.

#### 4.3 Equality and Diversity Implications

There are no significant implications within this category.

#### 4.4 Engagement and Consultation Implications

There are no significant implications within this category.

#### 4.5 Localism and Local Member Involvement

There are no significant implications within this category.

#### 4.6 Public Health Implications

There are no significant implications within this category.

Implications	Officer Clearance
Have the resource implications been cleared by Finance?	N/A
Has the impact on Statutory, Legal and Risk implications been cleared by LGSS Law?	N/A
Are there any Equality and Diversity implications?	N/A
Have any engagement and communication implications been cleared by Communications?	N/A
Are there any Localism and Local Member involvement issues?	N/A
Have any Public Health implications been cleared by Public Health	N/A

Source Documents	Location
A&I Finance & Performance Outturn 16-17	1 <sup>st</sup> Floor, Octagon, Shire Hall, Cambridge





## **Assets and Investment**

### **Finance and Performance Report – Final Report 2016/17**

## **1. SUMMARY**

### **1.1 Finance**

<b>Previous Status</b>	<b>Category</b>	<b>Target</b>	<b>Current Status</b>	<b>Section Ref.</b>
<b>N/A</b>	Income and Expenditure	Balanced year end position	<b>Green</b>	2.1 – 2.4
<b>N/A</b>	Capital Programme	Remain within overall resources	<b>Green</b>	3.2

### **1.2 Performance Indicators – Current status (see section 4):**

<b>Monthly Indicators</b>	<b>Red</b>	<b>Amber</b>	<b>Green</b>	<b>Total</b>
Year-end actual (Number of indicators)			1	1

## **2. INCOME AND EXPENDITURE**

### **2.1 Overall Position**

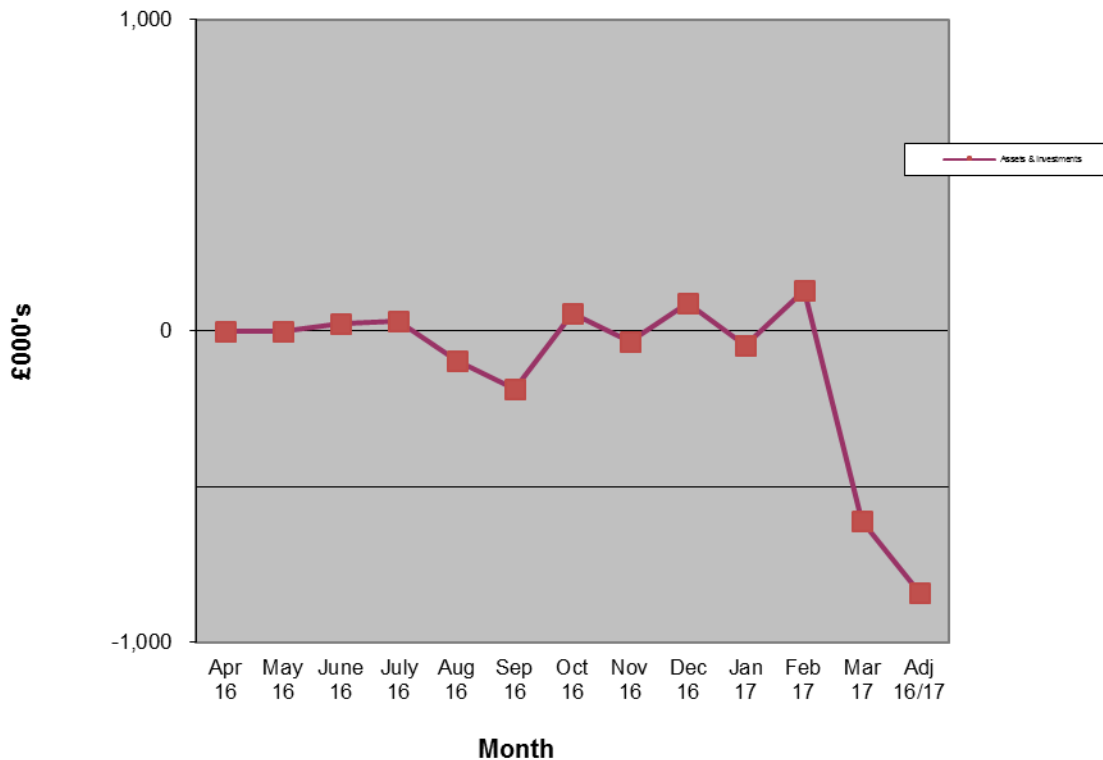
<b>Original Budget as per BP <sup>1</sup></b>	<b>Directorate</b>	<b>Current Budget</b>	<b>Forecast Variance - Outturn (March)</b>	<b>Actual Variance</b>	<b>Actual Variance</b>	<b>Final Status</b>	<b>DoT</b>
<b>£000</b>		<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>%</b>		
4,115	Assets & Investment	4,009	-611	-839	-21	Green	↑
<b>4,115</b>	<b>Total</b>	<b>4,009</b>	<b>-611</b>	<b>-839</b>	<b>-21</b>		

<sup>1</sup> The budget figures in this table are net, with the 'Original Budget as per BP' representing the Net Budget column in Table 1 of the Business Plan.

The final service level budgetary control report for Assets and Investment Committee as at the end of the 2016/7 financial year can be found in [A&I appendix 1](#).

Further analysis of the results can be found in [A&I appendix 2](#).

## Assets & Investment - Actual 2016/17



## 2.2 Significant Issues – Assets and Investment

- The final position for Assets and Investment Committee as at the end of the 2016/17 financial year was an underspend of £839k, an improvement of £228k compared to the March forecast.
- County Farms budgets were underspent by £444k at year-end, which was an increase of £233k compared to the figure reported for March. This was due to adjustments to the calculation of year-end reserved debtors.
- Strategic Asset Management budgets overspent by £179k, an increase of £120k from the previous month. This was caused by two factors: an additional charge of £70k from LGSS Cambridge Office in respect of Property Services savings targets prior to the de-merger; and disposal costs of £65k incurred as part of the ongoing capital receipts programme, which were not eligible to be charged directly against the capital receipts.

## 2.3 Additional Income and Grant Budgeted this Period (De minimis reporting limit = £30,000)

There are no additional grant or income items to report for March:

**2.4 Virements and Transfers to / from Reserves (including Operational Savings Reserve)**  
**(De minimis reporting limit = £30,000)**

The following virements have been made this month to reflect changes in responsibilities.

	£	Notes
Transfer to A&I from LGSS Managed	-217,231	Recharge of LGSS savings target to CCC
Non material virements (+/- £30k)	-2,202	

A full list of virements made in the year to date for Assets and Investments can be found in [A&I appendix 4](#).

### **3. BALANCE SHEET**

#### **3.1 Reserves**

A schedule of the Assets and Investment reserves can be found in [A&I appendix 5](#).

#### **3.2 Capital Expenditure and Funding**

##### Expenditure

- Assets and Investment Committee had a capital budget of £14.8m in 2016/17 and there was £13.1m spend at year-end. The programme was underspent by £1.6m at year-end, and the total scheme variances over the lifetime of the schemes amounted to an underspend of £7.1m.
- Shire Hall Campus and Building Maintenance budgets were each underspent by £0.6m in 2016/17, with a total scheme variance of £1.1m reported on each of the schemes. The 2016/17 budgets were set prior to the de-merger of Property Services with LGSS Cambridge and as previously reported these included £455k funding carried forward from 2015/16 that was not spent in year. The final underspends were due to further delays in obtaining condition surveys, and lack of clarity over the future role of some buildings.

Following the de-merger with LGSS Cambridge, a number of the proposed schemes are being reviewed and a Property Strategy is being drawn up with a five year plan for capital maintenance works. Procedures are also being reviewed to improve the process of commissioning condition surveys, and prioritising the necessary works during 2017/18.

- Assets and Investment Committee reported in-year slippage of £4.5m on the capital programme. This exceeded the capital variation budget allocation of £2.9m, resulting in an underspend of £1.7m across the programme in 2016/17.

##### Funding

- Assets and Investments Committee had capital funding of £14.8m in 2016/17. As reported above, the budget was underspent by £1.7m at year-end which resulted in a reduced funding requirement of this amount.

A detailed explanation of the position for Assets and Investments can be found in [A&I appendix 6](#).

## 4. PERFORMANCE

4.1 The table below outlines key performance indicators for Assets and Investments.

Measure	Reporting frequency	What is good	Unit	Data last entered	Target	Actual	RAG status	Direction of travel	Comments
<b>Assets &amp; Investment</b>									
Strategy and Estates – farm estates income demanded and collected on time	Half-yearly	High	%	28/07/16	95% (£3.9m gross)	99.0%	Green	↑	

The full scorecard for Assets and Investments can be found at [A&I appendix 7](#).

## A&I APPENDIX 1 – Assets and Investment Budgetary Control Report

The final variances as at the end of the 2016/17 financial year for Assets and Investment were as follows:

Original Budget as per BP £000	Service	Current Budget for 2016/17 £000	Forecast Variance - Outturn (Mar) £000	Outturn Variance 2016/17 £000	Outturn Variance 2016/17 %
<u>Assets &amp; Investment</u>					
1,122	Building Maintenance	-134	300	246	184
-3,453	County Farms	-3,435	-211	-444	-13
5,052	County Offices	6,283	-836	-907	-14
571	Property Services	706	77	87	12
823	Strategic Assets	675	59	179	27
0	Grant Income	-86	0	0	0
<b>4,115</b>		<b>4,009</b>	<b>-611</b>	<b>-839</b>	<b>-21</b>
<b>4,115</b>	<b>ASSETS &amp; INVESTMENT TOTAL</b>	<b>4,009</b>	<b>-611</b>	<b>-839</b>	<b>-21</b>
<b>MEMORANDUM - Grant Income</b>					
0	Assets & Infrastructure Grants	-86	0	0	0
<b>0</b>		<b>-86</b>	<b>0</b>	<b>0</b>	<b>0</b>

## A&I APPENDIX 2 – Commentary on Final Position

Number of budgets measured at service level that have an adverse/positive variance greater than 2% of annual budget or £100,000, whichever is greater.

Service	Current Budget £'000	Current Variance £'000	Current Variance %
<b>Building Maintenance</b>	<b>1,099</b>	<b>246</b>	<b>184</b>
Building Maintenance overspent by £300k at year-end 2016-17. This was a reduction of £54k on the March forecast, taking into account the final year-end accruals.			
<b>County Farms</b>	<b>-3,453</b>	<b>-444</b>	<b>-13</b>
County Farms underspent by £444k, which was an increase of £233k compared to the figure reported for March. This was due to adjustments to the calculation of year-end reserved debtors. Previously reported pressures included £33k due to insurance costs and remedial electrical work, offset by underspending on unplanned maintenance (£20k), an over accrual at year-end of £70k and higher than expected income streams.			
<b>County Offices</b>	<b>5,045</b>	<b>-907</b>	<b>-14</b>
County Offices budgets finished with an underspend of £907k at year-end, which was an improvement of £71k compared to the March figure. This was due to an adjustment for VAT which was incorrectly charged on electricity bills in March. As previously reported a number of factors contributed to the overall underspend.			
At the start of the year there was a £240k in-built pressure due to the prior-year savings target for a reduction of the property portfolio. This was offset by additional income (£236k), due to the Castle Court 100% lease agreement having started 4 months earlier than originally expected. In addition a rates rebate was achieved for Shire Hall site following the leasing of Castle Court (£382k). There was also a £40k reduction in the Council's expected liability for insurance in respect of Castle Court, with the balance attributable to Study Inn, and a £36k payment was received from Study Inn due to delays in installing Pay and Display parking meters.			
Other surpluses included an underspend of £180k on the dilapidations budget, which included a reduction of £55k in the amount accrued for dilapidations in respect of 100 Churchill Road, Wisbech, following agreement that the building was to be demolished. There was a further surplus of £54k on Children's Centre business rates due to actual invoices received being lower than the estimated accrual for 2015/16. Furthermore there were savings on utility bills (water, electricity and gas); additional rental income from LGSS Law for accommodation in Scott House (£73k); an underspend on the Portable Appliance Testing budget; and a £21k rebate on a four year gas contract.			
Pressures reported during the year included the consultancy costs of the telecommunications hosting policy (£20k) and parking meters at Shire Hall (£22k), both of which are investments which will generate income in future years. Other pressures included the costs of office moves (£23k) being charged to Corporate Offices budget as			

Service	Current Budget £'000	Current Variance £'000	%
there was no separate budget provision for these costs; and a one-off payment of £20k to Huntingdon Town Council on completion of the transfer of the Cromwell Museum.			
<b>Property Services</b>	<b>706</b>	<b>87</b>	<b>12</b>
<p>The year-end position for Property Services budgets was an overspend of £87k, which was an increase of £10k since March month-end.</p> <p>Health &amp; Safety budget finished the year with an overspend of £27k. A review of Health &amp; Safety budgets following the de-merger from LGSS Cambridge identified a pressure of £13k, due to 2016/17 income that was received in advance but not accrued at year-end in 2015/16. In addition there was an overspend of £11k on equipment in compliance with DDA legislative requirements.</p> <p>As previously reported, Property Services staffing costs were reviewed following the demerger from LGSS and this resulted in a £42k increase in the outturn forecast based on a more realistic estimate of the agency staff required to cover vacancies. The final position included pressures of £24k from LGSS savings allocated to Property Services budgets and £37k due to the CCC and NCC Shared Services Memorandum of Understanding (MoU) for Property and Estates.</p>			
<b>Strategic Assets</b>	<b>996</b>	<b>179</b>	<b>27</b>
<p>Strategic Asset Management budgets overspent by £179k in 2016/17, an increase of £120k from the March figure. This reflected a charge of £70k from LGSS Cambridge Office in respect of Property Services savings targets prior to the de-merger, in addition to the £101k charge reported in March. The remainder of the increase represented disposal costs of £69k incurred as part of the ongoing capital receipts programme, which were not eligible to be charged directly against the capital receipts.</p> <p>Also contributing to the overspend, as previously reported, were agency costs of £155k, the CCC costs of the K2 Property Management System project (£50k), office removal expenses of £38k and a £16k pressure due to the net effect of the Shared Services MoU for Property and Estates. These pressures were offset by management costs in relation to Housing schemes which were recharged against capital (£240k), income received from other local authorities for consultancy work (£77k), and other staff vacancies (£35k).</p>			



### A&I APPENDIX 3 – Grant Income Analysis

The table below outlines the additional grant income, which was not built into base budgets.

Grant	Awarding Body	Amount £000
<b>Grants as per Business Plan</b>		0
One Public Estate	Cabinet Office	86
<b>Total Grants 2016/17</b>		<b>86</b>

### A&I APPENDIX 4 – Virements and Budget Reconciliation

	£000	Notes
<b>Budget as per Business Plan</b>	<b>0</b>	
Transfer of Building Maintenance budget from Corporate Services	1,121	
Transfer County Farms budget from Corporate Services	-3,453	
Transfer of County Offices budget from Corporate Services	5,045	
Transfer of Strategic Assets and Property Services budgets from LGSS Finance to Assets and Investments	1,531	
Transfer of LGSS cross-cutting savings from LGSS Cambridge Office to Assets & Investment	-24	
Transfer of Insurance matching funding from LGSS Managed	25	
Transfer of LGSS savings to Assets and Investment	-217	
Non-material virements (+/- £30k)	-13	
<b>Current Budget 2016/17</b>	<b>4,009</b>	

## A&I APPENDIX 5 – Reserve Schedule

### 1. Assets and Investments Reserves

Fund Description	Balance at 31 March 2016	Movements in 2016-17	Balance as at 31 March 2017	Notes
	£'000	£'000	£'000	
<b><u>Other Earmarked Funds</u></b>				
Manor school site demolition costs	233	129	362	1
subtotal	233	129	362	
<b><u>Short Term Provisions</u></b>				
SPV provision	50	-26	24	
subtotal	50	-26	24	
<b>SUBTOTAL</b>	<b>283</b>	<b>103</b>	<b>386</b>	
<b><u>Capital Reserves</u></b>				
MAC - One Public Estate	230	-230	0	3
General Capital Receipts	0	0	0	2
subtotal	230	-230	0	
<b>TOTAL</b>	<b>513</b>	<b>-127</b>	<b>386</b>	

#### Notes

- 1 Rental income from Bellerbys buildings on Manor School site is being held to offset demolition costs when the lease expires in 2021.
- 2 Capital Receipts totalling £777k achieved in 2016/17 were used to fund the capital programme at year-end.
- 3 One Public Estate grant funding transferred to revenue.

## A&I APPENDIX 6 – Capital Expenditure and Funding

### Capital Expenditure

Assets & Investments Capital Programme 2016/17					TOTAL SCHEME	
Original 2016/17 Budget as per BP £000	Scheme	Revised Budget for 2016/17 £000	Actual Spend 2016/17 £000	Actual Variance 2016/17 £000	Total Scheme Revised Budget £000	Total Scheme Forecast Variance £000
550	A&I - Shire Hall Campus	765	176	(589)	6,209	(1,078)
-	A&I - Fenland	20	10	(10)	6,596	(1,155)
400	A&I - Local Plans Representations	400	176	(224)	4,284	(382)
500	A&I - County Farms Viability	500	379	(121)	2,604	(467)
600	A&I - Building Maintenance	840	179	(661)	6,025	(1,123)
20	A&I - Other Committed Projects	120	44	(76)	2,243	(250)
-	A&I - East Barnwell Community Hub	194	45	(149)	1,950	-
8,251	A&I - Renewable Energy Soham	10,225	8,924	(1,301)	10,336	(342)
-	A&I - Housing Schemes	1,628	1,267	(361)	197,054	-
481	A&I - MAC Market Towns Project	481	-	(481)	1,481	(1,481)
345	Office Portfolio Rationalisation	345	145	(200)	345	-
-	Carbon Reduction	214	14	(200)	1,673	(850)
250	Energy Efficiency Fund	250	104	(146)	1,000	-
-	Vantage House	1,675	1,675	0	1,675	-
-	Capital Programme Variations	(2,850)	-	2,850	-	-
<b>11,397</b>	<b>TOTAL</b>	<b>14,807</b>	<b>13,139</b>	<b>(1,668)</b>	<b>243,475</b>	<b>(7,129)</b>

### Previously Reported Exceptions

**Awdry House:** As reported in 2015/16, a reduction in the estimated cost of final retention payments for the Awdry House site increased the predicted total scheme underspend to £1.1m. This work was completed in 2016/17.

**Carbon Reduction:** As reported in 2015/16 the works planned under the Carbon Reduction scheme were reviewed in 2014/15 and a new schedule was agreed. The agreed work plan was expected to deliver a total scheme underspend of £0.65m and the work was expected to be completed in 2016/17. However, at year-end there was an underspend of £200k due to further delays in the programme.

**Shire Hall Campus and Building Maintenance:** Prior to the de-merger with LGSS, the budgets for building maintenance costs at Shire Hall and other County Council sites were revised to reflect the roll forward of £455k funding approved for 2015/16 that was not spent in year. This was due to unavoidable delays in completing condition surveys, meaning that works earmarked for 2015/16 could not be completed. The 2016/17 budget was already fully allocated as shown in the table below. This additional funding related to prudential borrowing, but this did not have a significant impact on the Debt Charges budget.

However, at year-end the Shire Hall Campus and Building Maintenance budgets were each underspent by £0.6m, with a total scheme underspend of £1.1m for each scheme.

These underspends were due to further delays in obtaining condition surveys, and lack of clarity over the role of some of the buildings and the future of the Shire Hall site. Following the de-merger with LGSS Cambridge, a number of the proposed schemes are being reviewed and a Property Strategy is being drawn up with a five year plan for capital maintenance works. Procedures are also being reviewed to improve the process of commissioning condition surveys, and prioritising the necessary works during 2017/18.

<b>Shire Hall</b>	<b>£000</b>	
Budget 2016/17	550	
Shire Hall	150	condition survey works
Castle Lodge	155	condition survey works
42 Castle St	45	condition survey works
Data Centre	265	carry forward request includes Ridge Fees & structural works & contingency amount
Babbage	50	estimated condition survey works
OPH	50	estimated condition survey works
Octagon	50	estimated condition survey works
Total of planned works	765	
Shortfall	215	
<b>Building Maintenance - other sites</b>	<b>£000</b>	
Budget 2016/17	600	
Lawrence Court	115	carry forward request
Ely Library	84	carry forward request
St Neots library	66	carry forward request
Victoria Lodge	15	replacement conservatory
Lawrence Court	13	window redecoration – completed 16/17
Stanton House, highways depot	55	condition survey works
Stanton House, Main building	80	condition survey works
Stanton Villas	9	condition survey works
Warboys library	84	condition survey works
Wisbech Castle	146	condition survey works
Sackville House	173	estimated re-roofing costs – main roof
Total of planned works	840	
Shortfall	240	
<b>Additional funding requested</b>	<b>455</b>	

Soham Eastern Gateway: Additional funding of £700k was agreed in 2016/17 for the Soham Eastern Gateway Pratt St Access Road Phase 1 works. This included the reconfiguration of the school car park, reconfiguration of the parking at the former caretaker's bungalow, alterations to the listed wall at Copperfield House, the relocation of a heat pump, professional fees and the planning application. This was funded by prudential borrowing but was part of a larger housing scheme for which the County Council would receive income in the future. At year-end this budget was underspent by £65k.

MAC Market Towns Project (March): The MAC Market Towns Project (March) is no longer required and so a current year underspend of £0.5m and a total scheme underspend of £1.5m was reported. This scheme was superseded by the new Housing budget which was

submitted via the current Business Planning process for 2017/18, with redevelopment projects transferred to the Housing programme. Potential projects not covered by the Housing programme will be taken forward as new business plan applications in the future. This change also impacted on the associated ring-fenced capital receipt generation, resulting in reduced funding of £0.4m.

Local Plans – Representations: The Local Plans – Representations budget underspent by £224k. This was partly due to the establishment of the Housing budget and improved management of the point at which projects were transferred from the Local Plans – Representations budget into the Housing budget. Current year costs were reviewed to ensure that all schemes were charged to Housing once they reached the planning application stage.

Housing Schemes: Housing Scheme budgets underspent by £361k in 2016/17.

A number of new Housing projects which formed part of the Business Planning proposals for Housing Schemes in 2017/18 progressed to the planning application stage in advance of the original schedule. Assets and Investment Committee approved additional budget in 2016/17, as detailed in the table below, to reflect the predicted expenditure for these new projects in the current year. This funding was not fully utilised in 2016/17 and at year-end the actual spend against these projects was £417k, resulting in an underspend of £123k. This will not affect the total scheme costs, and funding will be required 2017/18.

	£000
Belsar Farm – Willingham	55
Soham Northern Gateway	100
Clear Farm, Bassingbourn	70
Wicken, Housing Allocation	30
CFE Rural Plots	45
Management costs	<u>240</u>
	540

The following Housing Scheme budgets were rephased, as the schemes had progressed to the planning application stage in advance of the original schedule. Funding was brought forward from 2017/18 into 2016/17 as detailed below.

Scheme	£000
Housing - Shepreth 7 Homes Invest to Save	55
Housing - Cottenham 200 Homes Invest to Save	110
Housing - Redevelopment of Milton Road Library, Cambridge	20
	<u>185</u>

At year-end £101k of expenditure had been incurred against the above funding. The balance of funding will be required in 2017/18 and this will not affect total scheme costs.

East Barnwell: Increased resourcing brought forward work on the East Barnwell Community Hub project into 2016-17. The East Barnwell budget was rephased and funding of £194k brought forward from 2017/18 into 2016/17. However, work did not progress as quickly as forecast, and there was an underspend of £149k at year-end. This will not affect the total scheme costs, and the balance of funding will be required in 2017/18.

Renewable Energy Soham: The scheme was revised to incorporate increased costs due to currency changes re solar panels (£400k) and additional grid connection costs (£120k). At year-end the 2016-17 budget was underspent by £1.3m. Further network and construction costs of £315k, and a final retention payment of £460k, will be due in 2017/2018. These costs were budgeted in the 2016/17 capital programme, and will not affect total scheme costs. Overall a total scheme underspend of £342k is forecast, due to lower than expected pre-construction costs and savings on the cost of solar panels.

Vantage House: Funding of £1.6m was approved for Vantage House in 2016/17 and this budget was fully spent. This scheme was funded by prudential borrowing.

## Capital Funding

Assets and Investments Capital Programme 2016/17				
Original 2016/17 Funding Allocation as per BP £000	Source of Funding	Revised Funding for 2016/17 £000	Actual Spend £000	Actual Funding Variance £000
10,268	Capital Receipts	10,268	-	(10,268)
-	Other Contributions	-	443	443
1,129	Prudential Borrowing	4,539	12,696	8,157
<b>11,397</b>	<b>TOTAL</b>	<b>14,807</b>	<b>13,139</b>	<b>(1,668)</b>

## Previously Reported Exceptions

As previously reported, the Capital Programme Board recommended that services include a variation budget to account for likely slippage in the capital programme, as it is sometimes difficult to predict this against individual schemes in advance. As forecast underspends started to be reported, these were offset with a forecast outturn for the variation budget, leading to a balanced outturn overall up to the point when slippage exceeded this budget.

As reported in previous months, capital receipts estimates were reduced during the course of the year by a total of £9.5m, to reflect actual sales achieved in 2016/17. This resulted in an increase in the expected requirement for public borrowing of the same amount.

The MAC Market Towns Project (March) was no longer required and this impacted on the associated ring-fenced capital receipt generation, resulting in reduced funding of £0.4m.

## A&I Appendix 7 – Performance Scorecard

Measure	Reporting frequency	What is good	Unit	Data last entered	Time period covered	Target	Actual	RAG status	Direction of travel	Comments
<b>Assets &amp; Investment</b>										
Strategy and Estates – farm estates income demanded and collected on time	Half-yearly	High	%	28/07/16	1 January - 31 March 2016 (Q4)	95% (£3.9m gross)	99.0%	Green	↑	



# ASSETS AND INVESTMENT COMMITTEE AGENDA PLAN

Published on 2<sup>nd</sup> May 2017  
Updated on 18<sup>th</sup> May 2017



Cambridgeshire  
County Council

## Notes

Committee dates shown in bold are confirmed.

The definition of a key decision is set out in the Council's Constitution in Part 2, Article 12.

\* indicates items expected to be recommended for determination by full Council.

+ indicates items expected to be confidential, which would exclude the press and public. Additional information about confidential items is given at the foot of this document.

Draft reports are due with the Democratic Services Officer by 10.00 a.m. eight clear working days before the meeting.

The agenda dispatch date is six clear working days before the meeting.

Committee Date	Agenda item	Lead officer	Reference if key decision	Deadline for draft reports	Agenda despatch date
<b>26/05/17</b>	+ Programme Status Report - CREATE project	Chris Malyon/John Macmillan	Not applicable	16/05/17	18/05/17
	Water Deregulation – the procurement options for water provision for County Council buildings	Sass Pledger/ Claire Julian-Smith	Not applicable		
	Changes to Estover Playing Fields 2015 Community Interest Company (CIC)	John Macmillan	Not applicable		
	Sawtry Library	Gwendolyn Casazza	Not applicable		
	Finance and Performance Report	Chris Malyon	Not applicable		
	Agenda Plan	Dawn Cave	Not applicable		

<b>Committee Date</b>	<b>Agenda item</b>	<b>Lead officer</b>	<b>Reference if key decision</b>	<b>Deadline for draft reports</b>	<b>Agenda despatch date</b>
<b>30/06/17</b>	+ Programme Status Report - County Farm Income	Chris Malyon/John Macmillan	Not applicable	20/06/17	22/06/17
	Smart Energy Grid Project, Department for Community & Local Government Contract for European Regional Development Fund Funding	Sheryl French	2017/021		
	Finance and Performance Report	Chris Malyon	Not applicable		
	Agenda Plan	Dawn Cave	Not applicable		
<b>28/07/17</b>	+ Programme Status Report	Chris Malyon/John Macmillan	Not applicable	18/07/17	20/07/17
	Smart Energy Grid, Power Purchase Agreement	Sheryl French	2017/030		
	Finance and Performance Report	Chris Malyon	Not applicable		
	Agenda Plan	Dawn Cave	Not applicable		
<b>18/08/17</b>	+ Programme Status Report	Chris Malyon/John Macmillan	Not applicable	08/08/17	10/08/17
	Future options for Property and Estates Service	Chris Malyon	2017/028		
	Finance and Performance Report	Chris Malyon	Not applicable		
	Agenda Plan	Dawn Cave	Not applicable		
<b>15/09/17</b>	+ Programme Status Report	Chris Malyon/John Macmillan	Not applicable	05/09/17	07/09/17
	Finance and Performance Report	Chris Malyon	Not applicable		
	Agenda Plan	Dawn Cave	Not applicable		

<b>Committee Date</b>	<b>Agenda item</b>	<b>Lead officer</b>	<b>Reference if key decision</b>	<b>Deadline for draft reports</b>	<b>Agenda despatch date</b>
<b>20/10/17</b>	+ Programme Status Report	Chris Malyon/John Macmillan	Not applicable		
	Finance and Performance Report	Chris Malyon	Not applicable		
	Future Options for Community Greenspaces	Elaine Matthews	Not applicable		
	Agenda Plan	Dawn Cave	Not applicable		

Future dates: 24/11/17, 15/12/17, 26/01/18, 23/02/18, 23/03/18, 27/04/18, 25/05/18

To be programmed: Lessons learned from Ely Archives Centre (following consideration by Audit & Accounts Committee), Acquisitions and Investment Policy Delegations, Green Spaces (Elaine Matthews), Oasis Centre, Wisbech (Hazel Belchamber)

**Notice made under the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 in compliance with Regulation 5(7)**

1. At least 28 clear days before a private meeting of a decision-making body, public notice must be given which must include a statement of reasons for the meeting to be held in private.
2. At least 5 clear days before a private meeting of a decision-making body, further public notice must be given which must include a statement of reasons for the meeting to be held in private, details of any representations received by the decision-making body about why the meeting should be open to the public and a statement of the Council's response to such representations.

<b>Forward plan reference</b>	<b>Intended date of decision</b>	<b>Matter in respect of which the decision is to be made</b>	<b>Decision maker</b>	<b>List of documents to be submitted to the decision maker</b>	<b>Reason for the meeting to be held in private</b>

**Decisions to be made in private as a matter of urgency in compliance with Regulation 5(6)**

3. Where the date by which a meeting must be held makes compliance with the above requirements impracticable, the meeting may only be held in private where the decision-making body has obtained agreement from the Chairman of the Council.
4. Compliance with the requirements for the giving of public notice has been impracticable in relation to the business detailed below.
5. The Chairman of the Council has agreed that the Committee may hold a private meeting to consider the business referred to in paragraph 4 above because the meeting is urgent and cannot reasonably be deferred for the reasons stated below.

<b>Date of Chairman's agreement</b>	<b>Matter in respect of which the decision is to be made</b>	<b>Reasons why meeting urgent and cannot reasonably be deferred</b>

For further information, please contact Quentin Baker on 01223 727961 or [Quentin.Baker@cambridgeshire.gov.uk](mailto:Quentin.Baker@cambridgeshire.gov.uk)