





NORTH HERTFORDSHIRE  
DISTRICT COUNCIL







**2016/2017 reporting against Projects identified in the Corporate Plan – last updated 05/05/2017**




For Q4 2016/2017 North Hertfordshire District Council is reporting against 24 Projects identified in the Corporate Plan 2016 - 21.

**Key for the Report**




Status key	
	Project Halted / funding not available.
	Project behind original due date/ unlikely to hit original due date.
	Project not due for completion in 2016/17 or has not reached due date
	Project Completed.

Status Summary			
Status	Qtr4	Qtr3	Summary of Movement
	3	0	Walsworth Common Pavilion / Walsworth Common Pitch Improvements / MUGA Bancroft
	9	7	
	5	11	
	7	5	Careline expansion / Serby Avenue Play area
Total	24	23	Hitchin Town Hall and Museum added into report





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Description in Corporate Plan	Corporate Objective	Portfolio	Milestones	Due Date	Status	Comments	
<b>Status – RED - 3</b>							
Delivering identified projects from the adopted Green Space Strategy	Attractive & Thriving	Leisure	Walsworth Common Pavilion contribution to scheme £300,000	Throughout 2016/17		Cabinet report re Green Space Strategy (Jan 17) recommended that project be moved to 2020/21 capital programme to allow time to secure further s106 contributions.	
			Walsworth Common pitch improvements £103,000				Pitch Improvements were originally planned to start in 1617, however fully dependent on S106 contributions. Developer has delayed start on scheme so funds will not be available until 18/19.
			Multi Use Games Area, Bancroft Recreation Ground, Hitchin £170,000				Project managed by Groundwork Hertfordshire. Dependant on securing £80K external grant. Sport England closed its grant scheme in 2016. New scheme is not open to Local Authorities. Further funding sources are currently being investigated.



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<b>Status – AMBER - 9</b>						
<p>Redeveloping and improving the North Herts Leisure Centre to ensure it is fit for purpose and offers greater opportunities to meet latent customer demand</p>	<p>Responsive &amp; Efficient</p>	<p>Leisure</p>	<p>Full Council Approval for Scheme</p> <p>Contractor to commence on site</p> <p>Commence Car park improvements</p> <p>Teaching pool completion</p>	<p>Jan 16</p> <p>April/May 16</p> <p>Apr/May 16</p> <p>Feb 17</p>		<p>Car Park improvements completed June 2016</p> <p>There has been a delay to the completion date and the current project plan shows that the new facilities are due to be open in June 2017. The key elements of the delay are associated with data cabling and drainage, which were not identified on drawings or assessed prior to work commencing on site. The changing rooms and the new sports hall are now complete and open for use. All other works are progressing well and the new Café is due to open on the 29 May.</p>
<p>Complete the fit out and open the North Hertfordshire Museum and Community Facility</p>	<p>Prosper &amp; Protect</p>	<p>Leisure</p>		<p>Original due date 30 September 2015</p>		<p>The Fit Out of the Museum on Councils land is near completion. The project team are currently working with the contractors to finalise a programme to complete the work on 14 and 15 Brand Street which will progress once the Council has purchased this land. The Town Hall has been open for nearly a year with many different types of events and bookings taking place</p>
<p>Delivering identified projects from the adopted Green Space Strategy</p>	<p>Attractive &amp; Thriving</p>	<p>Leisure</p>	<p>Replacement of Walsworth Common Access Bridge £175,000</p>	<p>2016/2017</p>		<p>Quotation Process has taken place and Structural Engineer has been appointed. Site survey took place Nov 16. Engineer has produced draft program for the works. Tender process has been delayed as an environmental protection application had to be made, which is a 10 week process. Report received back at the end of April confirmed that no further tests need to be carried out. Estimated completion date is 31 Aug 2017.</p>

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Delivering identified projects from the adopted Green Space Strategy	Attractive & Thriving	Leisure	Bancroft Gardens Play Area £ 75,000	Throughout 2016/17		Commenced project May 2016, Public Consultation took place Sep/Oct. Contract awarded. Playground equipment has been ordered. Completion date estimated as end of May.
Delivering identified projects from the adopted Green Space Strategy	Attractive & Thriving	Leisure	Renew pathways, Bancroft Recreation Ground, Hitchin £50,000	Throughout 2016/17		First phase of works completed. Contact awarded for second phase. Second phase of project managed by Groundwork Hertfordshire Final stage will be deferred until works to install new play area is completed.
Delivering identified projects from the adopted Green Space Strategy	Attractive & Thriving	Leisure	Norton Common wheeled sports provision improvements £154,000	Throughout 2016/17		A consultation event with stakeholders took place on the 5 <sup>th</sup> December following which the contractor was appointed. At first quarter project value increased to £170K, all funded by section 106 contributions. Final design agreed after further consultation and order placed with the supplier. Currently awaiting start date with project to be completed by the summer.
Ensuring that the Council's office accommodation is redeveloped to increase financial and resource efficiency and making best use of green initiatives	Prosper & Protect	Finance & IT	Commence decant to Town Lodge  Works to commence at DCO	September 16  November 16		Final prices received from the Framework Contractor week commencing 16 Jan 2017. Contracts provided to NHDC on 7 Feb 2017 and signed off on 17 Feb 2017. Construction work began on 6 March 2017. Cellular office removal and asbestos removal currently taking place. Some windows already removed to accommodate scaffolding. Estimated handover date 30 Jan 2018 with staff being moved back into the building Feb 2018.



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<p>Implementing outcomes from our energy audits of Council assets</p>	<p>Responsive &amp; Efficient</p>	<p>Finance &amp; IT</p>	<p>Outcomes from energy audit to be reviewed in light of solar panels not being viable. Office Accommodation project outcomes may overlap. Report to Asset management group</p>	<p>Apr 2016</p>		<p>To be a focus during 2017/18 with specific resources identified to carry out the work. Potential projects to be reviewed as to whether they will provide financial returns on the up-front capital investment required. To contract those works where there is clear benefit from them being undertaken.</p>
<p>Optimising use and management of the Council's assets, including consideration of long term lease 'transfer' or similar to increase community involvement in the provision of community and social opportunities</p>	<p>Responsive &amp; Efficient</p>	<p>Various</p>	<p>Implement the two recommendations arising from the SIAS audit of Community halls;</p> <ul style="list-style-type: none"> <li>- Report to Cabinet, reporting that officers have failed to reach agreement (and therefore implement agreed CH policy) in regard to renewal of two CA leases and seek agreement how to progress</li> </ul>	<p>June 2016</p>		<p>Coombes Community Centre - Terms agreed, lease drawn up by legal and sent to the Community Centre. They are getting their solicitor to review. We are currently chasing them to complete final sign off.</p> <p>St Michael's' Mount – Have made application to community capital fund. Agreement to lease will be linked to this. Recommendation from the Capital Grants Panel on the 24<sup>th</sup> May, with the final decision to follow. Work on the lease will then follow this, as required.</p> <p>Walsworth Community Association – Have made application to community capital fund. Agreement to lease will be linked to this. Recommendation from the Capital Grants Panel on the 24<sup>th</sup> May, with the final decision to follow. Work on the lease will then follow this, as required.</p> <p>Grange - The lease is to be completed simultaneously with a lease of adjacent land from North Hertfordshire Homes to the</p>



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			<ul style="list-style-type: none"> <li>- Review members representation on outside bodies, which lacks clarity in regard to membership of community centre management groups</li> <li>-</li> </ul>			<p>community group. Completion had been delayed whilst NHH obtained the relevant consents to proceed. In preparing for completion it has come to light that one clause within the lease requires amendment, and the parties are working to agree the wording of that clause. Completion is now anticipated prior to the end of June 2017</p> <p>Original due date was 30 June 2016. The milestone was completed in June 2016. The guidance is available on the intranet and a MIS note had been produced to advise Members.</p>
<b>Status – GREEN - 5</b>						
Renewing our waste and street cleansing contracts, continuing to provide an efficient and effective service	Attractive & Thriving	Waste, Recycling & Env	<p>Outline Business case to Cabinet</p> <p>Developing Contract Documentation</p> <p>Inter Authority Agreement (IAA)</p> <p>OJEU Invitation to Tender</p> <p>Award Contract</p> <p>Contract Commencement</p>	<p>June 2016</p> <p>Spring/Summer</p> <p>Summer</p> <p>Summer/Autumn</p> <p>Spring/Summer 17</p> <p>May 2018</p>	▶	<p>Cabinet approved project specification outline June 2016.</p> <p>PQQ was sent April 2017 and the returns are currently being evaluated. ITT to be issued once evaluation has taken place. The current project plan shows slippage to the original milestones. This will not affect the contract commencement date which remains as May 2018; however, the amendments may have implications for the contract award date and encroach into the contract mobilisation period post tender award.</p>

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<p>Exploring further the potential for development of a Crematorium in North Hertfordshire</p>	<p>Prosper &amp; Protect</p>	<p>Waste, Recycling &amp; Env</p>	<p>The previously completed Business Case will be reviewed in light of the planning application 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 North Herts to develop in the future.</p>	<p>Spring 2016</p>		<p>Milestones for 1617 year completed. The previously completed Business Case was reviewed, and alongside additional consultation with the market place, it was determined that the development of a crematorium facility at Wilbury Hills Cemetery was still a viable option. On 27 Sept 2016 Cabinet recommended that officers should investigate options for collaboration with a private sector provider, develop and conclude an appropriate selection process for the delivery of the project. A further report was presented on 27 March 2017 and Cabinet agreed for officers to work with a private sector partner to deliver a business case to develop a crematorium and to finalise the details of appropriate Heads of Terms, including the financial implications. As part of this, officers are to seek outline planning permission with Central Bedfordshire. The first meeting with the proposed partner took place on 12 April 2017 and it is anticipated that a project board will be established to manage the project. The project will continue into the 2017/2018 year.</p>
<p>Preparing and submitting a Local Plan which passes inspection and establishes areas in which sustainable development may take place in future</p>	<p>Prosper &amp; Protect</p>	<p>Planning &amp; Enterprise</p>	<p>Local Development Scheme (timetable for local Plan) approved by Full Council on 21 January 2016.</p> <p>Draft Local plan approved by Full Council</p> <p>Project Board instigated</p>	<p>July 2016</p> <p>On-going</p> <p>20 July 2016</p>		<p>Consultation on the proposed submission Local Plan took place from 19 October 2016, until 30 November 2016.</p> <p>Representations and consultation with key Duty to Co-operate partners remains ongoing. Report seeking a resolution to submit to the Secretary of State was approved by Full Council on 11 April 2017. Submission will follow as soon as is practicable, with May</p>

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			Strategic direction of Local Plan endorsed by Full Council  Cabinet resolution to undertake public consultation	26 September 2016		2017 being the planned date. Milestone dates post submission are out of NHDC's control, as they are subject to the Planning Inspectorate's timetable. Therefore, the relevant due dates might change.
Progressing development opportunities in our town centres	Prosper & Protect	Planning & Enterprise	Strategic view of the town centres to be part of the Local Plan. Town Centre strategies to be updated following adoption of the local Plan	Post 2018		Strategic view of the town centres is part of the Local Plan. Town centre strategies to be updated following adoption of the Local Plan (post-2018).
Working with health partners to optimise opportunities for older people to remain living independently but well supported at home, and for children/young people to be offered opportunity to increase activity to prevent longer term ill-health	Responsive & Efficient	Housing & Env Health	Contribute to the update of the Joint Strategic Needs Assessment and Health and Wellbeing strategy as appropriate.  Deliver and report progress against projects agreed for funding under the 'District Offer' Deliver and report progress against projects agreed for funding under Community Sport Activation Fund	April 2016  March 2017		Milestone complete.  All progress reports completed on time. Programme spans more than one financial year.  <b><u>District Offer</u></b> £200k of funding for public health projects, provided to NHDC by HCC. NHDC and local partners deliver projects, which have been approved by the North Herts Health and Wellbeing Partnership. Progress against the 11 projects running between April 15 and March 18 is monitored and reported quarterly to Public Health at HCC. <b><u>Community Sport Activation Fund (Get Active North Herts)</u></b> £250k grant from Sport England to support a £690k three-year 'Get Active North Herts'






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						programme. Programme runs from January 2016 to December 2018 and NHDC and local partners deliver the projects. All 13 projects are ongoing for the three-year period and NHDC reports progress to Sport England every six months (June and December).
<b>Status – COMPLETE - 7</b>						
Grant funding organisations sharing in the delivery of our objectives	Attractive & Thriving	Community Engagement & Rural Affairs	Gain agreement of Cabinet of revised scheme  Make relevant changes to enable delivery Implement scheme	Dec 2016  April 2017		Cabinet approval June 2016 The new scheme is now live and it is available on the NHDC website. The Council has published a press release, which provides details of the scheme including the relevant qualification criteria. Membership of the panel has been finalised.
Implementing an Economic Development Strategy for the district, working closely in partnership to increase inward investment and business development opportunities	Prosper & Protect	Planning & Enterprise	Economic Development Officer (EDO) recruitment opportunities to be investigated. Currently this is being undertaken through a shared service arrangement with East Hertfordshire District Council  Economic Development Officer appointed 01 December 2016  Action Plan for delivery by EDO approved by Cabinet and actions commenced.	April 2016       On-going from 2016		Decision taken to recruit internally. Post holder already undertaking duties.      Delivery of the action plan is monitored via Portfolio Holder/Shadow Portfolio Holder briefings
Extending the Council's Careline	Responsive & Efficient	Housing & Env Health	Integration of the Hertfordshire Equipment Service (HES)	April 2016 for first range of		Product range has been increased. Mapping exercise and

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<p>Service to ensure greater ability to remain living at home independently</p>			<p>assistive technology functions into Careline so as to significantly expand the range of telecare and telehealth services provided by the Council</p>	<p>new services</p>		<p>Systems review of the service completed by external consultant and signed off by HCC and NHDC on 11 July 2016 The Council now has an established relationship with the University of Hertfordshire. Collaboration has resulted in a number of joint bids for research funding for Assistive Technology, Disabled Facilities Grants and community support for dementia patients. Further development of the Careline service will be continued in 2017-18 as part of business as usual.</p>
<p>Progressing the delivery of competitive Building Control Services with six other Hertfordshire authorities following agreement of the business case</p>	<p>Responsive &amp; Efficient</p>	<p>Planning &amp; Enterprise</p>	<p>Current timescales:</p> <ul style="list-style-type: none"> <li>• Directors and shareholder representatives being discussed anticipated to be selected in March 2016;</li> <li>• Companies to be incorporated;</li> <li>• Initial communication to staff identifies 01 April 2016 as a probable TUPE date. TUPE process anticipated to commence in March 2016;</li> <li>• Staff TUPE process completed</li> <li>• IT procurement</li> </ul>	<p>April 2016</p> <p>15 August 2016</p> <p>January 2017</p>	<p></p>	<p>The migration of the seven individual building control databases into a new single IT system has commenced is required prior to the staff operating from two new hubs based in Hertsmere and Welwyn Hatfield council offices. Any further actions are solely the responsibility of the new company, although NHDC will be monitoring progress as an equal shareholder with the six other Hertfordshire local authorities.</p>

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			<p>commencing 01 Feb, 01 April anticipated as appointment date for IT;</p> <ul style="list-style-type: none"> <li>• Accommodation and support service providers identified.</li> <li>• IT migration for first authority completed</li> </ul>			
Exploring alternative options for effective and more efficient options for service delivery wherever possible, including through partnership, joint working or other models	Responsive & Efficient	Various	Insurance & Risk Management shared service to be established with HCC	June 2016		Agreement reached on what elements will be delivered by HCC and what we will do in-house. This reflects available capacity, and the balance between on-the-ground knowledge and specialist expertise. We will continue to review with HCC how they provide the service to us (e.g. more efficient processes), to try and manage costs and also provide resilience.
Delivering identified projects from the adopted Green Space Strategy	Attractive & Thriving	Leisure	Serby Avenue Play area renovation £75,000, Royston	Throughout 2016/2017		Project Completed March 2017.
Delivering identified projects from the adopted Green Space Strategy	Attractive & Thriving	Leisure	Demolish 4 disused tennis courts and landscape to grass and planted area at Bancroft Recreation Ground, Hitchin £30,000	Throughout 2016/2017		Project Completed May 2016.