













2015/16 Year-End Update - Priorities for the District Projects




Description	Corporate Priority	Service Area	Project Due Date	Status	Comments
Leisure Portfolio					
Complete the fit out and open the North Hertfordshire Museum and Community Facility	Working with our Communities	Customer Services	Original due date 30 September 2015		The building works are now completed. Works to the café and kitchen were completed by the end of June 2016. At it's meeting in May 2016, Council approved an additional £154,398 of capital to complete the museum fit out work. The additional capital is required due to the main fit out contractor going into voluntary liquidation. Officers are currently in discussions with the two original subcontractors who will be completing the work to agree a start date and programme of works.
Delivery of identified projects in the Green Space Management Strategy and agreed capital programme	Working with our Communities	Leisure & Environmental Services	31 May 2016		The refurbishment of the play area in Bush Springs, Baldock was completed. The 2 water splash parks in Bancroft Recreation Ground, Hitchin and Priory Memorial Gardens, Royston were opened to the Public in June 2016.

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Redevelopment and refurbishment at North Herts Leisure Centre	Working with our Communities	Leisure & Environmental Services	Original Due Date 31 August 2016 Revised Due Date 30 April 2017		Approval for the capital programme was obtained and planning permission was granted. The contract has been signed following intensive negotiations and value engineering with the Contractor, as a result of price inflation in the construction market. Work commenced on site on 31 May, and is expected to be completed April 2017.
Waste, Recycling and Environment Portfolio					
To work with East Herts Council to develop the new waste & recycling and street cleansing contracts commencing from May 2018	Working with our Communities	Leisure & Environmental Services	8 May 2018		A business case for a potential way forward for the service was produced, exploring efficiency savings that could be made within both council's current contract arrangements, as well as savings which could be realized by tendering the service as a joint service. A Strategic Outline Business Case (SOC) was presented to NHDC Cabinet on 16 June 2015 and subsequent work has progressed with EHDC to develop an Outline Business Case (OBC) for a Shared Waste and Street Cleansing service. The project board comprising EHDC and NHDC met on 28 April 2016 to consider the OBC and provide direction on the future of the project. A report detailing the proposed direction will be going to Cabinet in July 2016.



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Continue the development of the Crematorium business case and structural arrangements for future implementation	Working with our Communities	Leisure & Environmental Services	31 March 2017		The previously completed Business Case will be reviewed in light of the planning approval for a similar facility at Holwell by a private sector provider. The outcome of this work will determine if the development of a crematorium is a viable option for NHDC in the future. Officers will present a report to Cabinet in summer 2016.
Finance & IT Portfolio					
Disposal of surplus Council land <i>(Lloyd Way Kimpton, Lumen Road Royston and Yeomanry Drive Baldock)</i> that can be developed to provide new homes and generate Capital sums to fund key projects	Promoting Sustainable Growth	Finance, Performance & Asset Management	31 December 2015		NHDC completed the sale of land at Lloyd Way, Kimpton to Croudace Homes in June 2015. NHDC completed the sale of land at Lumen Road, Royston to Aldwyck Housing in March 2016. The sale proceeds will fund future projects included in the Capital Programme and both areas will be developed to provide new homes. The disposal of land at Yeomanry Drive, Baldock is on hold subject to reviewing options for market housing.
Churchgate, Hitchin Continue an open dialogue with interested developers on the Churchgate site	Working with our Communities	Finance, Performance & Asset Management	31 December 2015		Following the Full Council resolution of 11 February 2016 "That work on the Churchgate project cease", this action has been completed. This follows the repeated unsuccessful attempts to find a viable and acceptable solution for the Churchgate Centre and surrounding area during the course of the project. This does not preclude the Council from exploring the possibility of acquiring the Churchgate Centre as agreed by Full Council, or from taking a more strategic view of the site as part of the emerging Local Plan. Nor does it preclude interested parties from approaching the Local Planning Authority in the interim.



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Open plan refurbishment of the Council Offices including 'green' initiatives where appropriate to ensure a more efficient use of electricity, water and gas	Living within our Means	Finance, Performance & Asset Management	Original Due Date 31 May 2016 Revised Due Date 30 April 2017		Planning permission was granted for the exterior works. Limited refurbishment of Town Lodge and the Letchworth Museum building will be undertaken in summer 2016 to enable staff to decant to these buildings during September 2016. Refurbishment works are planned to commence in October 2016, with staff due to return to the DCO by the end of April 2017. Linked to the main refurbishment project, a business case for a storage facility in Letchworth was developed, a potential facility was identified and the acquisition of the property has now completed.
Implement the outcomes from energy audits undertaken in 2013/14 to reduce energy consumption where these have a proven payback	Living within our Means	Finance, Performance & Asset Management	Original Due Date 31 July 2016 Revised Due Date 30 April 2017		As previously reported, it was anticipated that solar panels would be installed at Bury Mead and Harkness Court in 2015/16. However, the government's change in tariffs meant that this was unlikely to produce a worthwhile payback. Consideration was then given to implementing other energy saving measures. Following this review, a revised scheme of works was presented to the Asset Management Group in April 2016 for further review and approval. This revised scheme aims to balance capital investment with revenue payback and is planned to be implemented by the end of 2016. In addition, energy saving measures will be investigated/incorporated into the District Council Offices refurbishment.
Community Engagement & Rural Affairs Portfolio					
Identify qualifying projects under the Rural Capital Funding and undertake capital works delivery programme	Working with our Communities	Policy & Community Services	31 March 2016		All capital projects undertaken in 2015/16 were successfully completed. One project at Wallington Village Hall, recently approved for funding, has yet to commence and is anticipated to be completed over the summer months in 2016. On completion of this project, it is further anticipated that the amount of residual funding from the current scheme will be transferred to the new capital funding scheme launched for 2016/17 'The Community Halls Capital Projects Funding Scheme', which is available to both urban and rural community facilities.




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Planning & Enterprise Portfolio					
Prepare Local Plan Submission	Promoting Sustainable Growth	Strategic Planning & Enterprise	Original Due Date 31 July 2015 Revised Due Date 31 March 2017		The timetable (Local Development Scheme) for the Local Plan was approved by Full Council on 21 January 2016. A Pre-Submission draft of the Local Plan is due to be taken to Full Council on 20 July 2016. Work is currently underway on the evidence base and with regard site selection (e.g. housing, employment and retail) following the Preferred Options representations and the increase in Objectively Assessed Need for housing within the district. Continues as a key project for 16/17.
Economic Development <ul style="list-style-type: none"> • Consideration of representations made on the Economic Development Strategy; • Preparation of Economic Development Strategy; • Joint working others e.g. Herts Las, LEP with regard rural grant scheme and economic development; Formation of an action plan forming the basis of a job description for an Economic Development Officer to be appointed.	Promoting Sustainable Growth	Strategic Planning & Enterprise	31 March 2015		Productive North Herts; the Council's economic development strategy was approved by Cabinet on 29 September 2015. The role of economic development for the district and delivery of the strategy Action Plan is currently being undertaken through the use of existing officers and through a shared working arrangement with East Hertfordshire District Council. This is currently being reviewed as to whether the shared arrangement continues on a more formal basis or whether the Council employs its own internal resource.

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Dependent on agreement to the Business Case, to form a partnership arrangement for the delivery of Building Control services with 6 other Herts authorities	Living within our Means	Development & Building Control	31 July 2015 (Cabinet decision regarding the formation of a partnership arrangement) Revised Due Date 31 May 2017		<p>Delegated authority to continue with the collaborative working project was given by Cabinet in December 2015.</p> <ul style="list-style-type: none"> • Two hubs are being established within Hertsmere and Welwyn Hatfield Council Offices. • A single IT platform has been procured and a work program for data migration is underway. • A TUPE consultation within the 7 authorities is underway. • NHDC is the operational lead for the project. <p>Remains a key project for 16/17.</p>
Land & Buildings	Living within our Means	Development & Building Control	30 September 2015		<p>Two locality reviews have been undertaken (Royston and Letchworth) to identify the Council and other public sector assets for consideration. These assets are being considered as part of the ongoing asset program. The budget process for 2016/17 included an investigation into the methods by which the Council can generate income through an arm's-length company or similar structure so that it may benefit from traded services. The working assumption is that this will be achieved via housing provision at market rents. A team to carry out this work will be established when other current corporate workstreams are completed.</p>
Housing and Environmental Health Portfolio					
Regeneration of John Barker Place	Promoting Sustainable Growth	Housing & Public Protection	Original Due Date 31 July 2017		<p>This is a NHH project that will deliver new shops, additional affordable housing and a new play area for the John Barker Place area of Westmill. NHH has confirmed its commitment to deliver the proposed scheme, however they have commented recently that they wish to review the scope of the whole regeneration project and will be discussing this with Council planners in due course.</p>

APPENDIX 1

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<p>Westmill Community Centre Commence the construction of a new Westmill Community Centre as part of the John Barker Place regeneration</p>	Working with our Communities	Housing & Public Protection	31 July 2015		This is a NHH project that will deliver a new community centre alongside a new Multi Use Games Area (MUGA) and landscaping of the surrounding area. The new community centre is finished and the final legal formalities (transfer to NHDC, and lease to WCCA) are almost complete. The existing community centre will be demolished in due course, with the new MUGA being provided shortly after. It is anticipated the community centre project should be completed within the next few months.
<p>Continue to promote Careline as a valuable resource in supporting independent living</p>	Working with our Communities	Housing & Public Protection	Original Due Date 31 March 2016		Hertfordshire County Council appointed Careline to be the sole provider of community alarms across Hertfordshire from 1 April 2015. This was subsequently expanded to include the provision of basic telecare and again, on 1 April 2016, as regards bespoke assistive technology. Work in taking on this increase in client base and ensuring clients are transferred smoothly from the existing providers was undertaken in 2015 and concluded by the end of April 2016 although opportunities for further consolidation may present themselves for another 18 months. The Service is now structured on a sustainable basis to ensure the provision of high quality services at significantly higher volumes. Work is ongoing to expand the product range, increase retail sales, and the encouragement of referrals from all agencies such as the NHS, Herts Police, etc. Careline continues to be a key project for 16/17.

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Various Portfolios					
<p>Channel Migration The following projects arising from the Channel Migration project:</p> <ul style="list-style-type: none"> Noise reporting app for Environmental Health (procured and in trial) Develop initial programme to roll out text message service Consider opportunities for E-billing associated with hybrid mail Evaluate efficiency potential from hybrid mail in relation to Individual Electoral Registration and elections for 2016 onwards <p>Roll out of new website in March 2015 with focus on 1) accessibility on various devices, 2) content management and 3) efficient e-transactions</p>	Living within our Means	Chief Executive	31 March 2016		The Channel Migration Project has completed its first phase with the implementation of the new website, roll out of noise reporting app and development of text messaging initiative with increased number of subscribers. The evaluation of E billing and hybrid mail solutions is underway and is due to conclude by July 2016 to ensure that e billing can be in place for 2017. The programme is now embedded in the Communications and CSC Service Plans. Regular evaluation of interaction type and service provision is undertaken by Senior Management team in order to inform future initiatives.
To determine projects arising from the in depth review of parking services	Living within our Means	Customer Services	31 March 2016		Consideration is being given to the best way to organise parking services within the authority and this will be undertaken as part of the restructuring exercise planned for the later part of 2016/17.

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<p>Value for money review of Electoral & Democratic Services</p> <p>Implement the recommendations from the value for money review of Electoral services to ensure the service continues to deliver value for money</p>	Living within our Means	Chief Executive	31 August 2014		The phase 1 of implementation was undertaken in 2015 and a further planned follow up review will be undertaken in 2016/17.
Negotiation of Lease terms	Living within our Means	Finance, Performance & Asset Management	Original Due Date 31 March 2015 Revised Due Date 31 August 2016		A SIAS audit of progress in the application of the Community Halls Strategy, and specifically in regard to the renewal of community centre leases, completed in February 2016. It found that whilst officers had applied agreed policy and provided considerable support to the existing tenants, an impasse had been reached regarding the renewal of three leases (Coombes Community Centre, St Michael's Mount Community Centre and Walsworth Community Centre). The audit recommended a report be made to Cabinet, seeking their direction. Cabinet agreed on 30 March 2016 that negotiations should take place one last time, and if agreement is not reached by August 2016, then the matter should return to Cabinet for decision. Discussions with tenants have recommenced and are progressing.
To complete a business case on the viability of implementing Bulk Mail Processing	Living within our Means	Revenues, Benefits & IT	31 December 2015		The Business Case has been completed and submitted to the Corporate Board on 28 September 2015. The various options are currently being considered.