

AGENDA

Meeting: CABINET CAPITAL ASSETS COMMITTEE

Place: Council Chamber - Council Offices, Monkton Park, Chippenham, SN15 1ER

Date: Tuesday 24 July 2012

Time: 2.00 pm

Please direct any enquiries on this Agenda to James Hazlewood, of Democratic Services, County Hall, Bythesea Road, Trowbridge, direct line 01722 434250 or email james.hazlewood@wiltshire.gov.uk

Press enquiries to Communications on direct lines (01225)713114/713115.

This Agenda and all the documents referred to within it are available on the Council's website at www.wiltshire.gov.uk

Membership:

Cllr John Noeken	- Resources
Cllr Fleur de Rhe-Philippe	- Strategic Planning, Economic Development and Tourism
Cllr Jane Scott OBE	- Leader of the COuncil
Cllr Toby Sturgis	- Waste, Property and Development Control Services
Cllr John Thomson	- Deputy Leader and Adult Care, Communities and Housing

AGENDA

Part I

Items to be considered while the meeting is open to the public

Key Decisions Matters defined as 'Key' Decisions and included in the Council's Forward Work Plan are shown as 

1 **Apologies**

2 **Minutes of the previous meeting** (*Pages 1 - 6*)

To confirm and sign as a correct record the minutes of the Cabinet (Capital Assets) Committee meeting held on 24 May 2012.

3 **Chairman's Announcements**

4 **Declarations of interest**

To receive any declarations of pecuniary or non-pecuniary interests or dispensations granted by the Standards Committee.

5 **Urgent items**

Any other items of business that the Chair agrees to consider as a matter of urgency.

6 **Capital Budget Monitoring 2011/12 Outturn Report** (*Pages 7 - 18*)

To consider the attached report of the Chief Finance Officer.

7 **Salisbury Marketplace** (*To Follow*)

To consider the report of the Service Director for Economy and Enterprise.

8 **Transformation Programme Update** (*Pages 19 - 38*)

To consider the attached report of the Corporate Director for Transformation and Resources.

9 **Property Disposals** (Pages 39 - 56)

To consider the attached report of the Corporate Director for Transformation and Resources.

10 **Land at Innox Road, Trowbridge** (Pages 57 - 62)

To consider the attached report of the Corporate Director For Transformation and Resources.

11 **Gypsy and Traveller Project** (Pages 63 - 74)

 To consider the attached report of the Service Director – Strategy and Commissioning.

12 **Exclusion of the Press and Public**

To consider passing the following resolution:

To agree that in accordance with Section 100A(4) of the Local Government Act 1972 to exclude the public from the meeting for the business specified in the following items because it is likely that if members of the public were present there would be disclosure to them of exempt information as defined in paragraph 3 of Part I of Schedule 12A to the Act and the public interest in withholding the information outweighs the public interest in disclosing the information to the public.

Part II

Items during consideration of which it is recommended that the public should be excluded because of the likelihood that exempt information would be disclosed

13 **Property Disposals** (Pages 75 - 82)

To consider the attached appendices (exempt from publication) in relation to item 9 above.

14 **Land at Innox Road, Trowbridge** *(Pages 83 - 84)*

To consider the attached appendix (exempt from publication) in relation to item 10 above.

15 **Gypsy and Traveller Project** *(Pages 85 - 92)*

 To consider the attached appendix (exempt from publication) in relation to item 11 above.

CABINET CAPITAL ASSETS COMMITTEE

MINUTES of a MEETING held in COUNCIL CHAMBER - COUNCIL OFFICES,
BRADLEY ROAD, TROWBRIDGE, BA14 0RD on Thursday, 24 May 2012.

Cllr Jane Scott OBE	Leader of the Council
Cllr John Noeken	Cabinet Member for Resources
Cllr Fleur de Rhe-Philippe	Cabinet Member for Economic Development and Strategic Planning
Cllr Toby Sturgis	Cabinet Member for Waste, Property, Environment and Development Control Services
Cllr John Thomson	Deputy Leader and Cabinet Member for Adult Care, Communities and Housing

Also in Attendance:	Cllr John Brady
	Cllr Dick Tonge
	Cllr Stuart Wheeler
	Cllr Peter Doyle
	Cllr Jemima Milton
	Cllr Bill Moss

19 **Apologies**

An apology for absence had been received from Cllr Lionel Grundy.

20 **Minutes of the previous meeting**

Resolved:

To approve as a correct record and sign the minutes of the meeting held on 21 March 2012.

21 **Chairman's Announcements**

None.

22 **Declarations of interest**

There were no declarations of interest.

23 **Extra Care Development - Burnham House Site, Malmesbury**

Councillor John Thomson, Cabinet Member for Adult Care, Communities and Housing introduced the report updating members on the progress of the extra care development initiative for older people on the former Burnham House site in Malmesbury.

The contract for the development of the site was currently subject to a mini-competition procurement exercise under the joint preferred developer framework established with Devon County Council. Subject to the satisfactory completion of this exercise, the report sought delegated authority for the relevant Cabinet Members to award the contracts in liaison with the Corporate Director and the Section 151 officer.

Councillor Thomson reported that the project was an excellent example of community engagement, with three members of the community being part of the tender evaluation panel.

Resolved

That the Cabinet (Capital Assets) Committee:

- a. Notes the progression of the extra care development initiative for older people on the former Burnham House site in Malmesbury.**
- b. Delegates authority to the Cabinet Member for Adult Care, Communities and Housing and the Cabinet Member for Waste, Property, Environment and Development Control Services in liaison with the Corporate Director (Statutory Responsibility for Adult Care Services) and the Section 151 Officer to award the extra care development, management and care and support provision contract, where appropriate, on the former Burnham House site in Malmesbury following the satisfactory conclusion of the formal tendering process.**

Reason for Decision

The joint preferred development framework contract with Devon County Council provides an innovative and efficient procurement mechanism to select construction partners, operators and potentially care and support providers for extra care facilities across Wiltshire and Devon.

The development of extra care housing on the Burnham House site would meet the needs of the growing elderly population in Malmesbury and improve choice and control for older people whilst providing a vital community resource.

The involvement of the Burnham House Working Group in the tender evaluation and development of the scheme, promotes community engagement and will ensure that the facilities meet the needs of the local community.

24 **Rudloe Community Centre**

Councillor John Thomson, Cabinet Member for Adult Care, Communities and Housing, introduced the report which sought initial approval to work with GreenSquare to explore options to re-develop the Rudloe Community Centre in conjunction with GreenSquare's assets and some Wiltshire Council land in the immediate area.

Councillor Thomson moved an additional recommendation 5, which sought to clarify the arrangements for reporting back to the Capital Assets Committee

Resolved

- 1. To seek approval to work with GreenSquare and the local community to explore options to remodel and to deliver a successful, well used and well resourced community centre**
- 2. To explore options to use council owned land together with GreenSquare assets to generate funding to enable remodelling of the community centre**
- 3. To explore options to transfer the ownership of the community centre**
- 4. To explore opportunities to create wider links in the community e.g. with military personnel and their families.**
- 5. That a further report will be brought to the Cabinet Capital Assets Committee outlining the outcomes of the further feasibility work and a financial appraisal to show how this will be funded, and to seek approval to any proposals to transfer ownership of and/or remodel the community centre.**

Reasons for Decision

The existing layout of the community centre was not fit for purpose and it was not being used as a hub for community activities. New designs could create a layout which would maximise the space within the centre and provide facilities that would benefit different community activities. There was an established community in Rudloe with many local people wanting to see the community centre used to its full potential.

Rudloe was an area where the community would benefit from a well run, fully functioning community centre. Data from the 2001 census showed that Rudloe had a high percentage of vacant dwellings, which may be a result of the high turnover of military personnel within the area and a low percentage of ownership. The military accounted for almost 14% of the housing stock and was likely to be associated with a high turnover of population. The second was that of the total housing stock, Rudloe had a high proportion of social housing.

In 2011 the founding and long standing trustees of RCA stood down and a new group had since been formed. This group was keen to work with the council to find a solution to the current issues.

The proposal could help link Rudloe with the wider community to help create a sustainable community and provide a fully functioning community centre.

25 **Wiltshire Council Land - Easton Square, Sherston**

Councillor John Thomson, Cabinet Member for Adult Care, Communities and Housing, introduced a report which sought approval to use a small parcel of Wiltshire Council land to provide some much needed new housing in Sherston in partnership with GreenSquare.

It was noted that GreenSquare had undertaken to provide accommodation for the owners of the existing properties during construction, and that planning permission as still required for the scheme.

Resolved

That Cabinet (Capital Assets) Committee:

- 1. Delegates authority to the Service Director for Strategy and Commissioning in consultation with the Cabinet Member for Housing to approve and execute the transfer of Council land valued at £7,500 to GreenSquare for £1, subject to the planning permission and full agreement of the owners of numbers 11 and 12, Easton Square.**
- 2. Authorises officers to work up the scheme with GreenSquare to enable the delivery of a mixed tenure scheme subject to planning permission.**

Reason for Decision

The Council's land has been independently valued at £7,500 and is undevelopable without neighbouring owner occupiers contributing some of their surrounding land to deliver some new housing. The owner occupiers of number

11 and number 12 Easton Square approached the Council to work together to achieve this.

In December 2011 a rural housing need survey was undertaken with the support of the Parish Council and identified 21 households seeking an affordable home in Sherston. The Parish Council are keen to see some more affordable housing for local people. The proposal also makes good use of undevelopable land.

26 Housing Private Finance Initiative (PFI) Phase 2 Sites

Councillor John Thomson, Cabinet Member for Adult Care, Communities and Housing, introduced a report which sought approval in principle to allocate sufficient Council owned sites, for nil consideration, to enable the delivery of at least 108 new affordable homes through the Housing Private Finance Initiative (PFI) project phase 2, with a minimum of 48 units delivered on Council owned land.

Resolved

The Cabinet (Capital Assets) Committee agrees to:

- 1. Approved the allocation in principle of sufficient Council owned sites to enable the delivery of 108 new affordable homes through the Housing Private Finance Initiative (PFI) project phase 2, with a minimum of 48 units delivered on Council owned land as agreed in the Final Business Case, subject to planning permission.**
- 2. Agree that all Council owned site in the project will be provided for nil consideration.**

Reasons for Decision

Delivery of phase 2 of the Housing PFI project will result in the completion of around 108 new affordable homes to meet the housing needs of residents of Wiltshire and will secure up to £23.76 million Revenue Support Grant.

27 Urgent items

None.

28 Exclusion of the Press and Public

Resolved

That in accordance with Section 100A(4) of the Local Government Act 1972 to exclude the public from the meeting for the business specified in Item 11 because it was likely that if members of the public were present there would be disclosure to them of exempt information as defined in paragraph 3 of Part I of Schedule 12A to the Act and the public interest in withholding the information outweighed the public interest in disclosing the information to the public.

29 Housing Private Finance Initiative (PFI) Phase 2 Sites

The Committee noted the exempt information in relation to the decision at minute 26 above.

(Duration of meeting: 10.30 - 11.05 am)

These decisions were published on the 28 May 2012 and will come into force on 7 June 2012

The Officer who has produced these minutes is James Hazlewood, of Democratic Services, direct line 01722 434250 or e-mail james.hazlewood@wiltshire.gov.uk
Press enquiries to Communications, direct line (01225) 713114/713115

Wiltshire Council

Cabinet Capital Asset Committee

24 July 2012

Subject: Capital Monitoring Outturn Report 2011/2012

**Cabinet member: Councillor John Brady
Finance, Performance and Risk**

Key Decision: No

Executive Summary

The report reflects the position of the 2011/2012 Capital Programme as at 31 March 2012, which shows a £7.277 million underspend against the final budget.

The report also details changes to the budget made since the previous monitoring report, which are to be noted by Cabinet.

Proposal

- a. Note the Final outturn position of the capital programme in Appendix A.
- b. Note total budget increases of £0.685 million as shown in Appendix B.
- c. Note the final reprogramming of budgets of £7.990 million into 2012/2013.

Reasons for Proposals

To inform Cabinet of the final position of the 2011/2012 capital programme and highlight changes and note budget reprogramming into 2012/2013.

Michael Hudson Director of Finance

Wiltshire Council

Cabinet Capital Asset Committee

24 July 2012

Subject: Capital Monitoring Outturn Report 2011/2012

**Cabinet member: Councillor John Brady
Finance, Performance and Risk**

Key Decision: No

Purpose of Report

1. To update Cabinet on the position of the 2011/2012 Capital Programme as at 31 March 2012 and note budget changes and note reprogramming of expenditure into 2012/2013.

Budget movements

2. Between the Period 10 monitoring report presented to the Cabinet Capital Assets committee (CCAC) at the meeting on 21 March 2012 and this Outturn monitoring report, the budget is proposed to be adjusted as detailed in the table below.

	£m	Notes
Capital budget as per CCAC Period 10 monitoring report (21 March 2012)	102.416	
Additions/amendments to the capital programme 2011/2012 since Period 10 monitoring report		
Additional Highways contributions	0.679	See below for further explanation.
Other contributions	0.006	See Appendix B for further information.
Total movements in Period	0.685	
Final Capital budget 2011/2012	103.101	

3. Additional contributions for highways schemes were received and added to the programme in March 2012. These contributions largely comprised

of developers contributions to fund integrated transport schemes undertaken in 2011/2012.

Summary of Current Position as at 31 March 2012

4. The final budget for the year 2011/2012 is £103.101 million. As at 31 March 2012 the actual spend was £95.824 million (93% of spend to final budget). A full breakdown of these figures is attached in Appendix A.
5. As this is the outturn monitoring report the only adjustments to the reported budget are for minor additions, further details are in Appendix B.
6. Further reprogramming of expenditure of £7.990 million from 2011/2012 is being actioned in 2012/2013 as part of this report and is also broken down in Appendix A.
7. Further details on the larger variances from outturn are shown below.

Education schemes

8. The outturn variance on Wellington Academy is showing an overspend of £0.199 million. As with any major project of this size, the final account is being finalised and some further sums are likely to be recoverable from the Academy upon settlement. However at present £0.199 million is the current estimated overspend on the entire £33 million project. There is further work to do to ensure this is the correct position and any sums that are recoverable will be able to be used as financing on other Academy schemes. The Sarum Academy scheme has had some slight delays due to signing of the contract so the expenditure incurred in 2011/2012 is lower than planned. The £0.482 million underspend on this scheme will be reprogrammed into 2012/2013.
9. Additional accommodation schemes which comprise 26 individual extension schemes are showing a £0.215 million variance. This variation is from a number of the schemes in this area having slight variances between final year budget and spend. The £0.215 million reflects the work progressing quicker than expected, therefore the budget has been reprogrammed between years accordingly. The two largest schemes requiring reprogramming are at Westbury Matravers and Tidworth Clarendon Infants.
10. New Deals for Schools (NDS) schemes are to fund high priority condition works including roof replacements, rewiring and window replacements. NDS maintenance is showing a £0.404 million variance. The work this budget is earmarked for has now been scheduled to take place in August 2012. The £0.404 million budget will be reprogrammed into 2012/2013 to cover this work.

11. DCSF Primary Capital Programme is showing a £0.226 million variance. All projects (with one exception) are now complete including large schemes at Purton St Mary's and Lydiard Millicent schools. The only amounts outstanding are retention payments which will all be payable during 2012/2013. The budget will therefore be reprogrammed into 2012/2013 to cover the retention payments.
12. DCSF Targeted Capital 14-19 SEN is showing a £1.373 million variance. The majority of this variance on final budget relates to a large extension and refurbishment at Exeter House Special School. This project has been flagged up as an underspending scheme throughout the year. This project began on site later than expected due to land acquisition issues so work has not progressed as quickly as expected. The budget will be moved into 2012/2013 as reprogramming. The total budget for the scheme will be spent but in later financial years than initially assumed.
13. Other Education schemes includes the settlement of the final account and retention amounts of Melksham Oak School. As reported in the previous monitoring report, there is an overspend on the final account at this school. The revised overspend is £0.089 million, a reduction on the previous estimate of £0.149 million.

Highways schemes

14. Highways schemes are broadly on line to final budget with a variation across the different projects of only £0.285 million against the budget of £19.944 million. This variation reflects the timing differences between anticipated works and the actual work undertaken across the many individual projects. Therefore the entire £0.285 million has been reprogrammed into 2012/2013 to match the planned expenditure.

Campus and Operational Delivery (CAOD) schemes

15. The County Hall remodelling phase 1 scheme is progressing well and the site is still due to open during September 2012. Payments to the contractors are running slightly behind schedule reflecting the stage of work completed. Overall the project is on line therefore the variance of £1.356 million will all be reprogrammed into 2012/2013.
16. The Hub Programme ICT has seen accelerated spend on the network infrastructure and equipment to support the development of the new hubs and the wider COAD schemes. Additional budget has already been allocated into 2012/2013 to cover the additional spend in this area which will be used to cover the additional £0.561 million spent during 2011/2012 when this amount is reprogrammed into 2012/2013.
17. The Operational Estate workstream going forward has been merged with the Campus workstream so the expenditure in this area is tied up with the development of the Campuses. As the initial 3 campuses are still in the development stage this has had a knock on effect onto this area.

Therefore the variance of £0.600 million has been reprogrammed into 2012/2013 and will be merged into the Campus workstream during 2012/2013.

18. The variance on the campuses of £0.662 million is also because work on site is only just beginning on campuses in Corsham, and awaiting planning decisions in Salisbury and Melksham. Therefore the whole variance is being reprogrammed into 2012/2013 to match the planned expenditure.

Waste Schemes

19. Waste Transformation schemes as detailed in the previous reports are well advanced however there is a large commitment remaining to purchase additional wheelie bins which has been raised but delivery of this batch will now occur during 2012/2013 rather than in 2011/2012. Therefore £1.229 million is being reprogrammed into 2012/2013.

Other schemes

20. Carbon Reduction schemes are allocated to many individual projects. The remaining budget from 2011/2012 has been reprogrammed into 2012/2013 to finish the committed schemes.
21. Area Boards grants are the funds allocated to the Area Boards to support small local schemes such as Speedwatch and Road Safety schemes, Skate Parks, Scout Huts and other community activities. The budget has been allocated to schemes following approval by the Area Boards. More payments were made in the last period of 2011/2012 than assumed in the Month 10 monitoring report, therefore the variance of £0.185 million is being reprogrammed into 2012/2013.
22. Street Scene Vehicles budget as previously reported is over spent due to the purchase of street scene vehicles required to maintain effective service delivery, which is part of the annual replacement programme. Additional funding of £0.167 million from the Department for Transport was allocated into this area to partially offset the extra costs, however there is an overspend in this area of £0.418 million.

Funding of Capital Programme

23. The capital programme is funded by 3 principal sources; grants and contributions, capital receipts and borrowing. The financing of the spend in 2011/2012 was made in the following way;

Source of Finance	Amount £m
Grants and contributions	56.227
Capital Receipts	5.596
Borrowing	34.001

Total	95.824
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24. As shown in the table above Grants and contributions fund the largest proportion of the programme, the £56 million includes grants from government, contributions including developer (S106) and other contributions including from revenue. The amounts received are largely as expected - grants from central government to fund areas such as the Highways schemes and the large education projects are announced well in advance of the financial year. Other smaller grants and contributions are often not announced in advance of the year but have been added to the programme through the monitoring reports under the Director of Finance delegated authority.
25. Capital receipts received from the proceeds of asset sales are managed and monitored closely by the Strategic Property team in conjunction with Finance. Sales of assets are managed and marketed dependant on market conditions. During 2011/2012 a total of £7.2 million of income from asset disposals was achieved, which included significant receipts from the sale of land at Wootton Bassett Stoneover Lane and from Fisherton Manor/Highbury Avenue School. The figure achieved for 2011/2012 is on line overall to the expected amount for the year which was set during the 2011/2012 budget setting process. Of the £7.2 million received during the year, £5.6 million was used in 2011/2012 on capital expenditure with the remainder being held back to spend on 2012/2013 expenditure.
26. The planned receipts to fund the programme in 2012/2013 as per the budget setting report for 2012/2013 are around £10 million. Currently it is expected that this target will be met. This target will be kept under close review with a view to increasing the target during the year as negotiations develop. A number of sales have already been received during the first quarter of 2012/2013, which will be reported during the monitoring reports for 2012/2013.
27. Borrowing is the final source of funding for the capital programme. The revenue costs involved in borrowing on repaying the principal and the interest charges amount to approximately 10% of the amount of borrowing undertaken. All other sources of funding are utilised before borrowing is undertaken. The optimal mix of using receipts, grants and other sources to fund schemes is undertaken before borrowing is considered to minimise the revenue costs of borrowing.

Proposals

28. To note the general budget additions that are largely grant funded of £0.685 million per Appendix B and note the outturn position of the Capital Programme in Appendix A. Note the reprogramming of £7.990 million between 2011/2012 and 2012/2013.

Environmental Impact of the Proposal

29. Wiltshire Council is preparing for its mandatory inclusion in the Carbon Reduction Commitment (CRC); the UK's mandatory climate change and energy saving scheme. The objectives of the scheme are to improve energy efficiency and reduce carbon dioxide emissions. It is calculated that 79% of the Council's carbon footprint comes from energy use in buildings. Capital schemes therefore have the potential to greatly increase or decrease carbon emissions, for example schemes making council buildings more energy efficient will reduce the Council's carbon footprint. The budget setting process for 2011/2012 assessed the perceived impact of schemes on the Council's carbon footprint and built this into the mechanism for setting the 2012/2013 budget.

Equality and Diversity Impact of the Proposal

30. No equality and diversity issues have been identified arising from this report

Risk Assessment

31. The capital budget for 2011/2012, as detailed in this report, has been revised to approximately £103 million. Within this programme there are a number of potential risks such as from cost overruns or lower than expected levels of capital receipts. Such issues will be highlighted as soon as they establish themselves through the monthly reporting process. Members may wish to bear in mind that the capital programme has been set for three years and therefore risks will be appraised over the whole period.

Financial Implications

32. These have been examined and are implicit throughout the report

Legal Implications

33. None have been identified as arising directly from this report.

Michael Hudson
Director of Finance

Report Author: Stephen MacDonald, Principal Accountant (Capital).

Unpublished documents relied upon in the preparation of this report: NONE
Environmental impact of the recommendations contained in this report: NONE

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Capital Programme budget movements 2011/2012

2011/2012 Budget & Spend Breakdown

Scheme name	Month 10 Budget 2011/2012	Additional Budget see Appendix B	Final Budget 2011/2012	Total Spend 2011/2012	Variation	Overspend/ (Underspend)	Reprofiling of Schemes
	£m	£m	£m	£m	£m	£m	£m
Education schemes							
Wellington Academy	3.646		3.646	3.845	0.199	0.199	0.000
Sarum Academy Salisbury	0.822		0.822	0.340	(0.482)		(0.482)
Extended Schools	0.075		0.075	0.070	(0.005)		(0.005)
Additional Accommodation	2.927		2.927	3.142	0.215		0.215
NDS Maintenance & Modernisation	5.815		5.815	5.411	(0.404)		(0.404)
Devolved Formula Capital	1.281		1.281	1.273	(0.008)		(0.008)
Access and Inclusion	0.297		0.297	0.197	(0.100)		(0.100)
DCSF Primary Capital Programme	6.632		6.632	6.406	(0.226)		(0.226)
DCSF Targeted Capital 14-19 SEN	4.086		4.086	2.713	(1.373)		(1.373)
Other Projects New Schools	2.643		2.643	2.667	0.024		0.024
Other Schools Projects - Expansions & Replacements	1.707		1.707	1.665	(0.042)		(0.042)
Sure Start	0.365		0.365	0.302	(0.063)		(0.063)
Aiming High for Disabled Children	0.095		0.095	0.083	(0.012)		(0.012)
Other Education schemes	0.377		0.377	0.444	0.067	0.089	(0.022)
Total Education schemes	30.768	0.000	30.768	28.558	(2.210)	0.288	(2.498)
Highways schemes							
Integrated Transport	2.828	0.486	3.314	3.364	0.050		0.050
Bridges & Structural Maintenance	14.091	0.020	14.111	13.951	(0.160)		0.258
Carriageway Repairs	1.443		1.443	1.010	(0.433)		(0.433)
Footways, ALA, Land Drainage & Other Minor Schemes	0.903	0.173	1.076	1.334	0.258		(0.160)
Total Highways schemes	19.265	0.679	19.944	19.659	(0.285)	0.000	(0.285)
Campus and Operational Delivery schemes (CAOD)							
Hub Programme Office rationalisation	12.475		12.475	11.119	(1.356)		(1.356)
Hub Programme ICT	6.640		6.640	7.201	0.561		0.561
Operational Estate	1.635		1.635	1.035	(0.600)		(0.600)
Highway Depot & Office Strategy	0.350		0.350	0.247	(0.103)		(0.103)
Libraries, Heritage and Art	0.025		0.025	0.118	0.093		0.093
Libraries RFID Technology	0.547		0.547	0.513	(0.034)		(0.034)
Campus	2.000		2.000	1.338	(0.662)		(0.662)
Total CAOD schemes	23.672	0.000	23.672	21.571	(2.101)	0.000	(2.101)

Capital Programme budget movements 2011/2012

2011/2012 Budget & Spend Breakdown

Scheme name	Month 10 Budget 2011/2012	Additional Budget see Appendix B	Final Budget 2011/2012	Total Spend 2011/2012	Variation	Overspend/ (Underspend)	Reprofiling of Schemes
	£m	£m	£m	£m	£m	£m	£m
Other Property schemes							
Buildings Repair & Maintenance	2.228	0.006	2.234	1.853	(0.381)		(0.381)
Total Other Property schemes	2.228	0.006	2.234	1.853	(0.381)	0.000	(0.381)
Housing schemes							
Disabled Facilities Grants	2.436		2.436	2.275	(0.161)		(0.161)
Corporate other housing grants	0.555		0.555	0.307	(0.248)		(0.248)
New Housing	3.436		3.436	3.209	(0.227)		(0.227)
HRA - refurbishment of council stock	4.243		4.243	4.029	(0.214)		(0.214)
Total Housing schemes	10.670	0.000	10.670	9.820	(0.850)	0.000	(0.850)
Waste schemes							
Waste Transformation	8.226		8.226	6.997	(1.229)		(1.229)
Waste Management & Waste Vehicles	2.423		2.423	2.203	(0.220)		(0.220)
Total Waste schemes	10.649	0.000	10.649	9.200	(1.449)	0.000	(1.449)
Other schemes							
Revenue & Benefits IT System	0.409		0.409	0.461	0.052		0.052
Carbon Reduction	0.773		0.773	0.432	(0.341)		(0.341)
Planning IT System	0.127		0.127	0.134	0.007		0.007
Adult Social Care Strategy - Older People, LD & Mental health	1.085		1.085	0.899	(0.186)		(0.186)
Social Care Infrastructure & Community Safety	0.027		0.027	0.010	(0.017)		(0.017)
Area Boards and LPSA PRG reward grants	0.631		0.631	0.816	0.185		0.185
Economic Development schemes (including Salisbury Vision)	1.360		1.360	1.249	(0.111)		(0.111)
Rural Estates	0.050		0.050	0.054	0.004		0.004
Cross Departmental Initiatives & Other Schemes	0.258		0.258	0.246	(0.012)	0.007	(0.019)
Street Scene Vehicles (Including Road Maintenance & Winter Vehicles)	0.444		0.444	0.862	0.418	0.418	0.000
Total Other schemes	5.164	0.000	5.164	5.163	(0.001)	0.425	(0.426)
Total 2011/2012 Programme	102.416	0.685	103.101	95.824	(7.277)	0.713	(7.990)

Director of Finance (CFO) - EXERCISE OF DELEGATED POWERS & REQUESTS FOR ADDITIONAL RESOURCES WITHIN THE CAPITAL PROGRAMME

CCAC Meeting
Financial Year:

24th July 2012

2011/12

SECTION 1 - DELEGATED CFO POWERS - ADDITIONAL FUNDING

"Adjustment/addition of scheme in the capital programme which has no effect on the net funding position of the programme
i.e. Additional resources available in the form of Grant, Section 106 contributions etc which fund the addition,"

Project Name: NDS Maintenance & Modernisation

Budget Change:	2011/12	2012/13	2013/14
		24,900	

Funding Source: Schools contributions towards capital works

Project Name: LTP Integrated Transport

Budget Change:	2011/12	2012/13	2013/14
		440,743	

Funding Source: Highways contributions from developers to fund integrated transport schemes

Project Name: LTP Integrated Transport

Budget Change:	2011/12	2012/13	2013/14
		26,632	

Funding Source: Contributions from Town & Parish Councils

Project Name: LTP Integrated Transport

Budget Change:	2011/12	2012/13	2013/14
		2,500	

Funding Source: Contribution from Salisbury District Hospital

Project Name: LTP Integrated Transport

Budget Change:	2011/12	2012/13	2013/14
		16,340	

Funding Source: Additional grant from Sustrans

Project Name: Bridges & Structural Maintenance - Surfacing Schemes

Budget Change:	2011/12	2012/13	2013/14
		19,500	

Funding Source: Contribution from Westlea Housing to fund road surfacing schemes

Project Name: Bridges & Structural Maintenance - LTP Maintenance

Budget Change:	2011/12	2012/13	2013/14
		1,594	

Funding Source: Contribution from BT towards damaged drains

Project Name: Bridges & Structural Maintenance - Bridges

Budget Change:	2011/12	2012/13	2013/14
		50,000	

Funding Source: Contribution from British Railways Board towards transfer and demolition of Potterne Road Railway bridge

Project Name: Footways, ALA, Land Drainage & Other Minor Schemes - Petersfinger Park & Ride

Budget Change:	2011/12	2012/13	2013/14
		24,834	

Funding Source: Insurance claim settled covering costs previously incurred

Project Name: Footways, ALA, Land Drainage & Other Minor Schemes - Drainage

Budget Change:	2011/12	2012/13	2013/14
		148,252	

Funding Source: Environment Agency contribution towards drainage works at Easterton & Crudwell

Project Name: Buildings Repair & Maintenance

Budget Change:	2011/12	2012/13	2013/14
		6,000	

Funding Source: School contribution towards maintenance works at Mere Primary

Project Name: Carbon Reduction

Budget Change:	2011/12	2012/13	2013/14
		23,000	

Funding Source: Revenue contribution towards Olympiad CHP

684,801

99,494

Page 17

Delegated Changes Approved by Section 151 Officer Totals

Director of Finance (CFO) - EXERCISE OF DELEGATED POWERS & REQUESTS FOR ADDITIONAL RESOURCES WITHIN THE CAPITAL PROGRAMME

CCAC Meeting
Financial Year:

24th July 2012

2011/12

SECTION 2 - DELEGATED CFO POWERS - REPROGRAMMED EXPENDITURE BETWEEN 2011/2012 AND 2012/2013

"Schemes within the capital programme which require the reprogramming of expenditure between years due to scheme not progressing as originally anticipated or other circumstances"

Project Name:

Budget Change:

2011/12

2012/13

2013/14

Funding Source:

No Reprogramming of expenditure has been undertaken for the outturn monitoring report. Suggested reprogramming of expenditure of £7.990 million will be undertaken during the first capital monitoring report in 2012/2013.

0

Total Re-programming between years

SECTION 3 - REQUESTS TO CABINET FOR ADDITIONAL RESOURCES

"Adjustment/addition of scheme to the capital programme which places an additional funding requirement on the programme"

Project Name:

Budget Change:

2011/12

2012/13

2013/14

Funding Source:

No requests for additional resources are noted for the outturn monitoring report

0

0

0

Total requests for additional resources

In the exercise of my delegated powers (Section 1 and 2), I hereby authorise the amendments to the Capital Programme summarised above.

Director of Finance
(CFO):

Michael Hudson

DATE:

24th July 2012

Wiltshire Council

Transformation Board
5th July 2012

Cabinet (Capital Assets) Committee
24th July 2012

Subject: Transformation Programme: Review of Programme Spend and Project Outcomes

Cabinet Member: Councillor Stuart Wheeler – Transformation, Culture, Leisure and Libraries

Key Decision: No

Executive Summary

In 2009 Cabinet endorsed two major elements of the Transformation Programme, namely the Office Hub strategy and the Operational Estate portfolio of 'initial projects'. Both programmes aim to improve and modify the property estate to create accommodation that supports staff to work more efficiently and effectively and where their customers need them. It also aims to save revenue costs and to reduce carbon emissions through rationalisation.

In 2011 Cabinet approved the Information Services Technology Plan and the Depot Facilities Strategy elements of the programme. The former seeks to provide 'work anywhere' technology in the form of infrastructure and equipment. The latter seeks to improve and reduce duplication in the depot estate following amalgamation of services since LGR.

The report includes a high level financial summary and the appendices provide a detailed update on the projects completed and in progress within each strand of the programme.

The programme has generated significant investment in the Wiltshire economy creating local jobs (over 100 on the County Hall project alone) and the release of pre-existing sites for inward economic investment. It is on target to deliver gross annual savings of £10m across all the workstreams and these savings are embedded in the council's overall budget setting process.

Proposal

Members note that the initial phases of the Transformation Programme are nearing conclusion and the successful outcomes that have been achieved.

Reason for Proposal

To baseline the current programme progress in readiness to move forward with the next phases and highlight delivery so far.

Dr Carlton Brand
Corporate Director

Wiltshire Council

Transformation Board
5th July 2012

Cabinet (Capital Assets) Committee
24th July 2012

Subject: Transformation Programme: Review of Programme Spend and Project Outcomes

Cabinet Member: Councillor Stuart Wheeler – Transformation, Culture, Leisure and Libraries

Key Decision: No

Purpose of Report

1. To provide a comprehensive update on some of the Transformation Programme's key improvement projects.

Background

2. The Transformation Programme of improvement and rationalisation of the Council's estate is divided into three main areas, Operational, Hubs and Depots plus the complementary ICT Programme. The first tranche of the campus programme (Melksham, Corsham and Salisbury) was approved by Cabinet in December 2011 and represents the next important phase of community led estate improvements for the Council. Progress on and outcomes delivered through this programme will be reported separately as appropriate.
3. Property disposals, which are entirely predicated on the successful delivery of the Transformation Programme and are a key component of it, are presented and discussed in an accompanying paper to this Committee today.

Operational Estate

4. In December 2009 Cabinet confirmed its support for several initial priorities which sought to rationalise properties within the Council's operational estate in order to provide accommodation fit for services to work with their clients and customers. The indicative programme budget for this work was £10.4m.
5. Those initial proposals, together with the ongoing operational service reviews and the drive for localism in the way we deliver services, were the enabler to the campus strategy. This strategy places all of Wiltshire's operational estate 'in scope' for review and rationalisation by communities who will work with the Council to define the services they wish to receive at a local level.

6. The majority of those initial priority projects have been completed and Appendix A provides a recap of the proposals, an update on the projects and costs and the resulting improved outcomes.

Hub Offices

7. In October 2009 Cabinet approved the hub office programme based on the refurbishment of four existing offices and the closure of around 95 sub-offices. The hubs would later be supplemented by a network of drop in bases in community areas as part of the campus programme.
8. The programme was designed to deliver a fully modernised office estate within three and half years, as well as providing the infrastructure to maximise better service outcomes, such as improved ICT, 'work anywhere' telephony and the HR policies and procedures required to support managers and staff to work more flexibly.
9. One of the fundamental outputs required of the programme was to dispose of buildings thereby raising receipts and reducing running costs which would ultimately finance the programme. A separate paper on this agenda will look at disposals in more detail and highlight the alternative uses Members have agreed for some scheduled disposals.
10. Appendix B to this paper summarises the current position of the elements of the programme covered by the paper both financially and in terms of outcomes.

Depot Strategy

11. In February 2011 CCAC approved the Depot Facilities Strategy and Implementation Plan which would deliver a reduced and improved depot and salt store network across the County to better meet the operational needs of the service.
12. The plan also identified other council services, in addition to the core depot services, that could be accommodated within the new sites and that discussions were ongoing about their inclusion.
13. New salt stores have been completed at High Post, Marlborough and Royal Wootton Bassett and site sales have completed at Amesbury and Marlborough. Other site sales are in progress.
14. The capital programme currently includes a balance of £8.255m for 2012/13 to deliver the remainder of the plan, namely three new depots (including salt stores - North, South and central Wiltshire) and salt stores in Mere and Warminster.
15. Appendix C summarises the position on the depot strategy and recommends a revised approach.

ICT Programme

16. Since LGR in Wiltshire and the inception of the Transformation Programme over £14m has been, or is being, invested in information technology.

17. The essence of the approved Information Services Technology Plan is to ensure we have robust technologies, policies and procedures in place to allow all staff, partners, volunteers and residents to access relevant information where it is operationally necessary, without compromising our requirement to protect sensitive data and information.

18. Appendix D to this report summarises what has been invested and achieved.

Financial Summary

19. Project by project investment information which provides a detailed breakdown of the nature of each project and what it has achieved for services, our partners and our customers is included in the appendices.

20. The following table is a high level summary of the Transformation budget:

Workstream	Budget Approval £000	Transfers in/(out) £000	Revised Budget £000	Notes
Hub Programme	55,785	(5,500)	50,285	1
ICT	12,930	1,000	13,930	2
Operational Estate	10,400	(2,000)	8,400	3
Depots Review	13,552	-	13,552	
TOTAL	92,667	6,500	86,167	

Notes:

1. £3m from the indicative County Hall allocation was transferred into Campus Programme and £2.5m was returned back to the Corporate Programme following the decision to close Browfort.

2. The original indicative allocation for ICT relating to the Transformation Programme was increased by a revenue contribution from ICT as part of the insourcing of Steria. The subsequent increase is a result of reallocation of resource within the overall programme allocation to deliver the accelerated development of the infrastructure to support the wider Transformation Programme. This includes the closure of Browfort, the development and deployment of the Council's Sharepoint solution to support electronic document storage and management, provision of electronic meeting room technology and the Council's initial Cloud offering in line with the Information Services Technology Plan and CLT approvals.

3. £2m from the indicative Operational Estate allocation has been transferred to support the Campus Programme as any operational requirements will be now be addressed as part of any campus proposals/design.

General note: All programmes will be re-phased to reflect the current position & planned spending which will generate revenue savings.

21. The planned investment and actual spend on the programme is projected at just over £84m. This releases a £2m surplus from the programme. However, a separate funding approval will be required to complete the Melksham depot and those in the North and South of the county (subject to further review) and any risk elements associated with projects that are about to commence or that are in progress (for e.g. the Monkton Park project is still at the feasibility stage, County Hall (though the contract is let) is potential entering the 'riskier' phase two stage of works to the old building), are unlikely to be offset within the programme budget.

Environmental and Climate Change considerations

22. The rationalisation of our office estate has the potential to reduce our property related carbon emissions by 40% over the life of the programme, the most significant impact of this programme of work will be from 2013/14 when staff move back into the refurbished County Hall building and the Shurnhold offices close.

23. The Information Services Technology Plan aims to 'Green IT' by rolling out efficient devices and by decommissioning machines and data centres. The Depot programme has set a target of reducing estate related carbon emissions by 20% and this will be developed as part of the ongoing business case.

24. The initial projects developed for the operational estate programme, whilst not specifically designed to contribute to the carbon reduction programme, have all resulted in improved building design and specification which enhances the opportunity to make the estate more carbon efficient. Bourne Hill achieved a BREEAM excellent rating and we aim to achieve this for County Hall.

25. The effect of 'work anywhere' technology on staff behaviour and work patterns will need to be monitored in order to fully capture the non-estate related carbon benefits.

Equalities Impact of the Proposal

26. One of the principal aims of the programme was to address inequality in the standards of the Authority's estate. All building works have been undertaken to the new Part M of the Building Regulations and to the access standard BS8300, the highest standard of accessibility for individuals with restricted mobility. A dedicated access consultant works with the design teams where necessary. In line with policy, four suitable build projects have also included Changing Places toilets which are accessible to the public.

27. The network of working locations is designed to complement the Customer Access strategy.

28. On completion, County Hall will be fully accessible for the first time.

Risk Assessment

29. The programme, its management and its relationships with the wider organisation is well established. The programme continues to report to the Transformation Board and risk

management is a standing item. Several projects are either at the early stages of development or are entering a key phase where risk factors may increase but these continue to be monitored.

30. Regular reports are made to CCAC and the programme budget is monitored and reported via the Council's capital monitoring arrangements.

Legal Implications

31. For projects that are yet to be commissioned and implemented, legal advice needs to be sought at an early stage in any underlying transactions to ensure that decisions are made at the right level and in a timely fashion and that risks are minimised before contracts and arrangements need to be signed off.

Conclusion

32. Over the last 3 to 4 years the transformation of both the property estate and the technological infrastructure that supports the workforce, partners and communities has been unrivalled in any Local Authority. The initial phases of the programme are nearing conclusion and the wider benefits to the organisation are beginning to be counted.
33. The Council continues to work with the DCLG and others regarding the LGA sponsored Capital Assets Pathfinder and has hosted a meeting of this group at its Bourne Hill office.
34. The Council is currently working with the RSA in relation to its Campus programme and flagship community engagement model via the Community Operations Boards.

Dr Carlton Brand
Corporate Director

Mark Stone
Transformation Director

Report Author:

Sarah Ward
Head of Strategic Asset Management and Corporate Build Programme
2nd July 2012

Appendices:

Appendix A – Operational Estate update
Appendix B – Office Hub Programme update
Appendix C – Depot Facilities Strategy update
Appendix D – ICT Programme update

Recap of Proposals

1. Children and Families Resource Centres

Working with the Children and Families Service, a specification for the County Wide re-provision of Children and Families Resource Centres was developed. These were to be provided in the North, West and South of the county and were to replace accommodation that was extremely poor and expensive to maintain but also to support a new operating model. The service led the specification and the detailed design for the new facilities which provide a functional yet homely setting in which children and young families, in times of great stress, can build relationships with each other with the support of education and care specialists.

2. Learning Disability Community based facilities

In support of the 'Better Days' programme a network of core facilities, supplemented by community based provision, for use by vulnerable adults was proposed. Whilst the majority of these will be provided by the campus programme, there was an urgent need to establish some centres ahead of this. Proposals were brought forward for Chippenham and Salisbury which have also released valuable sites for disposal.

3. Children's Homes – Complex Needs

It was identified that the lack of an 'in house' facility was creating a pressure to accommodate some children in Out of County placements which, in the longer term, can undermine the locally based social, educational and family networks that are essential to their general wellbeing. The proposal in December 09 was to develop two small (three to four bed, one in the north, one in the south) residential units to reduce this pressure.

However, the DCE working group have subsequently set a new strategy for creating local placements with young people and they have achieved success in reducing the numbers of young people requiring residential placements in the county. It was therefore identified that, in the South of the county, there is no longer a need for separate residential provision.

The working group also continued looking at the specification for the service and have developed an enhanced model that will provide a dedicated support centre rather than a residential facility – the "Aspire Centre". The centre will support children who are estranged from their families and for whom without specific intervention, reunification will not be an option. The centre will target the most vulnerable young people, provide a safe haven, a nurturing supportive environment. A property acquired in Melksham for the 'north' residential home can be adapted for this purpose and plans are currently being developed for this. The Aspire Centre will cost more than the indicative cost of a residential home but will be met from within existing provision for the review of the operational estate.

4. Children and families – 16 plus accommodation

The refurbishment of the pre-existing but unused Towpath Road residential unit for use by several young adults releasing their current accommodation to help reduce the overall

number of out of county placements, reducing long term costs and better preparing the individuals for leaving care.

5. Youth Services

The sale of the Bridge Centre in Chippenham has been agreed subject to contract. Based on a well defined Youth strategy for the town, the arts and media functions for young people have been co-located with the new Learning Disability day service at the Olympiad. Other facilities will be provided as part of the next phase of the Chippenham campus development.

For some years the Town Council and young people in Wilton had searched for suitable accommodation for a Youth Centre. An opportunity arose to retain a small area of land on the site of the former Middle School. A modular building has been constructed on the site to fulfil this need.

In other areas, including Salisbury, the Youth Service is working closely with the Shadow Community Operations Boards to ensure the facilities they require are included in the campus programme and the 11-19 Commissioning Strategy supports this approach.

6. Schemes not now proceeding

The provision of two residential units for children with Autistic Spectrum Disorder (ASD) is now not proceeding as a result of service redesign meaning that the flexibility of the already provided facilities can support service requirements.

The adult care service has reconsidered its approach to providing facilities for people with dementia and their carers. Proposals in lieu of the planned Dementia Cafes may come forward at a later date but are not required at this time.

7. Other priority schemes

During the course of the programme a number of opportunities have arisen and been taken that directly support the delivery of the transformation strategy:

- a. Warminster Town Council's planned redevelopment of the Assembly Rooms provided a unique opportunity to provide hot desk space and a range of other facilities for Wiltshire staff and partners to work alongside Town Council colleagues. WC contributed funding and some technical support to the Town Council to develop this successful hub facility in the centre of town.
- b. Responding to the wishes of local people, the Council purchased the Melksham House site in the centre of the town as its site for the new Melksham Campus.
- c. In line with Cabinet policy, wherever space allows, publicly accessible Personal Care Rooms are being provided which are over and above the specification for 'regular' disabled toilets. These facilities are being registered on the Changing Places website and will create a network of accessible environments for children and adults with complex disabilities across the county.
- d. The Council successfully 'broke' the PFI arrangement for Monkton Park, taking it fully into public ownership.

Conclusion

8. The progress made on the projects described above represent a significant step forward in improving and rationalising the operational estate. It also provides a foundation for the further development of campuses based on close working relationships with services,

partner organisations and local communities. It is believed that the areas delivered thus far represent the most significant property rationalisation programme anywhere in the public sector.

OPERATIONAL ESTATE – DECEMBER 09 TO JULY 12 – Indicative budget £10.4m

	SCHEME NAME	WHAT WAS PROVIDED	TOTAL INVESTED £000	OUTCOMES DELIVERED
Children's Resource Centres	Salisbury Resource Centre	Former Hayburn Wyke Guest House purchased and refurbished to provide an Independent Family suite (intensive support for families and Crisis Intervention facilities), 4 contact rooms offering functional, family settings for families to receive support, office accommodation including a hot desking room for visiting staff. It opened in February 2012.	925	The home like facilities at each Resource Centre have helped families feel safe to express their emotions and share their views about their situation. Many case studies that cite the use of the art spaces, the kitchens and the contact rooms as having a direct positive impact on the outcomes of intervention are being recorded. Ultimately the facilities and the services provided from them have helped families find the right support and living solutions, as well as providing for crisis intervention.
	Devizes Resources Centre	Melbourne House purchased and refurbished to provide 4 contact rooms, two self contained crisis intervention units and office space. A sensory garden has just been completed. Centre opened in September 2011	1,119	
	Trowbridge Resource Centre	Existing centre at Rutland Crescent was completely refurbished to provide 5 contact rooms, two self contained crisis intervention units and office space. It opened in March 2011	224	
Learning Disabilities	Chippenham Olympiad LD & Youth	New day centre opened in early 2011 in the converted studio hall in the Olympiad Leisure Centre, Monkton Park. Facilities include music and media rooms, multi purpose activity rooms, training kitchen, ICT and meeting space, large multi purpose hall. All the facilities are being shared with the Youth Service which will shortly vacate the Bridge Centre.	762	The new shared community spaces support new style of service delivery providing choice and flexibility. Services can now offer a wide range of structured and informal sessions aimed to maintain or increase people's independence, skills and quality of life as well as offering more informal choices to those who have lower support needs. The locations support work with individuals to look at how they would like to spend their time on meaningful community focussed activities or in one of the bases.
	Wyndham Road LD	The former planning office has been converted to provide temporary office space, multi purpose activity rooms and a training kitchen ahead of the Salisbury Campus proposal in order to vacate Sarum Day Centre which has been sold.	98	

Residential	Melksham Spa Road	House on Spa Road purchased and refurbishment plans and programme to create an 'Aspire Centre' are being finalised for a possible completion in March 2013	750	Plans being developed are key to the redesigning of service delivery.
	Towpath Rd	Refurbishment of existing residential facility has been completed and a lease to a provider to run the facility was signed in 2011.	49	A unique facility that helps previously looked after young people acquire skills in preparation for living independently, experiment safely with their increasing freedom and develop responsibilities associated with adulthood.
Youth	Wilton Youth & Public Protection store	Two new modular buildings on the site of the former school: Youth Services building includes meeting rooms, office, toilet facilities and storage. Public Protection building provides secure storage facilities for goods and measuring equipment, office, toilet and wash areas.	513	The Town Council and Wiltshire Council worked together to provide a new and much needed local facility for young people. Secure bespoke storage for the Public Protection teams allows them to work flexibly in the south of the county.
Other	Warminster Assembly Rooms	Funding contribution to major refurbishment scheme providing shared access to office space, meeting rooms and personal care room. The facility officially opened in February 2012.	153	The equipment and facilities support the 'work anywhere' and 'work with partners' strategies of the council and support working with communities to improve outcomes.
	Purchase of Melksham House	Purchase of site to enable development of the town centre campus plus ongoing feasibility and enabling work.	397	Successful joint working between local partners and business. Foundation for delivering the aspirations of the community.
	Purchase of Tisbury Nadder Sch	Purchase of site to enable development of the Tisbury campus	650	Total cost will be reflected in the Tisbury campus proposal
	Melksham School of Gymnastics	Grant contribution to Wiltshire School of Gymnastics, based on Bowerhill Industrial Estate, to extend its floor space by more than 30 per cent. The space will allow for an alternative gymnastics sprung floor and increase the number of areas for beams, bars, vaulting and trampolining.	400	Delivering on the council's commitment to improve leisure facilities throughout the county and, in this Olympic year, support for a locally led project which will give even more people the opportunity to enjoy exercise
	Other enabling works in advance of campus programme		226	
TOTAL INVESTED			6,266	

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Recap of Proposals

1. In **Salisbury** the Bourne Hill office refurbishment and extension was in progress prior to Unitary vesting day and work completed in May 2010. Staff from the majority of offices in the Salisbury area moved into the building in October 2010. A customer services office was established in Milford Street which serves as the public facing element of the hub.
2. In **Trowbridge** work commenced on a two phase refurbishment of County Hall in May 2011. Staff will move into the newly refurbished MECH wing this summer and both the new library and the customer service desk will be open to the public on 12th September. The second phase of refurbishment is scheduled to complete in the summer of 2013. Staff have been decanted to Bradley Road and to Shurnhold during the project – both buildings will be disposed of following the relocation of staff.
3. In February this year Cabinet supported the re-evaluation of the four hub model to reflect staff and cultural changes within the council. A customer services contact centre is to be provided in **Devizes** to ensure continuity of services in Devizes following the decision to close Browfort.
4. A feasibility study has recently completed on the work required to maximise the use of the Monkton Park office in **Chippenham**. Key findings of the study are:
 - a. It is possible to increase the desk capacity of the building from around 340 to 540 which, using a ratio of 3 people to 2 desks, potentially allows over 800 FTE staff to work from the Chippenham hub.
 - b. Some of the mechanical and electrical services need improving particularly additional cooling and better building management systems and controls.
 - c. Toilet facilities will require remodelling to increase their number.
 - d. Both the study and staff have identified that the work spaces on each floor are segregated by the atrium space which impedes flexible working. In order to improve the flow around the building and to create additional breakout and informal meeting spaces wide link bridges are proposed across the Atrium on each level.
 - e. Further detailed work is required to look at the options for relocating and improving the ICT data centre or to consider remote hosting.
 - f. Subject to a more detailed appraisal of the outline programme it is believed that the work can be phased so that it will not be necessary to decant large groups of staff and that work could complete in summer 2013.

- g. The cost of the refurbishment including required investment in IT and multi function meeting rooms is in the region of £3m which is within the original indicative budget for this scheme. The work will not limit any further development plans at a later date.

Conclusion

5. The hub programme is delivering modern fit for purpose office facilities which support flexible working and integration across a wide range of partners including the Police, HMRC and Natural England. The programme is on track to complete within budget and on schedule, and due to an organisational shift to flexible working, we have achieved the required outcomes with one less major hub location.

Hub Programme

SCHEME NAME	WHAT WAS/IS BEING PROVIDED	TOTAL INVESTED £000's	OUTCOMES DELIVERED
Bourne Hill	Award winning office space and flexible working environment for over 500 FTE staff	13,601	A network of hub offices where teams can base their activities but from which they can work flexibly to meet the needs of the customer.
County Hall	Modern flexible office accommodation for over 2000 FTE staff, new Trowbridge Library and registrars office, wide range of public and customer facilities	24,894	
Enabling works including Shurnhold and other sites	Decant space for staff vacating County Hall, minor improvements at other offices to enable decant and team co-location	2,531	
Monkton Park	Refurbishment of existing office space to allow for 200 additional work stations and flexible working facilities	3,092	
Grosvenor House, Salisbury	Essential H&S and fire precaution works to allow continued occupation of facility until the Salisbury campus is delivered.	59	Ensuring that Children and young adults can continue
26 Endless St – Coroner's Office	Minor refurbishment to provide office and court Hearing facilities	50	Improved Coroner service which is supported by the Council
Customers Access Point and supplementary service base in Devizes	Refurbished space in Town Centre location for customer services	1,200	Works in progress
Kennet House, Devizes	Minor refurbishment of office space to provide extra workstations for staff and increase occupation levels	62	Works in progress
TOTAL INVESTED		45,489	

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Salt Stores – Progress and update

1. Three salt stores have been completed at High Post, Marlborough and Royal Wootton Bassett. The remaining two (not included on the main depot sites) are required in Mere and Warminster.
2. Original brief for the salt stores in 2010 was to simply over roof the supply in order to alleviate around 25% of losses from runaway. The cost of over roofing was anticipated to be in the region of £375k per site.
3. During the winter of 2010/11 an environmental incident occurred at Warminster depot that led to extra drainage requirements being stipulated by the Environment Agency (EA) in order to avoid pollution and associated fines. In addition, a detailed specification and feasibility study for each site in May 11 concluded
 - a. that the access arrangements on the sites should be reassessed to improve safety and productivity and to allow for increased (salt) stock holding targets
 - b. very poor health and safety standards in the office/welfare buildings should be addressed – some space was uninhabitable (current maintenance backlog is over £840k)
 - c. Historic problems with fuel storage leaks should be addressed as part of the project
4. Based on the revised specification the gross capital cost of completing the salt barns phase of the depot strategy will be in the region of £2.2m.

Main Depots - Progress and update

5. A site search exercise has been carried out in both the North and South of the County which included an appraisal of existing council sites and a public 'call for sites' via local newspapers and estates media.
6. This resulted in a reasonable response where two sites in each area appear favourable. An appraisal of these sites and proposed schemes are being explored and the proposals will be presented at a later date.
7. In the centre of the County the proposed redevelopment of the existing depot site in **Melksham** has been the subject of some considerable changes in scope since the initial definition of needs were established:
 - a. Restructuring of services within highways and streetscene; the Waste improvement and investment programme (including additional vehicles); an increase in the specification for the salt store area required by the EA, the

inclusion of street lighting and bridge maintenance team needs have increased the overall space needs.

- b. Other Wiltshire services such as the Wiltshire and Swindon Learning Resources and the Library Stock Unit have long required relocation from their Trowbridge site and these have been incorporated into the proposal. The core strategy also sets out the requirement for an Archaeology store which has been included in the initial feasibility work.
 - c. The proposed development of the site is a catalyst for the wider economic development potential of the area through the release of a significant tranche of development land. Constraints affecting this development (e.g. relocation of the Household Recycling Centre (HRC) within the new depot area and the planning of a longer narrower site than envisaged) have also increased the scope and cost.
 - d. New requirements for space have also emerged for partners such as the Police Authority and the Probation service. Whilst these have been considered no costs have been discussed and no formal agreements to pursue the options have been entered into.
8. Indications are that the capital costs associated with the increases in scope will significantly affect the business case and it therefore requires review.

Conclusions

9. Completion of the majority of the salt store programme represents a significant milestone in aligning services since LGR. Work continues to complete the separate salt store programme at an estimated cost of £2.2m. A budget will be also be allocated to fund any enabling works required to ensure the developments in Melksham can go ahead as planned.
10. The completion of the three new depots will make the current business case unviable.
11. However, both the highways and the waste contracts are due for renewal within the next two to three years and these services are in the middle of systems reviews and transformational change. As yet, the effect of this activity has not fully impacted the original depot strategy (2010) or the specification of need.
12. The Transformation Team is working closely with the Service Directors concerned and will be revisiting the original business case for depots to ensure, for example, that a 4 depot network is still valid in the light of recent and future service changes.
13. A revised business case will be presented to the Capital Assets Committee towards the end of the year which will reflect any operational redesign requirements within a long term depot strategy.

Recap of the proposals

1. The Transformation Programme is dramatically changing the way staff work. The rationalisation of buildings and the drive towards working with our customers where they need us has made the workforce significantly more mobile. There is an expectation that staff can carry out their jobs from any location – at home, on the road or in any building.
2. The IS Technology Plan is a programme of over 200 projects that are designed to improve the business capabilities of the organisation, maximise staff flexibility and to ensure the Authority and its information remains current, secure and dependable whilst providing long term cost reductions and rationalisation.
3. The plan is primarily focussed on making improvements to our infrastructure, our equipment and by investing in new technologies.

ICT Transformation Programme – Budget £13.93m

	SCHEME NAME	WHAT WAS PROVIDED	TOTAL INVESTED £000	OUTCOMES DELIVERED
Infrastructure	Network Connectivity	Amalgamating networks and Direct Access, Public Sector Network developments	3,159	Allows users to connect securely to the network from any location. Simplifying and improving our security environment has made it easier to share information with each other and with partner organisations which fosters collaborative working. Standardised technology and equipment has ensured the adoption of new working practices.
	Server rationalisation and virtualisation	The Bradley Road data centre has been decommissioned and over 65% of our server estate has been 'virtualised'.		
Equipment	Laptops - Windows 7 SOE VOIP telephony Integrated Devices Follow me printing Homeworking rollout	Laptops configured with a Windows 7 standard operating environment have been rolled out together with Voice over IP phones, video conferencing and instant messaging services via Lync.	10,112	
	Technical Support to whole programme	Staff resources, consultancy and other professional fees	1,490	
		Sub-Total	14,761	
Ongoing	Cloud technology Sharepoint roll out	Budget identified for 12/13 to continue migration to Cloud. Significant number of staff migrated to Office 365 and working 'in the cloud' as part of the trial. Advances in Document management	1,000	
		Total	15,761	

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Wiltshire Council

Cabinet (Capital Assets) Committee
24 July 2012

Subject: Property Disposals

Cabinet member: Councillor Toby Sturgis - Waste, Property, Environment and Development Control Services

Key Decision: No

Executive Summary

The report updates members on progress related to property disposals during the business plan period to date, and outlines plans to deliver further disposals during the remaining period of the business plan. Headlines contained in the report:

- a. Property sales achieved thus far in the business plan period to date are approximately £8m, with a plan for receipts of £14m in the current financial year
- b. A total of 21 Community Asset Transfers have been completed to date, with a further 50 in the pipeline;

The current position on property disposals in a range of categories is highlighted to clarify the current position, including clarification of the list of disposals which constitute the capital receipts programme.

An interim capital programme gateway process is discussed and proposed.

Proposal

That members:

- a. Note the progress made to date on property sales and community asset transfers in line with the expectations of the business plan;
- b. Review the detailed list of property disposals contained in Appendix F;
- c. Confirm their authority to proceed with the disposal of properties listed in Appendix F, and to delegate the completion of necessary legal transactions to Dr Carlton Brand, Corporate Director, or as permitted by the scheme of delegation;
- d. That Members review the attached interim gateway process at Appendix G and approve its immediate adoption.

Reason for Proposal

To provide clarity as to the full extent of the approved programme of property disposals, and to confirm that all necessary legal authority is in place to complete property transactions in a timely manner.

A review of the end to end process for capital bidding is underway as part of the development of a 10 year Asset Management Strategy, an interim gateway process is required to ensure consistency, sustainability and to reduce risk.

Dr Carlton Brand
Corporate Director

Subject: Property Disposals

Cabinet member: Councillor Toby Sturgis - Waste, Property, Environment and Development Control Services

Key Decision: No

Purpose of Report

1. The purpose of this report is to provide an update to members on the current status of the Property Disposal programme, and the plans for upcoming disposals. The report also seeks to confirm and clarify the authority in place from members to proceed with specific sales.

Background

2. The current Capital Programme position is included in Appendix A. This demonstrates the level of capital receipts planned within the programme for the period 2012/13-15/16.
3. The Council's Business Plan includes a target for capital receipts of £50m over four years. If receipts are not generated, are delayed or sites are used for other purposes then borrowing has to be undertaken to replace the lost capital receipt. Every additional £1m of borrowing that has to be undertaken results in approximately £0.1m additional revenue costs of borrowing.
4. The council is already committed to borrowing an additional £110m over the next 3 years which will equate to revenue costs of borrowing of around £30m per annum from 2015/2016.

Main Considerations for the Council

Property Sales Achieved

5. Progress on disposals since the start of the business plan period are summarised in the table below. Detail of individual property disposals are contained in Appendix B – Completed Sales. The value of these sales is in the public domain and would be available through the land registry. However, a number of sites have been sold on a “subject to contract” or “subject to planning consent” basis. These are listed and valued in Appendix C - Sales Subject to Contract.

Year	Receipts Planned	Actual receipts
2011/12	£8m	£7.118m
2012/13	£14m	£0.939m

6. It should be noted that discrepancies between planned and actual receipts does not necessarily indicate a reduction in value of receipts achieved. The schedule of sales sold subject to contract indicates that frequently the final receipt of capital may take longer to realise, but this delay enables a stronger receipt to be realised.

Community Asset Transfers

7. A total of 21 transfers were completed during 2011/12 and to date this financial year. In addition to these completed transfers, a further 51 applications or enquiries are being actively progressed at present. The recent policy amendment which categorises applications depending on the complexity or strategic nature of the asset has proved effective in ensuring that transfers progress quickly, and in an appropriate manner. Transfers continue to be a convoluted process, largely due to the work required by both the Council and community bodies to carry out the requisite legal work to complete a transfer. A full schedule of completed and live transfers is contained in Appendix D.
8. Key transfers in progress or completed which of note by members are described below:
- a. Bowerhill Football Fields – transfer of this land was completed in June, to coincide with the designation of the playing fields as a Queen Elizabeth field. Mechanisms are in place to secure the delivery of the A350/ Lancaster Road link road, together with the reprovision of the changing pavilion to facilitate this.
 - b. Trowbridge Town Hall – the group are making good progress in obtaining early buy-in from potential funding bodies. An update report is proposed to be made to the Committee in September by the group to enable members to consider their approach to further support for the group’s process of securing funding. Information on the group’s progress can be found at www.trowbridgetownhall.org
 - c. Playing fields north of Dunch Lane, Melksham – in conjunction with the delivery of the Melksham Campus project and the planned sale of the former George Ward School site, a lease is to be agreed with Melksham Rugby Club to secure their use of the playing fields for September 2012. A full community asset transfer will follow in line with the resolution of a section 106 agreement and the mechanism for provision of changing and parking facilities.
 - d. Urchfont Manor – Cabinet gave its commitment that Officers would work with the local community as far as practicable to protect the community’s continued use of parts of the Council’s landholdings at Urchfont and this will result in further asset transfers or legal agreements that secure the use of Oakfrith Wood, the recreation/school playing field and the cricket field by the community groups.

Surplus Properties identified for alternative Council uses

9. A number of properties previously identified for disposal and included in the capital receipts programme, are subject to decisions by this committee that alternative Council uses will be investigated further. An intrinsic part of these decisions were an acceptance of the subsequent loss of a potential market value receipt in lieu of development of the site for alternative Council uses. Examples of these are listed, and the valuations of these sites is contained in Appendix E for review in part 2 of the meeting.
 - a. Burnham House, Malmesbury – Extra Care Housing
 - b. Browfort Office site, Devizes – Extra Care Housing
 - c. Middlefields/ Hungerdown Lane, Chippenham – Extra Care Housing/ Affordable Housing
 - d. Various sites – Affordable housing PFI sites, West Wiltshire
 - e. 26/28 Endless Street, Salisbury – Coroners Service

10. In addition, a number of properties previously identified for sale within the Capital Programme, have since been deferred pending completion of other programmes of works. These are:
 - f. Pennyfarthing House, Salisbury – retained due to location of CCTV operation, and use for customer care accommodation. Some space is also leased to Visit Wiltshire with an expiry date in 2015.
 - g. 61 Wyndham Road – temporary relocation of Learning Disabilities Day Care Centre from Old Sarum pending future relocation to a campus at Five Rivers. Note: the capital receipt received from the sale of the former Sarum Centre, is legally conditioned upon its use in re-providing the Day Care function within a Campus development.

Upcoming Property Disposals

11. A full list of planned property disposals is contained in Appendix F. This list is divided into two parts:
 - Live – those property disposals which are actively being marketed or prepared for market
 - Pending – those property disposals which are confirmed to be within the scope of the capital receipts programme, on which background preparations are taking place but no active marketing firmly planned, eg. properties that will remain occupied or in use at this time.

12. Members are asked to review this list and confirm their acceptance of its contents, and thus provide authority to proceed with property disposals in a timely manner to achieve the expectations of the capital programme. This does not preclude alternative uses of methods of disposal for these

sites being proposed, but such proposals would need to follow the capital programme gateway process described below.

14. Mansion House and Library site, Corsham – these properties have been the subject of previous reports to the Committee. Following the completion of the marketing process completed in April 2012, no compliant offers were received. Officers recommend that the property be marketed after the building contract for the Corsham Community Campus has been awarded. At that point in time, more detailed knowledge will exist about the delivery dates of the building and the consequential relocation dates for the youth service and library. As a result of this greater clarity of position, the marketing of the property can be conducted without the added complexities created by a deferred date for vacant possession, and without complex arrangements related to maintenance of the existing buildings. The Youth and Library services propose to continue to operate from their existing locations until their new space within the completed campus is available for their use. Strategic Property Services are working proactively with the respective services to ensure that essential maintenance work is planned sensibly, in order to keep functions operational without undue costs being incurred on the fabric of the building.
15. Urchfont Manor – Knight Frank have been appointed as sales agents for this property. Advice provided by Knight Frank recommends investing heavily in legally securing the interests of the various community groups and third parties involved in elements of the wider property holdings. It is also recommended that the optimum time to start a marketing campaign will be in September, to avoid the lull in the market created by the summer period. Officers concur with this approach, in order to simplify the process of securing a sale at a later date, and to ensure the maximum level of interest is obtained in the property.

Capital Programme Gateway Process

16. The Council currently has gateways and bidding processes for capital schemes, but this is not consistently applied. This has led to confusion and reputation risk at Cabinet Capital Asset Committee where bids have come unannounced, and sometimes un-supported.
17. Where bids are predicated on the use of an asset previously identified for disposal there are added financial and programming risks which potentially undermine the deliverability of the wider capital programme. There is therefore a need to ensure that each bid is considered in the context of the wider investment and disposal programme.
18. As part of the development of the Council's 10 year Asset Management Strategy the entire 'end to end' process of capital bidding, approvals and funding is being reviewed. A paper on this strategy will be presented to this committee later this year. It is recommended that a process to manage new bids until and after that is in place is implemented with immediate effect.

19. The proposed interim Capital Bidding Gateway process is at Appendix G. It is designed to 'front load' the process with key information and resources that will ensure the bid is either rejected early to avoid wasted effort or fully supported in the context of the wider goals of the organisation to ensure the resulting business case is robust. Its implementation is also intended to
- Improve/strengthen the control environment.
 - Reinforce the one Council, one team culture.
 - Supporting a sustainable and affordable capital programme and business plan.
 - Reducing unnecessary and wasteful bureaucracy/time spent on failed bids.
 - Improving cashflow management and reducing programme (spend & delivery) slippage.

Environmental and climate change considerations

20. The disposal of properties from the Council's property portfolio, will have the consequential impact of removing their carbon emission from the Council's carbon footprint. Most proposed sales have been previously agreed as part of a wider business case (eg. those becoming surplus through the Hub Programme), and hence the carbon reduction impact of many of these disposals has previously been accounted for within projections made by the ECO team. The carbon saving applies only where the council directly pays the energy bill. For some of the properties in this disposal programme this is not the case. A further assessment will be conducted with the ECO Team to quantify the carbon savings.

Equalities Impact of the Proposal

21. Many or most of the properties being disposed of fall below equalities act compliance, or best practice guidance in respect of accessibility and equality of access. These disposals are, in most cases, brought about by the rationalisation of the estate and subsequent investment in retained facilities which enables the Council to offer greater equality of access for its customers and staff as a result.

Risk Assessment

22. Regular reports on progress of property disposals are provided to the Committee within the Capital Monitoring Report. These reports are based on a review of risks on disposals, and will enable future forecasts on the out-turn position on receipts to be tracked during the course of the year.
23. The introduction of an interim capital gateway bidding process will ensure that risks to the disposal programme and the deliverability of the wider capital programme are assessed, monitored and managed appropriately.

Financial Implications

24. The financial implications are contained within the main considerations sections of this report.

Legal Implications

25. There are no legal implications with the paper other than it will result in legal work formalising property transactions.

Options Considered

26. Options for specific property disposals are considered on a site by site basis. Proposed additions to the programme are reviewed between officers of Strategic Property Services, the Transformation Programme, and key service departments to ensure an ongoing dialogue about alternative or optimal uses for sites.
27. The interim capital bidding gateway process will support this site by site appraisal of options but it will ensure that the discussions and decisions are also made with full consideration of the wider corporate context.

Dr Carlton Brand
Corporate Director

Report Author:

Neil Ward
Head of Strategic Property Services

27 June 2012

Background Papers - None

Appendices

Appendix A – Capital Programme Approved Disposals
Appendix B – Completed Sales
Appendix C – Sales Subject to Contract (Part 2)
Appendix D – Schedule of Completed and Active Community Asset Transfers
Appendix E – Properties Identified for alternative Council uses (Part 2)
Appendix F – Upcoming Property Disposals (Part 2)
Appendix G – Proposed Interim Capital Programme Gateway Process

Appendix A

Updated Capital Programme 2012/2013 - 2015/2016 including indicative mix of funding available

Capital schemes	Total Budget 2012/13 - 2015/16 £M	Indicative mix of funding available					Total Funding £M
		Grants and Contributions £M	HRA funding £M	Borrowing £M	Capital Receipts £M		
Education	91.889	73.401		13.066	5.422	91.889	
Highways	75.129	64.197		10.932		75.129	
Campus schemes	78.041	1.600		45.653	30.788	78.041	
Other Property	11.146			10.746	0.400	11.146	
Housing	54.778	7.640	42.612		4.526	54.778	
Waste	1.944			1.944		1.944	
Other Schemes	36.411	5.354		28.110	2.947	36.411	
Total	349.338	152.192	42.612	110.451	44.083	349.338	

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Completed Sales**Yr 1 - 2011/12**

3 Pudnell House & Paddock, Erlestone	£245,000
West End Farm, Rowde	£340,000
3 Lower Park Farm, Devizes	£310,000
Land at Stoneover Lane, Wootton Bassett Rugby Club	£2,400,000
8 acre field formerly 5 Lower Park Farm, Devizes	£50,000
Wickleaze Farm Buildings, Devizes	£18,000
Land at St Nicholas School, Chippenham	£5,600
Highbury School, Salisbury (part payment)	£1,425,000
The Manor School, Melksham	£1,100,000
Land West of Oxford Rd Roundabout, Calne (part payment)	£25,000
Salisbury Sarum Resource Centre	£1,200,000
Cherry Orchard, Codford (Westlea)	£1
Bay Tree Farm, Corsley (Westlea)	£1
Bradford-on-Avon Golf Course (part payment)	£10,000
Former Sherston Primary School Playing fields	£35,000
TOTAL	£7,163,602

Yr2 - 2012/13

Broomcroft Road, Pewsey	£500,000
16 Endless Street, Salisbury	£174,800
22 Bedwin Street, Salisbury	£265,000
Sub Total	£939,800

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Community Asset Transfers

Yr 1 - 2011/12

Completed Site Name	Applicant	Proposed Use	Completion Date
1 Land at Lynhurst Road, Landford	Landford Parish Council	Amenity woodland	02/06/2011
2 Changing Rooms, Aldbourne	Aldbourn Parish Council	Changing rooms	07/06/2011
3 Rose Garden, Ludgershall	Ludgershall Town Council	Amenity garden	17/06/2011
4 Allotments, Seagry	Parish Council	Allotments	05/08/2011
5 Weaveland Road Allotments, Tisbury	Parish Council	Allotments	01/09/2011
6 Land at Long Close, Chippenham	Sailing and Canoe Club	Additional storage for boats	30/09/2011
7 Land at Castlefields, Clane	Calne Town Council	Play area and Public Open Space	18/10/2011
8 Former School Playing Field, Grafton	Parish Council	Playing field	11/01/2012
9 Land adjacent to the Village Hall, Bushton	Clyffe Pypard Parish Council	Car Park Extension to Village Hall	03/02/2012
10 Land adjacent to the Village Hall, Bishopstone	Village Hall Committee	Car Park Extension to Village Hall	28/02/2012

Yr2 - 2012/13

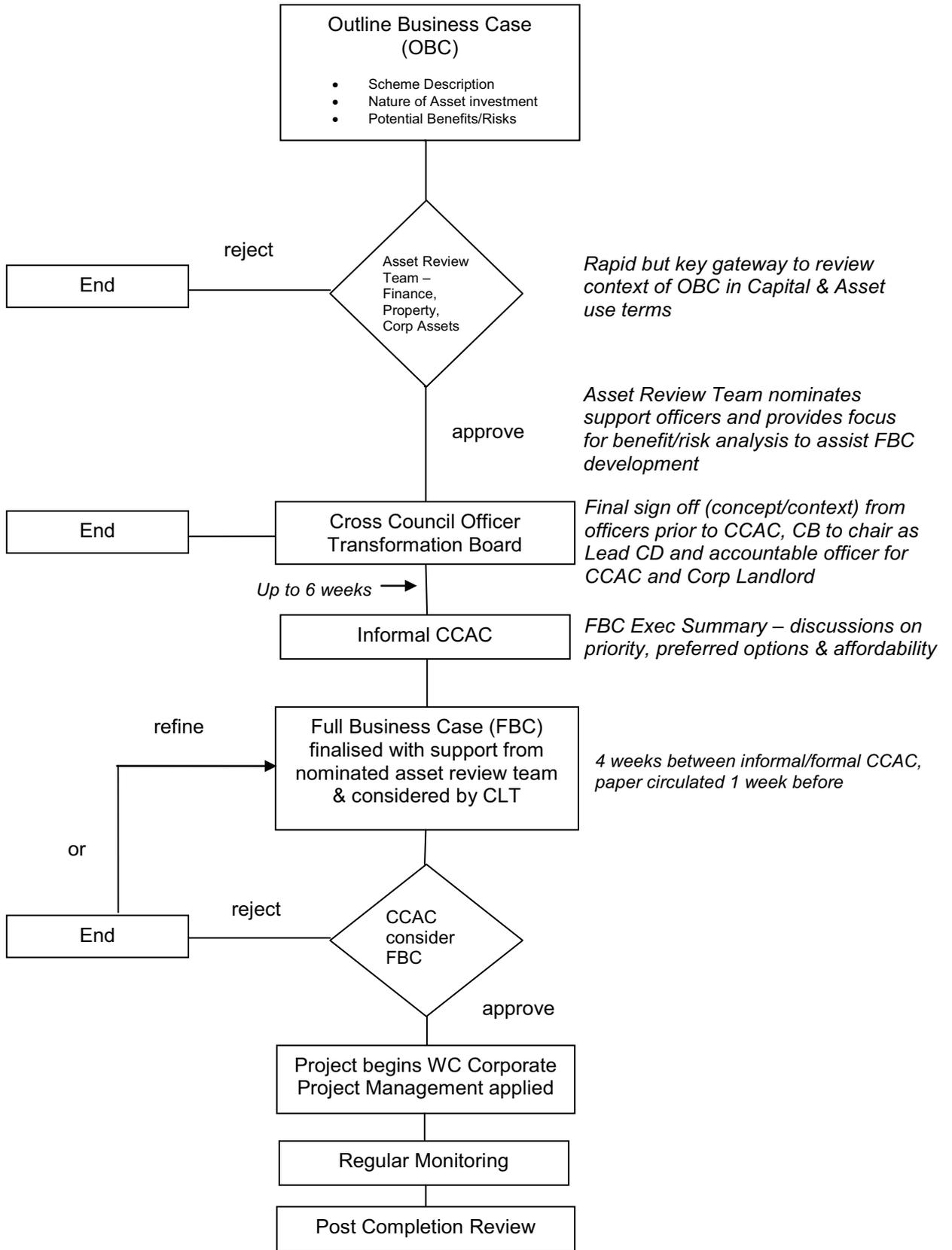
Completed Site Name	Applicant	Proposed Use	Completion Date
1 Priory Cross Allotments, Corsham	Town Council	Allotments	10/04/2012
2 The Ridge Allotments, Corsham	Town Council	Allotments	10/04/2012
3 Dicketts Road Play Area, Corsham	Town Council	Play area	10/04/2012
4 Westwells Road Play Area, Corsham	Town Council	Play area	10/04/2012
5 Redhills Playing Field, Broad Town	Parish Council	Playing field	30/04/2012
6 White Lion Park, QE2 Field, Redhills, Malmesbury	Town Council	Playing field	02/05/2012
7 Land adjacent to Coronation Drive, Ludwell	Donhead St Mary Parish Council	Community Orchard	10/05/2012
8 Land at Upper Playing Field, Upavon	Upavon Parish Council	Playing Field	16/05/2012
9 Chalk Pit, Redlynch	Redlynch Parish Council	Amenity/grazing	25/05/2012
10 Former School Playing Field, Redlynch	Redlynch Parish Council	Playing field	20/06/2012
11 Bowerhill Football Fields, Lancaster Road, Melksham	Melksham Without Parish Council	Playing field (Field in Trust)	04/06/2012

Live

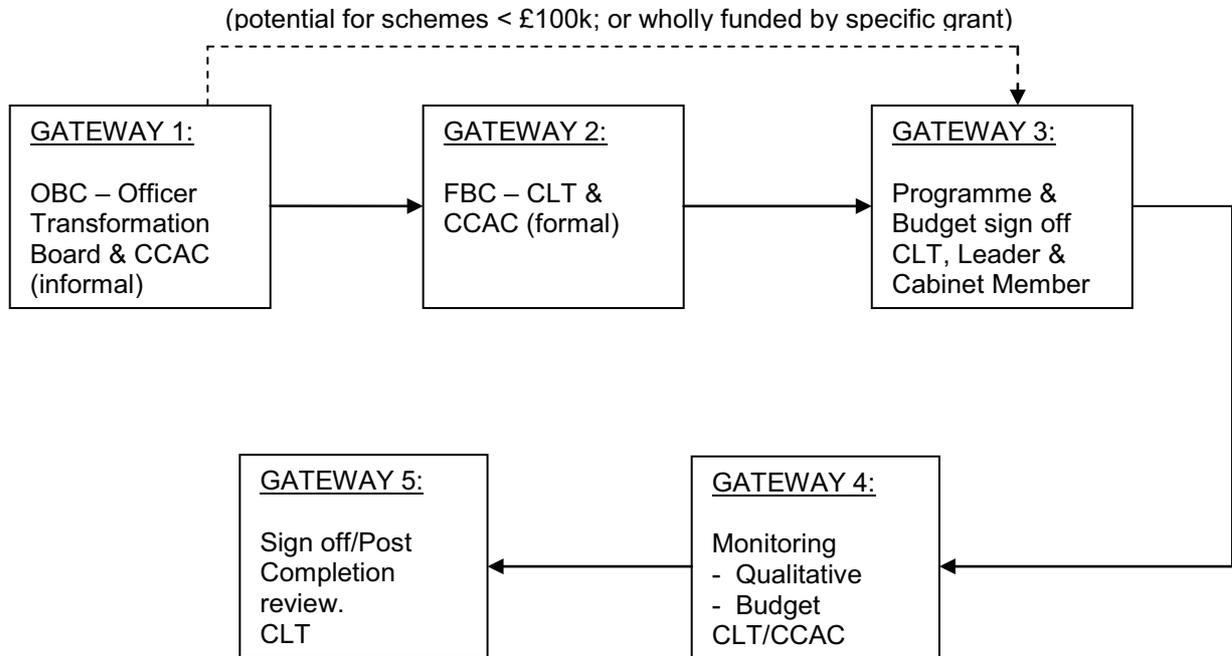
Site Name	Applicant	Proposed Use	Current Position
1 Land at Rectory Close, Alton Barnes	Alton Parish Council	Playing Field	Approved by area board. Legal instructed
2 Land at Southmill Hill, Amesbury	Amesbury Town Council	Allotments	Town Clerk to arrange meeting with archaeologist
3 Land at Mount Pleasant, Atworth	Atworth Parish Council	TBA	Awaiting application
4 Fire and Ambulance Station, Calne	Calne Town Council	Refurbish as Offices	Awaiting Business Plan to accompany App Form from Town Council
5 Land at Monkton Park, Chippenham	Chippenham Town Council	Play area and Public Open space	Steve Ibbeston dealing with the service delegation and budget
6 Patterdown Allotments, Chippenham	Town Council	Allotments	Will include with Monkton Park but exclude the rifle range.
7 Rudloe Play Area, Corsham	Town Council	Play area	Westlea looking to use as part of a bigger scheme to include the comm centre also therefore postponed
8 Land adjoining Arney Close, Corsham	Town Council	Public open space	Held pending transfer of adjoining area of POS from Persimmon
9 Land at Heberden House, Cricklade	Town Council	Play Area	Awaiting confirmation from Town Council they wish to pursue
10 113 High Street, Cricklade	Town Council	Offices, Library, Doctors Surgery	Strategic asset. Being considered for campus.
11 Roundway/Sewage Farm, Devizes	Roundway Parish Council	Allotments	Start compensation to be paid plus enhancement for surrender land therefore this to be negotiated and agreed with tenant agent and then Parish Council to be asked for indemnity to cover it
12 The Shambles/Market Place, Devizes	Town Council	Market	No formal application received from the Town Council
13 Various sites to be agreed, Downton	Parish Council	Amenity	Possible sites offered to PC. Awaiting response
14 Land south of Firsdown	Firsdown Parish Council	Amenity	Left with Area Board Manager that they to come back once funding sources identified
15 Two parcels of land at Sutton Road (Adjacent to Clays Orchard), Fovant	Fovant Parish Council	Amenity	Potential site for aff housing when Clays Orchard (Retirement Flats/extra care) becomes empty. To speak to local member and explain possible
16 Allotments, Hindon	Parish Council	Allotments	

17 Land at Tor Hill, Kingston St Michael	Parish Council	Footpath	Initial request received (no formal application yet). Criche! Down rules need to be considered against this transaction which has caused delays - Discuss
18 Recreation field, Knook	Parish Council	Open space	
19 Recreation Field, Latton	Parish Council	Playing field	
20 Old Band Hut, Casile Street, Mere	Parish Council	Storage	Going to May Area Board Property inspected with Parish Clerk. Parish Council to commission condition survey and then get back to us
21 Mere Croquet Club, North Road	Parish Council	Croquet club	Agreed with Parish Clerk that this will wait until the Band Hut is ready to proceed - Linked to above.
22 Land at Broomcroft Road, Pewsey	Parish Council	Amenity	Approved at Pewsey Area Board. Legal instructed.
23 Wilcot Road Football Field, Pewsey	Parish Council	Playing Field	Approved at Pewsey Area Board. Legal instructed.
24 Vale Road Allotments, Redlynch	Redlynch Parish Council	Allotments	Approved by Area Board - Legal instructed. New solicitors appointed by Parish Council
25 Land between The Close and Orchard Road, Redlynch	Redlynch Parish Council	Allotments	Awaiting PC decision on whether to proceed.
26 Allotments, Southwick	Parish Council	Allotments	Title problems to be resolved prior to proceeding. Formal application awaited
27 St Andrews Road, Tidworth	MOD	Car Park Extension to Garrison Theatre	Terms agreed and approved by Area Board Members (Completion imminent)
28 Town Hall, Trowbridge	Trowbridge Town Hall Trust	Arts and other community uses	Asset Transfer Unit on board and advising
29 Land at Crookwood Lane and Bowdens, Urchfont	Parish Council	Local Amenity Recreation	Need to check status of Bowdens land and whether can be transferred
30 Land adjoining Assembly Hall, Warminster	Warminster Community Radio	Radio studio	Deferred. Warminster TC has resolved to apply instead
31 Bratton Road Cemetery, Westbury	Town Council	Cemetery	Agreed November 2011 with Town Clerk to defer until we look at the whole area properly.
32 Grassacres Recreation Ground, Westbury	Town Council	Recreation Ground	TC to decide whether it wishes to submit formal application. Question over whether there is any budget to transfer
33 Meadow View Play Area, Winterbourne Stoke	Parish Council	Recreation	With Legal and close to completion)
34 Land at Stoneover Lane/Swindon Road, Wootton Bassett	Wootton Bassett Town Council	Amenity	Transfers re-sent out to RWBTC for signature
35 Showfield Play Area, Wootton Bassett	Wootton Bassett Town Council	Play area	Transfers re-sent out to RWBTC for signature
36 Land at Hunts Mill Road, Wootton Bassett	Wootton Bassett Town Council	Amenity	Transfers re-sent out to RWBTC for signature
37 Land at Noremarsch Road/Station Road, Wootton Bassett	Wootton Bassett Town Council	Amenity	Transfers re-sent out to RWBTC for signature
38 Old Court Play Area, Wootton Bassett	Wootton Bassett Town Council	Play Area	Transfers re-sent out to RWBTC for signature
39 Poets Field, Longfellow Crescent, Wootton Bassett	Wootton Bassett Town Council	Play Area	Transfers re-sent out to RWBTC for signature
40 Land at Arch Yard (Timbrell St, York Buildings), Trowbridge	Trowbridge Town Council	Community Allotments	Town Council uninterested. Church still interested in part
41 Play area near M4, Dauntsey	Dauntsey Parish Council	Play Area	Most of land let to PC on 99 year lease anyway. Union Farm has been sold so therefore convert to CAT.
42 Play Area Vale View Road, South Newton	South Newton Parish Council	Playing Field	Approved by area board
43 Land at Brookside, Landford	Landford Parish Council	Allotments	7th June to Area Board
44 Bentley Wood, Calne	Calne Town Council		Legal doing the title report
45 Play Area at St Marys, Steeple Ashton	Steeple Ashton Parish Council	Play Area	Application form sent out
46 Former School Playing Field, Steeple Ashton	Steeple Ashton Parish Council	Playing field	Application form sent out
47 Playing fields north of Dunch Lane, Shurnhold, Melksham	Melksham CATS Rugby Club	Playing fields, changing facilities and parking	Lease to be agreed for use from September 2012, following which long-term transfer in conjunction develop funding from sale of former George Ward School. Note: proposal includes cricket club use.
48 Land adjacent to Woolmore Manor, Melksham	TBC	Public open space	Early discussions about possible transfer to MWPC resulting from unilateral undertaking related to the Melksham Oak School development.
49 Land adjacent to Melksham Oak Community School	TBC	Recreation facilities	Early discussions about transfer following construction of new pitches as replacement provision for land at Bowerhill.

Proposed Interim Capital Bidding Gateway Process:



GATEWAY PROCESS



OBC/FBC ASSESSMENT CRITERIA

Criteria	Scoring				
	1	2	3	4	5
A. Sustainable Communities (E & A)	Limited ability on own to provide sustainable community needs now or in future.	Limited ability on own to provide sustainable communities in the future.	Some potential to maintain current local community.	Provides high probability of/proven stability of local community provision.	Provides high probability of/proven 10 year growth local community numbers/place & meet future needs.
B. Funding	0% externally funded/limited capital receipts, but options to fund borrowing.	50% externally funded/capital receipts and options to fund 50% borrowing costs.	50% externally funded & options available to fund 50% from Capital and/or revenue.	100% externally funded.	100% external funded & no revenue costs/income offsets costs.
C. Saving	+ costs but options available to fund.	50% saving possible and options available to fund remaining costs.	Payback 2 – 5 years probable and alternative saving options available.	Payback 2 – 5 years 100% highly likely.	Payback in < 2 years 100% and proven.
D. Partner dependency/support NB - partner can be internal or/and external	Partner engagement needed to make viable but not yet approached.	Partner engagement needed to make proposed viable and discussions started.	Partner engagement need to make proposal viable and granted as principle.	Partner engagement needed & secured.	No partner engagement necessary.
E. H & S and Risk	Liability not quantified but will be < cost of works.	Liability possible but not quantified & may be less than cost of works.	Liability possible but not quantified only estimated & initial project > = cost of works.	Liability highly probable and cost of works in line with liability.	Liability certain if works not carried out & liability > cost.
F. Legality	Dispute over title/licenses. Sitting tenants etc... (& costs included above).	Requires legal action e.g. CPO, Planning approval (and costs included above)	Clarification needed only can be managed in house as normal business.	Procurement OJU needed but standard contract process expected.	Clear title standard contract.
G. HR	Large staff implications for same solutions	Large staff implication for improved conditions	Minor staff implications and delivers same conditions.	Minor staff implications e.g. move, but improves conditions.	No staff implications/ Improves staff conditions.

H. IT	Will require major system reconfiguration and costs	Will require significant system reconfiguration and costs	Can be managed but will have implications for other projects and system operations.	Can be managed but will need some prioritisation of other work	Can be managed within existing system and resources capability/capacity
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WILTSHIRE COUNCIL

CABINET (CAPITAL ASSETS) COMMITTEE 24th July 2012

Subject: Land off Innox Road Trowbridge

Cabinet member: Councillor Stuart Wheeler - Cabinet Member for Transformation, Culture, Leisure and Libraries

Key Decision: No

Purpose of Report

1. To inform Members of a local Leisure need in Trowbridge, to consider the representations made by the Area Board and local members and to seek direction on how Members wish officers to proceed.

Background

2. Wiltshire Council's existing Leisure and Play Strategies highlight the need to increase and improve Leisure Facilities in the Trowbridge area, and this has been supported by a specific working group of the Area Board.
3. As part of on going community engagement to support the Leisure Strategy in the Trowbridge Area, the local community and Area Board has expressed views that changing facilities are required in the vicinity of Innox Road to better service the needs of the existing local football field and to ease car parking congestion relating to the use of the field
4. This site, as shown edged in red on the attached plan was formerly used as a Youth and Community Centre and tennis courts. However, due to structural problems, the building was demolished several years ago and the site (including the courts) has been vacant since.
5. Various alternative uses for the site have been considered in the past to include community use. The most notable of these was the proposed creation of a new Community Centre for the Moroccan Community of Trowbridge.
6. Each proposal failed due to grant funding applications being unsuccessful, but a current funding package exists for the changing room and car park proposal that is expected to be successful.
7. The site was considered by Officers for the housing PFI scheme, for 100% Affordable Housing and for Extra Care Provision but dismissed as unsuitable.

8. Adjacent to the site is the Trowbridge Judo Club site which is also owned by the Council but leased with a long end date to the Club.
9. The site falls outside the extent of the Stallard Street recreation ground and play area in the Leisure and Recreation Development Plan Document, but has been confirmed by Leisure officers as suitable to support the existing provision
10. The site lies within the development limits of Trowbridge and subject to any constraints associated with site specific matters (which would apply to any use, e.g trees in this case), the infill policies of the development plan apply to this site.

Main Considerations for the Council

11. To give consideration to each of the options below and to confirm which option to explore further.

Environmental and climate change considerations

12. The proposal does not have any direct impact on these considerations. Planning approval already exists for changing rooms and parking provision. However, any planning permissions required to be granted for other uses would take into consideration environmental and climate change considerations and stipulate appropriate mitigation measures.
13. There are Tree Preservation Orders on most the trees on the site and these would be protected in the usual way with whatever option is adopted.

Equalities Impact of the Proposal

14. There are none with this proposal.

Risk Assessment

15. Some reasonable assumptions have been made by Officers in bringing the options forward in this report and the sums of money reported herein have been taken to reflect the risks involved and are made to help inform the decision making process.

Financial Implications

16. The financial implications vary depending on which option is pursued and these are described in the options considered section below.

Legal Implications

17. There may be legal implications relating to the implementation of the options but these are considered to be standard property legal implications and agreements.

Options Considered

18. There are 2 potential uses that have been identified for this site, each with their own financial implications.

18.1 Option 1 - Changing Facilities: In 2010, the Trowbridge Community Area Board formed a sub group, consisting of members, local community representatives, local sports clubs, Trowbridge Town Council and representatives from Wiltshire Council, to consider how the lack of formal outdoor sports provision in the Trowbridge Community Area could be addressed.

Investigation into the existing outdoor formal sports provision swiftly highlighted the need to improve both Stallard Street Recreation Ground and Seymour Park.

It was quickly established that housing schemes previously identified for the old Innox Hall site had met with firm local resident and political opposition. Furthermore town council elected members made it clear that they wished the area to be kept as a recreational asset.

There is an undoubted need for this scheme at Innox Rd. The West Wiltshire Leisure Needs Assessment adopted by Wiltshire Council in 2009 identified a shortfall in formal outdoor recreational pitches and facilities in the Trowbridge area. The present situation of hiring out a pitch without changing accommodation should not continue, furthermore the provision of changing accommodation will help attract better use of an existing Wiltshire Council asset.

Officers were asked to assist with preparing a scheme that would gain support of local residents, the local community and members as well as planning permission.

The implementation of this scheme will enhance and improve the existing amenity and recreational land , helping to address the identified shortfall. Additionally local residents and clubs are given upgraded facilities that should, and officers are confident will, encourage greater Leisure activity in an area that lacks sufficient facilities.

The site currently has the benefit of an unimplemented full planning permission for the creation of 26 car parking spaces and modular changing facilities. The project has gained local political and community support as well as partner funding.

The necessary funding for implementing this permission has been identified from 3 main sources: £50k from the Trowbridge S106 contributions received for recreation and amenity projects; £16k

from Trowbridge Town Council and £35k from the Football Foundation.

18.2 Option 2 - Private Market Housing – The site could support open market residential units on this site and a capital receipt could therefore be generated from it. Further investigation is required to properly assess the number of units that it could support which would influence the level of receipt that could be determined but an indication of this is provided in Appendix 2. In the current capital programme this site does not feature in the receipts assumptions.

Conclusion

19. Option 1 would provide what the local community requires, but this would require the Council to forego a capital receipt. If Option 1 is pursued, such a loss in capital receipt needs to be recognised as an indirect investment into the community in the sum of the loss of the value of the capital receipt. Running the site for this purpose will have a revenue implication which must be offset by the extra income generated from extra hiring charges that would be generated from the enhanced facility.

Proposal

20. Members are asked to decide which option they wish officers to pursue.

Reason for Proposal

21. To provide clear direction to officers on the future use of this site .

Dr Carlton Brand
Corporate Director

Report Authors:

Robin Townsend
Head of Leisure

Stephen Morgan
Head of Valuation and Estates

Date of report: 6th July 2012

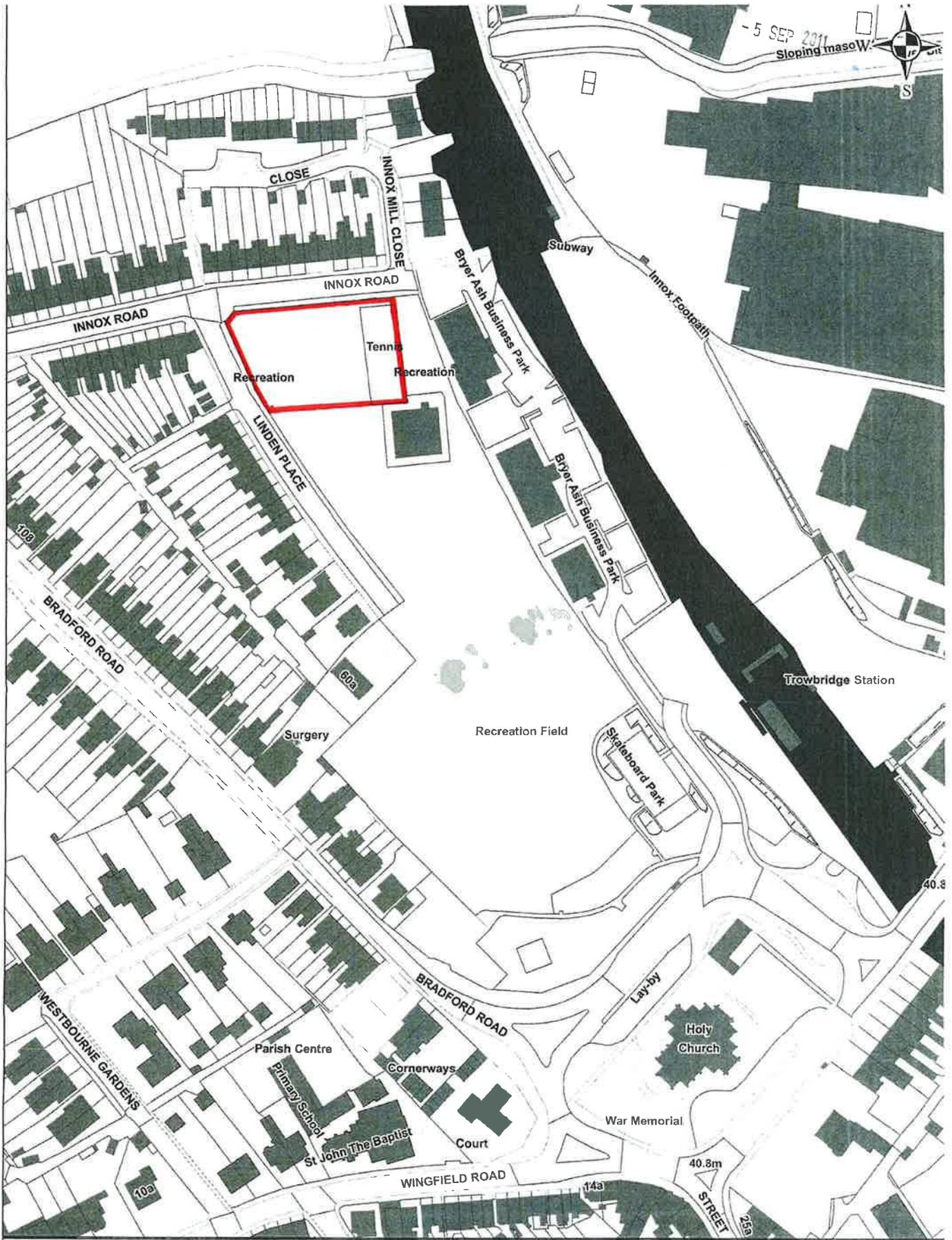
Background Papers

The following unpublished documents have been relied on in the preparation of this report:

None

Appendices

Appendix 1 - Site plan
Appendix 2 – PART 2 - CONFIDENTIAL



Title: Trowbridge Stallards Recreation Ground	
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Dr Carlton Brand BA MSc EngD
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Wiltshire Council
 Where everybody matters

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Wiltshire Council

Cabinet Capital Asset Committee

24 July 2012

Subject: Gypsy, Roma and Traveller Project

**Cabinet member: Councillor Toby Sturgis
Waste Property, Environment and Development Control
Services**

Key Decision: Yes

Executive Summary

The Council owns and manages 90 permanent and 12 transit gypsy and traveller pitches in Wiltshire across 6 sites.

Through the emerging Gypsies and Travellers Development Plan Document a need has been identified for additional pitches in Wiltshire. The provision of additional pitches will enable the council to more effectively tackle issues of unauthorised development and unauthorised encampment.

In addition, a site survey carried out in 2008 and a more recent internal audit report carried out in 2011 identified a number of outstanding issues with the condition of the sites in the council's ownership.

In May 2011 the council had the opportunity to bid for funding from the Homes and Communities Agency (HCA) to invest in the refurbishment and new provision of gypsy and traveller pitches. A bid for £3.6m capital funding was submitted to refurbish 40 of the council's permanent pitches and to provide 20 new pitches.

On 5th January 2012 the HCA announced that the council had been successful in securing an allocation of £3.42m to deliver 60 gypsy and traveller pitches by March 2015. This capital investment, together with £250,000 allocated in the council's capital budget for provision of gypsy and traveller sites will enable the council to invest in gypsy and traveller sites raising the standard of accommodation and reducing the ongoing revenue deficit to the budget.

Initial feasibility work has indicated that the overall cost of delivering the project may be higher than originally anticipated when the bid was submitted and is likely to require additional borrowing to enable a standard of facilities that will meet the council's aims and objectives. Due to the higher than anticipated cost approval has been sought from the HCA to reduce the number of pitches included within the scope of the project from 60 to 50 whilst maintaining the full grant funding allocation. This will reduce the funding gap

significantly and enable the council to continue with the project albeit with an increased level of investment.

Approval is now sought to adopt the recommendation within the options paper to proceed with the project based on Option 3, enter into a framework agreement with the HCA to agree the terms for receiving and using the allocated funding and to enter into a contract with a developer to carry out the works to the sites following the conclusions of an appropriate tendering process.

Proposal

Members are recommended to;

1. Approve the recommendation within the options paper to proceed with the project based on Option 3 (preferred) or Option 2 to deliver 50 pitches providing the council receives appropriate agreement from the HCA.
2. Approve the provision of borrowing as set out in the options paper to support delivery of the project which will be paid back through the service via increased rental income
3. Delegate authority to the Service Director for Strategy and Commissioning in consultation with the Cabinet Member for waste, property, environment and development control services to enter into a framework agreement with the Homes and Communities Agency (HCA) to deliver 40 refurbished and 10 new gypsy and traveller pitches by March 2015 with capital grant funding provided by the HCA.
4. Delegate authority to the Service Director for Strategy and Commissioning in consultation with the Cabinet Member for waste, property, environment and development control services to enter into a contract to deliver the newbuild works for the 50 pitches
5. Delegate authority to the Service Director for Strategy and Commissioning in consultation with the Cabinet Member for waste, property, environment and development control services to enter into any associated legal agreements or procurement activities to enable the delivery of the project.

Reason for Proposal

There are a number of drivers for pursuing the opportunity to secure grant funding to invest in existing and new gypsy and traveller pitches in Wiltshire. These include;

- (i) The requirement to ensure the provision of good quality well

managed sites

- (ii) The need to reduce unauthorised encampments
- (iii) The need to reduce unauthorised developments

These outcomes have been supported through the approval of the Council's Gypsy and Traveller Strategy by Cabinet on 24th May 2010, traveller policies within the emerging Wiltshire Core Strategy, the emerging Development Plan Document for Gypsy and Traveller sites and the internal audit report August 2011 relating to the provision of services to travellers by the Council.

James Cawley, Service Director – Strategy and Commissioning

Wiltshire Council

Cabinet Capital Asset Committee

24 July 2012

Subject: Gypsy, Roma and Traveller Project

**Cabinet member: Councillor Toby Sturgis
Waste Property, Environment and Development Control
Services**

Key Decision: Yes

Purpose of Report

1. To approve the recommendation within the options paper to proceed with the project based on Option 3 (preferred) or Option 2 to deliver 50 pitches providing the council receives appropriate agreement from the HCA;
2. To approve the provision of borrowing as set out in the options paper to support the delivery of the project which will be paid back through the service via increased rental income;
3. To seek authority to enter into an agreement with the Homes and Communities Agency (HCA) to commit capital funding to deliver 50 gypsy and traveller pitches and;
4. To seek authority to enter into a contract with a developer, selected through a tendering process, to carry out the works to deliver the 50 pitches by March 2015;
5. To seek authority to enter into any associated legal agreements/contract or procurement activities to enable the completion of the project.

Background

6. In May 2010 Cabinet approved the Gypsy and Traveller Strategy. One of the objectives of this strategy is to achieve clear pathways to providing appropriate sites for Gypsies and Travellers, with standards of accommodation on local authority sites being equitable to that of the settled population.
7. Between 6th April and 4th June 2010 the Council consulted on a new Gypsy and Traveller sites Development Plan Document (DPD). As part of the wider consultation on the Wiltshire Core Strategy, from June 2011 to August

2011, a draft topic paper was produced relating to Gypsies and Travellers and referring to Core Policy 31. Responses to the consultation document are currently being assessed. The purpose of the Gypsy and Travellers DPD includes ensuring the identified needs of Gypsies, Travellers and Travelling Showpeople who permanently reside in Wiltshire are met through the allocation of suitable and sustainable new sites and assisting the Council in reducing the occurrence of unauthorised Gypsy and Traveller encampments and associated nuisance through the provision of adequate authorised transit and permanent sites.

8. In 2008 a site conditions survey identified that local authority managed sites are in a poor state of repair. No capital budget has been identified to undertake large scale refurbishment or rebuilding of these sites.
9. In August 2011 the Council's internal audit report identified a high risk in delaying funding and carrying out essential and urgent repairs risking health and safety incidents at Traveller sites. The report recommended that urgently needed repairs threatening health and safety should be undertaken as a priority.
10. The project seeks to contribute to addressing the objectives of the Gypsy and Traveller Strategy, core policy 47 of the emerging Wiltshire Core Strategy, the Gypsy and Traveller Development Plan Document and to address issues raised as part of the 2008 site conditions survey and the internal audit of Gypsy and Traveller sites in the Council's ownership.
11. In May 2011 the Council expressed an interest in securing £3.6m capital funding from the HCA to deliver 60 gypsy and traveller pitches in Wiltshire.
12. On 5th January 2012 the HCA announced that the council had been successful in securing £3,420,014 to deliver 60 gypsy and traveller pitches.
13. Following on from the confirmation of funding a feasibility study was undertaken to confirm the financial assumptions used within the bid which included the complete demolition and rebuild of 3 existing sites and the provision of 20 new pitches. This report outlined costs significantly higher than originally anticipated and therefore some further work has been undertaken to consider the options for the project as a whole and these have been consolidated into the options paper in Appendix A
14. In June 2012, a further proposal to reduce the number of pitches delivered through the project from 60 to 50 whilst retaining the full grant funding allocation was submitted to the HCA for consideration.
15. In order to secure the funding the Council will need to enter into a framework agreement with the HCA.
16. In addition, if approval is received to continue the project it will be necessary to commence a procurement process to ensure the council is in a position to enter into contract in January 2013 and start on site with the first phase of pitch refurbishments in March/April 2013.

Main Considerations for the Council

Project Governance

17. A governance structure has been set up for the project including a Project Board, chaired by Councillor Toby Sturgis and a Project Delivery Group.

Consultation

18. A programme of consultation has been developed including consultation with Lead Members, local Members, Area Boards, local residents and gypsy and traveller households which commenced in February 2012 and is currently ongoing.

Communication

19. A communication plan has been developed and was agreed by the Project Board. It outlines the plans for communication with all stakeholders and partners including the media and residents and will be updated as the project progresses.

Decanting

20. Consideration has been given within the options paper to whether or not the full decant of residents from the existing sites is required in order to complete the objectives of the project.
21. Where appropriate estimated decanting costs have been included in the financial appraisal.

Land Purchase

22. Delegated authority was received to proceed with exercising the option to purchase land adjacent to the Thingley Traveller site. This purchase enables the provision of an additional 8 pitches and provides a phased approach to the refurbishment of the existing site.
23. The project team is also looking into the possibility of creating a Community Land Trust to deliver a small number of pitches although it is unclear at the present time whether this would be achieved by the funding deadlines and within the scope of this project

Procurement

24. Options for procuring the delivery of the new and refurbished pitches are also being explored with advice from the Corporate Procurement Unit and it is envisaged that, if the project proceeds, a tender process will be undertaken between October and January to select an appropriate contractor.

Financial Feasibility

25. The bid was based on achieving the completion of 60 pitches with a total scheme cost of £3.85m, receiving grant funding from the HCA of £3.6m plus £250,000 of the council's capital grant funding.
26. The HCA granted the council £3.42m grant funding, £180k less than originally bid for and a feasibility study was commissioned to ensure the project would be deliverable within the reduced budget.
27. Following on from the receipt of a feasibility study indicating that the construction costs are higher than originally anticipated further work has been undertaken to look at the options for the project as a whole.
28. The financial implications of each option is considered within the options paper attached at Appendix A
29. Discussions with the HCA have indicated that there is no additional funding available for the project, however, consideration has been given by the HCA to a reduction in the number of pitches delivered whilst maintaining the allocated level of grant funding.

Planning

30. Work is ongoing to ensure the new pitches are delivered in line with the emerging core strategy, the emerging Gypsy & Traveller Site Allocations DPD and generally in line with planning policy.
31. Planning permission may be required for the new pitches. Applications for permission will follow the planning policy process including public consultation.

Environmental Impact of the Proposal

32. Refurbishment of existing gypsy and traveller sites will contribute to the improvement of the local physical environment.
33. Provision of new pitches will meet planning policy requirements in terms of sustainability and impact on the local environment.
34. As part of the work to improve facilities on the existing sites, options for use of biomass heating and other sustainable energy generation will be explored.
35. New amenity blocks will be provided on the sites to meet at minimum code level 3 for sustainable homes incorporating a high level of insulation to reduce energy consumption.

Equalities Impact of the Proposal

36. The project involves the improvement of facilities for one of Wiltshire's minority groups as well as provision of new accommodation for those groups. If the project does not proceed this will have an adverse impact on this minority group and will leave them with sub-standard facilities which are not equitable to the settled community.
37. The project will involve comprehensive consultation and communication with local residents to achieve optimum community cohesion and integration. Consultation has already begun with the communities on the existing sites proposed to be included within the project and although steps have been taken to manage expectations if the project does not proceed this could have a negative impact on the council's reputation within this community.
38. The project aims to provide additional pitches to assist the council in managing instances of unauthorised encampments and developments reducing the perceived negative image of the Gypsy, Roma and Traveller community. If the project does not proceed this could perpetuate instances of unauthorised camping/development and the negative image of the community lessening community cohesion.
39. An Equality Analysis of the project has been carried out in line with the council's approved template and is being monitored and updated on an ongoing basis.

Risk Assessment

40. There is a risk that development of the proposal will generate negative publicity for the Council. However strategies have been put in place to manage communication and consultation to mitigate this risk and outline the positive benefits of the proposal for local communities.
41. There is a risk that further resources dedicated to evaluating and developing this proposal will lead to a decision that the project is not viable and/or deliverable. However, this is a low risk as substantial work has been undertaken to explore the potential barriers to delivery. All efforts will be made to find workable solutions to enable the project to proceed.
42. There is a risk that the HCA may refuse the council's proposal to reduce the number of pitches being delivered to 50 pitches instead of 60 whilst retaining the full grant funding allocation. If this occurs the council will not be able to proceed with the project within significant additional investment, however, this risk is low as the HCA are willing to work with the council to find a solution for the project to proceed.

Financial Implications

43. There is a sum of £250,000 allocated within the Council's capital budget for provision of gypsy and traveller sites. It is proposed that this funding is used to support the delivery of the project.

44. Following the purchase of land adjacent to the Thingley site there will be £115k left in that capital budget.
45. The HCA has allocated funding of £3.42m to enable the cost of the project to be fully met. However, the payment terms of the HCA are that funding will not be forthcoming until completion. Therefore, the Council will need to commit expenditure in advance of receiving the grant funding. As units are completed, the Council will be able to claim the grant from the HCA. The interest costs incurred have been included within the overall project costs.
46. It is anticipated that the rental income raised from the letting of the pitches and/or the lease payments will cover ongoing planned and reactive management and maintenance costs for the 50 pitches.
47. Rent modelling work has been undertaken to assess the amount of borrowing that may be supported by the service in order to bridge any potential funding gap.
48. If the project does not proceed the council will need to find approximately £450-550k of capital and revenue funding over the next 5 years to continue to support the existing sites and meet some of the aims and objectives outlined in the Strategy and Audit reports.
49. If the HCA accept the council's proposal to reduce the number of units to 50 but reduces the grant funding proportionately there would be additional borrowing required to support the delivery of the project as outlined in the options paper.
50. If the project proceeds, there will be further value engineering work undertaken to reduce the construction costs and it is anticipated that this will reduce the level of borrowing required.

Legal Implications

51. Legal services will also be required to advise on site purchase and any planning agreements required.
52. Legal advice has also been sought on the terms of the HCA framework agreement.
53. There will be a number of models of ownership and management of the sites to consider as part of this proposal.
54. Further legal advice will be sought regarding the appropriate models for the sites being considered as part of this project.
55. Options include continued ownership and management of the sites by the Council, long lease arrangements or options for self-ownership and management by the gypsies and travellers. The legal and financial implications of these options will need to be further explored.

Options Considered

56. Not to progress the project
This option is not a no cost option for the council and would remove the opportunity to access government funding for the 2011-15 programme of investment in gypsy and traveller sites. The implications of this would be that the Council would need to find other ways of investing in sites owned by the local authority in order to address the issues outlined in the options paper and supported by the audit report and condition surveys. The Council would also need to be able to demonstrate how it is enabling provision of sufficient pitches in Wiltshire in order to effectively defend against unauthorised encampment and unauthorised development.
57. To progress the project on a retain and rebuild approach or demolition and rebuild approach for 60 pitches
Additional work has shown that whilst the main project objectives would be achieved through either of these options they are financially unacceptable for the council given the additional borrowing that would be required and the ongoing effect on the council's revenue budget.
58. To progress the project on a reduced scope basis of 50 pitches
This option enables the council to meet its original objectives for the existing sites, providing sustainable accommodation with reduced management and maintenance implications. Whether the HCA agree for the council to retain the full grant funding allocation or reduce it proportionately borrowing is likely to be required to a varying degree to meet the full costs of the project. This will be supported through the increased rental income from the new and refurbished pitches and would be significantly less than delivering the original 60 pitches. This option still delivers 10 of the original 20 additional pitches proposed to assist the council in meeting the demand outlined in the Core Strategy.

Conclusions

59. The gypsy and traveller project will deliver substantial investment in improving conditions on existing pitches and delivering new pitches in line with the council's gypsy and traveller strategy and core strategy policy.
60. The ability to use Government funding will reduce the pressure on the council's own capital and revenue budgets.
61. Due to the tight timescales it is essential to enter into agreement with the HCA for the use of their funding and to be able to enter into contract with a developer as soon as possible to enable a start on site for the first phase of construction in March 2013.
62. Members are asked to:
- a. Approve the recommendation within the options paper to proceed with the project based on Option 3 (preferred) or Option 2 to

deliver 50 pitches providing the council receives appropriate agreement from the HCA.

- b. Approve the provision of borrowing as set out in the options paper to support delivery of the project which will be paid back through the service via increased rental income
- c. Delegate authority to the Service Director for Strategy and Commissioning in consultation with the Cabinet Member for waste, property, environment and development control services to enter into a framework agreement with the Homes and Communities Agency (HCA) to deliver 40 refurbished and 10 new gypsy and traveller pitches by March 2015 with capital grant funding provided by the HCA.
- d. Delegate authority to the Service Director for Strategy and Commissioning in consultation with the Cabinet Member for waste, property, environment and development control services to enter into a contract to deliver the newbuild works for the 50 pitches
- e. Delegate authority to the Service Director for Strategy and Commissioning in consultation with the Cabinet Member for waste, property, environment and development control services to enter into any associated legal agreements or procurement activities to enable the delivery of the project.

James Cawley, Service Director – Strategy & Commissioning

Report Author:

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4 July 2012

Background Papers

HCA Draft Framework Agreement available at
<http://www.homesandcommunities.co.uk/ourwork/traveller-pitch-funding>
Gypsy and Traveller Strategy
Internal Audit Reports

Appendices

Appendix A – Options Paper (Confidential)

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