

Notice of meeting of

Executive

To:	Councillors Steve Galloway (Chair), Sue Galloway, Jamieson-Ball, Macdonald, Orrell, Reid, Runciman, Sunderland and Waller
Date:	Tuesday, 25 July 2006
Time:	2.00 pm
Venue:	Guildhall

AGENDA

Notice to Members - Calling In:

Members are reminded that, should they wish to call in any item on this agenda, notice must be given to Democracy Support Group by:

10:00 am on Monday, 24 July 2006, if an item is called in *before* a decision is taken, *or*

4:00 pm on Thursday, 27 July 2006, if an item is called in *after* a decision has been taken.

Items called in will be considered by the Scrutiny Management Committee.

1. **Declarations of Interest**

At this point, Members are asked to declare any personal or prejudicial interest they may have in the business on this agenda.

2. Exclusion of Press and Public

To consider excluding the public and press from the meeting during consideration of Annex 7 to agenda item 6 (Relocation of Peasholme Centre), Annex 2 to agenda item 10 (Lendal Bridge Sub Station) and Annex 2 to agenda item 11 (Clifton Family Centre), on the grounds that these documents all contain information relating to the financial and business affairs of particular persons. This information is classed as exempt under Paragraph 3 of Schedule 12A to Section 100A of the Local Government Act 1972, as amended by the Local Government (Access to information) (Variation) Order 2006.

3. Public Participation

At this point in the meeting, members of the public who registered their wish to speak regarding an item on the agenda or an issue within the Executive's remit can do so. The deadline for registering is **10:00 am on Monday 24 July 2006**.

4. Executive Forward Plan (Pages 1 - 2)

To receive an update on those items which are currently listed on the Executive Forward Plan.

5. Minutes (Pages 3 - 8)

To approve and sign the minutes of the Executive meeting held on 11 July 2006.

6. Relocation of Peasholme Centre - Site Analysis (Pages 9 - 40)

This report advises the Executive of the outcome of consultation on and appraisal of the two possible sites for the relocation of the Peasholme Centre and seeks their views on which site would be most suitable.

7. Proposed Development of Manor School (Pages 41 - 56)

This report sets out proposals from the Governing Body of Manor School to relocate the school and to increase its capacity, summarises the outcome of consultations on these proposals and outlines further proposals for a land transfer and associated capital contribution to allow the relocation to proceed.

8. Organisational Effectiveness Programme (Pages 57 - 80)

This report seeks approval for a proposed 3 year Organisation Effectiveness Programme (OEP) and asks Members to consider how the Executive might most effectively support and have involvement in delivery of the OEP.

9. Final Report of the Sustainable Street Lighting Scrutiny Sub-Committee (Pages 81 - 120)

This report asks the Executive to consider the final report of the Environment and Sustainability Scrutiny Board and Sustainable Street Lighting Scrutiny Sub-Committee on the topic of “Street Lighting - Strategic Management & Procurement to Reduce Carbon Dioxide Emissions and Waste.”

10. Lendal Bridge Sub-Station, Wellington Row (Pages 121 - 130)

This report asks Members to consider the future use of a former sub-station at Wellington Row, adjoining Lendal Bridge.

11. Clifton Family Centre, Burton Stone Lane (Pages 131 - 138)

This report recommends demolition of the existing Family Centre at Burton Stone Lane, and subsequent sale of the site, on completion of the new children’s centre at Clifton Green Primary School.

12. LTP Delivery Report (Pages 139 - 148)

This report informs the Executive that the Local Transport Plan (LTP) Delivery Report has been prepared and will be issued to the Department for Transport at the end of July.

13. Urgent Business

Any other business which the Chair considers urgent under the Local Government Act 1972

Democracy Officer:

Name: Fiona Young

Contact details:

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- E-mail – fiona.young@york.gov.uk

For more information about any of the following please contact the Democracy Officer responsible for servicing this meeting:

- Registering to speak
- Business of the meeting
- Any special arrangements
- Copies of reports

Contact details are set out above.

Executive Meeting 25 July 2006

EXECUTIVE FORWARD PLAN

Table 1: Other items scheduled on the Forward Plan which should have been submitted to this week's meeting

Report	Author	Current Position	Likely Revised Date
Restructuring of Chief Executive's Department	David Atkinson	Deferred at Leader's request	To Urgency Committee early August
Reducing Carbon Emissions from York's Public and Private Sector Housing (Scrutiny Report)	Ruth Sherratt	Deferred for completion of review	12/9/06
Planning Guidance and Sustainable Development (Scrutiny Report)	Ruth Sherratt	Deferred for completion of review	12/9/06

Table 2: Items scheduled on the Forward Plan for the Executive Meeting on 12 September 2006

Report	Author	Current Position	Likely Revised Date
Reducing Carbon Emissions from York's Public and Private Sector Housing (Scrutiny Report)	Ruth Sherratt	Deferred from 25/7/06	N/a
Planning Guidance and Sustainable Development	Ruth Sherratt	Deferred from 25/7/06	N/a
Monk Bar Garage – Future Use of Site	John Urwin	On schedule	N/a
3-4 Patrick Pool	David Baren	On schedule	N/a
Strategic Risk Register – Annual Report and Update on Risk Management Strategy	David Walker	On schedule	N/a
Consideration of Waste PFI Outline Business Case	Sian Hansom	On schedule	N/a

Table 3: Items scheduled on the Forward Plan for the Executive Meeting on 26 September 2006

Report	Author	Current Position	Likely Revised Date
Corporate Asset Management Plan	John Reid	Deferred from 12/9	N/a
Capital Strategy Document 2006-09	Neil Hindhaugh	Deferred from 11/7	N/a
Parking Review	Peter Evely	On schedule	N/a

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MEETING	Executive
DATE	11 July 2006
PRESENT	Councillors Orrell, Sue Galloway, Jamieson-Ball, Macdonald, Steve Galloway (Chair), Reid, Runciman, Sunderland and Waller
IN ATTENDANCE	Councillor Fraser (for agenda item 6 – Minute 36 refers)

31. Declarations of Interest

The Chair invited Members to declare at this point any personal or prejudicial interests they might have in the business on the agenda. No interests were declared.

32. Exclusion of Press and Public

RESOLVED: That the press and public be excluded from the meeting during consideration of Annex 2 to agenda item 10 (York Central Area Action Plan), on the grounds that it contains information relating to the financial and business affairs of particular persons, which is classed as exempt under paragraph 3 of Schedule 12A to Section 100A of the Local Government Act 1972, as revised by the Local Government (Access to Information) (Variation) Order 2006.

33. Minutes

RESOLVED: That the minutes of the Executive meeting held on 27 June 2006 be approved and signed by the Chair as a correct record.

34. Public Participation

It was reported that a member of the public (Mr Richardson) had expressed a wish to speak under the Council's Public Participation Scheme on agenda item 7 (Finance Strategy) but was unable to attend the meeting. His written comments had been referred to the Head of Finance and would be dealt with in correspondence.

35. Executive Forward Plan

Members received and noted an updated list of items currently scheduled on the Executive Forward Plan.

36. Report by the Commission for Social Care Inspection

Members received a report which introduced a presentation by the Sue Disley, Local Lead Inspector from the Commission for Social Care Inspection (CSCI), on the findings of the Inspection of Services for People with Learning Disabilities, carried out in York on March 2006.

The presentation explained the purpose of the inspection, how it had been conducted and the resulting findings and recommendations against the key themes of the government's "Valuing People" White Paper. Copies of the inspection report were circulated to Members at the meeting. The Shadow Executive Member for Adults' Social Services attended the meeting to hear the presentation and ask questions on behalf of the Shadow Executive.

It was noted that the inspection had highlighted the need to adopt a council-wide approach to services, have measurable targets for strategies, build upon joint work with partners and focus on outcomes for customers. York had been judged as serving most of its customers well and having promising prospects for improvement. Members thanked Sue Disley for the presentation and congratulated management and staff on a good inspection result. The Chair indicated that the report would be examined in detail by the relevant Executive Member and Director, who would take further action on the recommendations.

RESOLVED: That the presentation and the inspection report be noted.

REASON: In accordance with the CSCI's policy to table the inspection report at a meeting that is open to the public.

37. Finance Strategy 2007/08 to 2009/10

Members considered a report which presented a draft Financial Strategy for the period 2007/08 to 2009/10. The report reflected the Secretary of State's decision to nominate the Council in relation to its Council Tax levels for 2006/07-2007/08 and explored options to move to a more strategic approach to meeting future budget pressures and delivering efficiency improvements. The draft Strategy was attached as an annex to the report.

The Medium Term Financial Forecast (MTFF) included in the draft Strategy indicated that unavoidable growth pressures would continue to outstrip funding, resulting in a budget gap of between £3.5m and £4.1m across each of the three years. Chapter 3 of the Strategy identified a number of ways in which the Council could meet these financial pressures, including the development of a programme of strategic efficiency reviews. The enhanced role envisaged for such a programme was one of the main differences between the first and second finance strategies. Further details were set out in the report.

Members emphasised that in the current circumstances requests for growth could not be progressed and Directorates must continue to work within existing budgets. The Council's long-term strategy was aimed at reducing its standing costs, including reducing building costs via the new City Hall project. Unless there was a significant change to the funding of

local authorities, the Council must continue to maintain provision of good quality public services at the lowest cost per head of population of any council in the country.

RESOLVED: (i) That the Financial Strategy be adopted.

REASON: To assist in the development of the Council's medium-term service and financial planning.

(ii) That the Council's projected financial position for 2007/08 to 2009/10, as outlined in the report (Table 1, paragraph 5) and detailed in the Financial Strategy, be noted.

REASON: So that Members are fully aware of the financial pressures which the Council currently faces.

(iii) That the Director of Resources, in conjunction with the Corporate Management Team, be requested to develop, review and prioritise all currently identified growth and reprioritisation areas against relevant criteria, including statutory pressures, local priorities and comparative performance.

REASON: To assist Members in targeting resources at those areas which have the greatest need in terms of meeting external requirements, local needs and service improvements.

(iv) That the Director of Resources, in conjunction with the Corporate Management Team, be requested to develop a three to five year programme of efficiency reviews.

REASON: To assist in the development of a more strategic approach to budget setting, especially in terms of identifying areas for service improvement and financial savings.

38. Directorate of City Strategy - Organisational Review

Members considered a report which presented proposals for the organisational structure of the new Directorate of City Strategy.

The new Directorate had come into being on 1 April 2006, following a review of the Environment and Development Services Directorate (DEDS) in May 2004 and a wider review of Council services approved by the Executive in July 2005. The proposed management structure, set out in Annex 2 to the report, included four service 'blocks', each headed by an Assistant Director (AD). These were based upon the service areas inherited from DEDS, with the addition of the new responsibilities transferring to City Strategy. It was noted that the Directorate faced a number of challenges in the near future which meant that the make-up of the AD blocks might need to be revisited. Revised job descriptions would include a requirement for flexibility, in line with a corporate approach to service delivery.

RESOLVED: (i) That the structure for the Directorate of City Strategy set out in Annex 2 to the report be approved.

REASON: To enable the Directorate to respond to the new responsibilities placed upon it.

(ii) That the Chief Executive be invited to bring forward proposals in September aimed at providing a single integrated process, including budget and quality control, for dealing with highways repairs.

REASON: These are vital on-street services which need to be dealt with via an integrated process and managed under one directorship.

39. Highways Services

Members considered a report which advised on progress to date with highway services procurement and sought approval for a proposed reporting and management structure for this procurement.

The report set out progress made on the short and medium term actions reported to the Executive on 2 May 2006, together with key points on the long term options B and C, which were being progressed concurrently. With regard to Option B (PFI), Deloitte's had been identified as the preferred financial advisor. Their report on the feasibility of the PFI route would enable a decision to be taken on whether to submit an Expression of Interest (EOI) to the Department for Transport. Work undertaken to scope the PFI project would also be used to help determine the best scope for Option C (re-tendering an extended scope package). Both Deloitte and Halcrow would assist in the determination of the most appropriate alternative type of contract should Option B not be pursued.

The proposed management structure, explained in paragraphs 26 to 29 of the report, was intended to overcome some of the difficulties encountered in the earlier procurement work by providing a more rigorous framework. It included a Steering Group comprising the Council Leader and the Executive and Shadow Executive Members for City Strategy, a Project Board to provide directional lead and monitor progress and a Project Team to deliver and manage the project. Proposals for reporting and decision making via the Departmental Management Team, Corporate Management Team and Executive were shown diagrammatically in paragraph 26.

RESOLVED: (i) That the proposed reporting and management structures be approved.

REASON: To ensure that the project is properly managed, whilst enabling speedy progress to be made.

(ii) That the appointments to the Steering Group be approved.

REASON: To meet the need for Member input to the project.

(iii) That a report be taken to the Urgency Committee seeking approval to submit an Expression Of Interest, should this be considered appropriate.

REASON: In view of the fact that there is insufficient time to bring a report to the Executive on this.

40. York Central Area Action Plan

Members considered a report which informed them of the revised timetable for the preparation of a York Central Area Action Plan (AAP) and sought approval to appoint consultants to prepare an Issues and Options document.

Following a review of the current AAP programme, it was considered that, subject to the availability of funding from Yorkshire Forward (YF), the timescale could be reduced by a maximum of 8 months. However, this was dependent upon carrying out the first stage, the Issues and Options document, by Christmas. YF had agreed to fund a planning consultant to undertake this work, which would need to start immediately in order to meet the key milestones in the revised project plan, attached as Annex 1 to the report. Tenders for this work had been invited and the four submissions received had been evaluated on price and against the tender specification. Although none of the tenders fully met all requirements, two were considered capable of achieving the desired outcome within the available time. Of these, Nathaniel Lichfield and Partners was preferred, as offering a better response to public consultation issues and better value for money overall.

Members welcomed the additional funding from Yorkshire Forward and the emphasis on consultation indicated by the recommended consultants. It was noted that public consultation was now likely to take place in the autumn and a developer appointed in March of next year. The fact that the development would bring 6,000 new jobs to York was particularly welcome in view of the potential job losses at British Sugar.

RESOLVED: (i) That the revised timetable for the preparation of the York Central Area Action Plan be noted.

(ii) That the appointment of Nathaniel Lichfield & Partners to produce the Issues and Options document, and carry out public consultation related to this, be approved.

REASON: The appointment of a planning consultant to carry out this work is needed to deliver the shortened AAP programme.

(iii) That the preparation of Interim Planning Guidance (IPG) be discontinued.

REASON: The need for IPG has been superseded by the production of the Issues and Options document.

S F Galloway, Chair

[The meeting started at 2.00 pm and finished at 3.10 pm].

**Agenda Item****Meeting of the Executive****25th July 2006**

Report of the Head of Housing Services

Peasholme Relocation – Site Analysis**Summary**

1. To advise the Executive of the outcome of the consultation on, and appraisal of, the possible sites for the relocation of the Peasholme Centre and to seek the Executive's views on which site would be most suitable.

Background

2. At the meeting on 30th May the Executive were advised that having applied the criteria established when determining the site requirements, only two sites met this criterion. These sites are:
 - 4 Fishergate;
 - Monk Bar Garage.
3. On the 26th May, the council issued a press release asking members of the public to identify any possible alternative sites. As a result of this, one site, 14 Jewbury was suggested by a member of the public.
4. At the Executive meeting on the 30th May, members resolved that:

“Officers be asked to investigate the feasibility of using the suggested site at 14 Jewbury and be given delegated authority to include this site in the shortlist for further consultation, if they consider appropriate”
5. City of York Council occupies the property on a 125 year lease from 1991 at a peppercorn rent. The lease was granted to the council when part of the larger site, currently occupied by the Sainsbury store, was sold to Sainsbury's.
6. Under the terms of our lease the council are permitted to use the premises as a public car park and public conveniences providing not less than 315 car parking spaces. The toilets were converted into the car parking attendants office in about 1994 and are still used for that purpose. Any change of use would require landlord's approval.
7. Discussions with the owners of the site have been via their agents. In response to our enquiries their agent has stated:

“I have discussed this matter with my client and they would not be able to accommodate this request. Building this unit on the car park would cause access and egress issues during construction and also through the car park when the unit is operational. In addition the location and configuration of the site is not suited to a unit of this nature. Sorry that my client is unable to help”

8. Given the above response, the site was not included in the consultation process.
9. As part of the consultation process, one resident has raised the possibility of additional alternative sites. Officers have carried out a number of site visits with the individual. The conclusion reached as a result of these visits is that the sites raised are not suitable / available. Details are set out below.
10. Hospital Field's Road has been raised as possible site for the relocation. - The reasons why Hospital Fields is not considered to meet the established criteria and therefore not a short-listed site, are;
 - Individually the units are too small
 - Not integrated within the community;
 - Not a well lit area, although this could be designed in;
 - Isolated location on an industrial estate;
11. In addition to the general issues a number units on Hospital Fields Road are occupied, specifically:
 - No. 23 – Occupied by Shepherds. The vacant land is under negotiation for a new office development. The old lease has 30 years unexpired, so the council cannot unilaterally proceed.
 - No. 25 – Occupied by West. This is a ground lease, again with about 30 years unexpired. There is a building on site. West are in liquidation, and the liquidator is assigning the leasehold interest, with an offer accepted subject to contract. Completion is expected any day. It is, therefore, too late in the day to approach the liquidator to "gazump" the offer they hold. The council has to deal with assignments under the lease in these circumstances.
 - No. 33 - Jemimas, the entire building is under offer and Jemimas have a secure business tenancy already.
 - No. 35 - Reeds Electrical occupies part under a business tenancy. Part of the ground floor and most of the first floor is vacant. The council has approved a scheme to refurbish the vacant areas to provide space for small businesses.

12. The Foss Islands development site has also been raised as a possible alternative, however, it is part of the Keyland Gregory retail proposal, which is well advanced, and the council do not own the site.

Consultation

13. Following the report to the Executive at its meeting 30th May 2006, between the 3rd and 5th June approximately 2000 information leaflets were delivered to both homes and commercial properties, in the Fishergate and Guildhall wards (as agreed with local ward members). This provided factual information on the work of Peasholme, the reason for relocation, real life examples of Peasholme resident's experience. Leaflets were also delivered to St Wilfred's Primary School. A copy of the leaflet can be found at annex 1
14. The leaflet also advised residents of an open day to be held at the Peasholme Centre on the 8th June and a public meeting to be held on the 14th June. Approximately 30 people attended the public meeting. The main issues raised by members of the public at the meeting are summarised in Annex 2.
15. A concern that was raised by a small number of residents in the Guildhall ward was that they had not received the leaflets. On checking, the individual who the council contracted to deliver the leaflets, has stated, in writing, that he delivered to all homes and businesses on the streets identified, with the exception of a small number of flats on Penley Grove St where he could not access the communal area. In this case he left leaflets in the entrance to the properties (the streets where people said they did not receive the leaflets was not Penley Grove St). To allow residents in the Guildhall ward to have a further opportunity to raise any issues, the Head of Housing Services attended the Guildhall Ward committee meeting on the 13th July.
16. A link on the councils website was set up from 30th May to provide factual information about the Peasholme Centre, what is it? what support does it provide? who runs it? etc. Details of information provided can be found at Annex 3. An e-mail account was also set up and residents were asked to raise any comments either in person, by letter or e-mail to the Head of Housing Services by 25th June. At the time of writing this report 28 letters and e-mails had been received. An analysis of all the individual responses by letter or e-mail is set out in Annex 4. Executive members have been provided with a copy of all comments received as result of the public consultation.
17. A summary of the key issues raised is set out below.

General

- Why does the centre have to move from its existing site?
- Why does the centre have to be in the city centre?
- Why is timescale a criteria?
- If neither of the proposed sites are accepted what will happen?
- What is the cost of redevelopment and how is this being funded?

Monk Bar Garage

- Proximity to the Bar Walls;
- Height of proposed building compared to Bar Walls.
- Proximity to preferred site for Arc Light;
- Potential for increased criminal activity;
- Personal safety issues, concerns for older people in the area, concerns about increases in drug abuse and a negative impact on tourism. Impact on local businesses;
- Negative impact on house prices;
- Proximity to St Wilfred's primary school;
- Area already takes its fair share of the most vulnerable.

4 Fishergate

- Security concerns given site is adjacent to a public house;
- Safety concerns for Peasholme residents due to busy main road;
- Personal safety issues for people walking in to the city along the river footpath;
- Personal safety issues, concerns for older people in the area, concerns about increases in drug abuse and a negative impact on tourism.
- Concern over non-residents congregating in the area;
- Area already takes its fair share of the most vulnerable.

Proximity to Residential Areas and Schools / Increase in Crime

18. Issues concerning the relocation of the Peasholme Centre in a residential area or near schools have inevitably focus on crime or fear of crime and anti-social behaviour. However, it should be noted that there is no evidence to suggest that the proximity of the centre to a school raises any risk to anyone attending the school.

Archaeology

19. Archaeological concerns have also been raised for the two sites. The starting point in any consideration for either of the sites has to be Policy HE10 in the emerging Local Plan and the supporting policy document Conservation Policies for York: Archaeology. Government advice is contained within PPG 16: Archaeology and Planning. It creates a presumption in favour of preservation of sites of national importance, whether scheduled or unscheduled.
20. Policy HE10 translates this advice into a practical policy for York, where most City centre sites and their deposits can be considered to be of national importance. Policy HE10 states that development on sites in the central Area of Archaeological Importance (AAI) will be allowed provided that the applicants permit an archaeological evaluation of the site and that any subsequent development destroys less than 5% of the archaeological deposits preserved

on the site. This policy has been applied to all developments in the City Centre since 1990 and has been highly successful in ensuring maximum physical preservation of archaeological deposits and securing new development.

21. Both of the sites lie within the central AAI and are therefore subject to this policy requirement. In addition, the Monk Bar site is located adjacent to the City Walls, a scheduled ancient monument, and the issue of the effect of the new development on the setting of the scheduled ancient monument would also need to be taken into consideration. Policy HE9 of the emerging Local Plan would therefore need to be applied to any consideration of new development on the Monk Bar Garage site

Professional and technical Analysis

22. An analysis has been carried of both sites by staff from Property Services, Planning, Highways, Finance, Conservation, Housing and Adult Social Services and the Peasholme Charity. General issues which relate to both sites have been outlined below, detailed issues which are site specific are attached as annexes 5 and 6.

Air Quality

23. In January 2002 City of York Council declared an Air Quality Management Area (AQMA) based on predicted exceedences of the annual average nitrogen dioxide objective in five areas of the city. The declaration of the AQMA placed a legal duty on the council to improve air quality in the city and to demonstrate that it is actively pursuing the 40ug/m³ annual objective to be achieved by 31st December 2005. In order to demonstrate a commitment to improving air quality the council was required to prepare an Air Quality Action Plan (AQAP). The AQAP identifies measures the council intends to take to improve air quality in the city following the declaration of the AQMA.
24. Both of the proposed sites for relocation of the Peasholme Centre are already included within City of York Council's Air Quality Management Area. The introduction of further residential dwellings at either location will therefore not result in any requirement to extend the AQMA beyond it's current boundary. Since both areas form part of the inner ring road, they regularly experience long periods of standing/slow moving traffic, particularly during peak hours. Historical monitoring data from nitrogen dioxide diffusion tubes in the vicinity of these sites have indicated that annual average concentrations of nitrogen dioxide have approached, and in some cases exceeded objective levels.
25. Residential development would not normally be encouraged in such areas, although since there is existing residential in the vicinity of the proposed sites (and therefore a precedent has already been set), it is the opinion of the Environmental Protection Unit that the scheme could proceed at either location, providing that careful consideration is paid to the following design issues:

- Features that promote residents to spend time in polluted outdoor environments (e.g. balconies, roof terraces, street furniture) should be avoided.
- The internal arrangement of the scheme should present non-habitable rooms to polluted facades (i.e. bedrooms and living rooms should be positioned away from the carriageway façade). External doors communicating directly with habitable rooms on polluted facades should also be avoided.
- Non-opening windows may be appropriate in areas of very poor air quality, particularly where habitable rooms are placed on polluted facades. This should take the form of fixed glazing with mechanical ventilation from an area of the site away from the carriageway facade.
- Due to the location of both sites it is recommended that buildings are set back from the carriageway, ideally by 10 meters or more.
- Since both the sites are located within the AQMA it is recommended that any parking facilities should reflect the Council's minimum parking standard.
- In summary, neither site is ideal from an AQ perspective, although providing the council ensures that exposure is limited (by following the principles outlined above), the development could proceed at either site.

Noise

26. There are two noise issues to consider with both sites - the impact of existing noise in the area upon the relocated centre (most relevant is traffic noise), and also the impact on the amenity of the existing area as a result of the introduction of the centre (eg noise from customers).
27. For both locations a noise assessment in accordance with PPG 24 will be required to demonstrate what package of noise insulation measures is required to achieve acceptable noise levels for the centre users. Appropriate measures are likely to include a scheme of acoustic glazing, combined with a mechanical ventilation scheme so that windows do not need to be opened, to ensure adequate background and rapid ventilation is achievable (this also ties in with the approaches needed to tackle air quality). As part of any application we would expect to see demonstrated that these measures can be physically incorporated.
28. If any outdoor amenity areas are to be provided at the relocated centre, these must also be assessed to determine if acceptable noise levels exist or can be achieved.

Contaminated Land

29. Both sites are, or have been put to commercial uses that could have resulted in the land being contaminated (in particular Monk Bar Garage). As a minimum, both sites will require a desk study, to include a site description and a site walkover. Depending on the findings of these studies, site investigations and remediation schemes for land and water contamination could be required. Whilst land contamination does not rule out either site, it must be properly

considered before any planning application is submitted, which is in accordance with PPS 23.

Planning

30. The relocated Peasholme Centre will be classified as Use Class C2: Residential Institution. Planning obligations are:
- Development proposals for a homeless hostel use will not require an affordable housing provision
 - There would be no requirement for a contribution towards education as there would be no additional school users generated by the development. It may be necessary to condition a planning approval to ensure that if converted into market residential in the future, an education contribution could be sought.
 - A contribution towards community facilities would normally be required, although this requirement could be met through the open space contribution (see below)
 - The amount of contribution towards open space provision made by developments such as hostels will be considered on the scheme's individual circumstances, taking into account the number of people living in the property. Contributions towards informal open space/sports pitches would be required but as there would be no children, children's play space would not be required
 - Car and bicycle parking standards will apply to the proposed development. 1 cycle space per dwelling unit would be required and a maximum of 1 car parking space per 3 residents would be sought. Fewer car parking spaces would be encouraged on sites which met the criteria for car parking standard flexibility, such as those which were accessible from York city centre on foot or bicycle.

Monk Bar Garage

31. The site is currently used as a garage for the repair and service of motor vehicles, but is identified as for housing in the Development Control Local Plan. The site backs onto the Bar Walls, which are a scheduled ancient monument and grade 1 listed. English Heritage would have to be consulted and their views given due weight. As the boundary wall at the rear of this site is also the retaining wall to the rampart, it is my view that scheduled monument consent (SMC) will be required for works that affect the wall. SMC is granted or refused by the Secretary of State for Culture Media and Sport who will receive advice from English Heritage. This site presents the more difficult archaeological and conservation issues which would need to be resolved for the site to be redeveloped.

32. Operationally it is felt that the service can be run from this site, however there will be a number of potential difficulties to overcome. The proximity to the Bar walls may have implications on the design in relation to privacy of residents. It is also close to the preferred site for the relocation of the Arc Light centre and whilst not unmanageable, it may create difficulties, as a key element for the successful resettlement of the centres residents is being able to break away from their previous behaviour.

4 Fishergate

33. The site has no identified allocation within the Development Control Local Plan, but is currently occupied by a number of small businesses and used for employment purposes. Any proposals to change the use will have to be in accordance with the Development Control Local Plan: Policy E3b. Following Information provided by the Economic Development Unit, Planning have stated that they feel that the requirements of E3b are satisfied. The site is within the Environment Agencies Flood Zone 2, identified as having a 1% or greater chance of flooding each year. Any planning application will need to be accompanied with a flood plan.
34. Operationally it is felt that the service can be run from this site without any major difficulties. There may be a logistical problem associated with any deliveries due to the nature of the access to the site, but this could be considered as part of the site design.

Corporate Priorities

36. The Peasholme Centre contributes towards the corporate priorities of the council including:
 - Improve opportunities for learning and raise educational achievement for everybody in York;
 - Create a safe city through transparent partnership working with other agencies and the local community;
 - Work with others to improve the health, well-being and independence of York residents

Implications

37. The following implications have been noted.

Financial:

38. The costs associated with the relocation of the Peasholme Centre, including build costs, have been included within the cost base for the Admin Accommodation project, which has already been considered by members.

39. The sale of 4 Fishergate currently forms part of the funding for the capital programme with the disposal being accounted for in the 2006/07 financial year. Failure to realise this sale by this date would leave a shortfall in the funding of the capital programme as per confidential Annex 7, this would result in increased pressure being placed on the remaining receipts to fund the programme. Failure to realise the overall receipt targets may lead to reduction in the overall capital programme or the use of alternative funding mechanisms, the most likely of which would be prudential borrowing. The financial implications of unsupported borrowing would be incurring an ongoing charge to the revenue account in the form of Minimum Revenue Provision (4% per annum of receipt value) and the interest cost of the loan itself (approximately 4.65% per annum of receipt value). Such costs are shown at confidential Annex 7.
40. The sale of Monk Bar Garage does not currently form part of the funding for the capital programme and would not therefore leave a shortfall in the programme. The sale of this property would realise a receipt (as per confidential Annex 7) that could be used to reduce the shortfall left by not realising the receipt from the disposal of Fishergate. If this course of action were followed the financial implications of borrowing the difference between the expected receipts can be seen in confidential Annex 7.
41. It should be noted that disposal of either site would result in a reduction of rental income in the commercial portfolio.

Human Resources (HR):

42. There are no HR implications

Equalities:

43. There are no equalities implications.

Legal:

44. There are no legal implications.

Crime and Disorder:

45. There are no crime and disorder implications

Information Technology (IT):

46. There are no IT implications

Property:

47. The existing centre is located within the wider Hungate development area, which includes the preferred site of eth council admin accommodation solution. The relocation of the centre is required to enable the admin accommodation project to deliver the councils single site accommodation solution.

Risk Management

48. If the Peasholme Centre is not relocated within the timescales set out in within the council accommodation review, there is a risk to delivering the benefits as outlined in the accommodation review.

Recommendations

49. The Executive is requested to give their views on which of the two sites should be approved for the relocation of the Peasholme Centre.

Contact Details

Author:

Steve Waddington
Head of Housing Services

**Housing & Adult Social
Services**
01904 55416

Chief Officer Responsible for the report:

Steve Waddington
Head of Housing Services

Report Approved **Date** 13th July 2006

Wards Affected:

All *tick*

**Fishergate
Guildhall**

For further information please contact the author of the report

Background Papers:

Executive report – Relocation of Peasholme Centre – Site Shortlist
Minutes of the Executive meeting 30th May 2006

Annexes

Annex 1: - Information leaflet

Annex 2: - Key issues raised at Public Meeting

Annex 3: - Information provided on Web Site

Annex 4: - Analysis of issues raised

Annex 5: - Technical & operational analysis – Monk Bar Garage

Annex 6: - Technical & operational analysis – 4 Fishergate

Annex 7: - Financial Analysis (Confidential)

What happens next?

The council has assessed a number of available sites for the new centre against set criteria and has identified only two suitable alternatives - 4 Fishergate and Monk Bar Garage. A third possible location is currently being discussed with its owners. If these discussions prove successful, the council will report back and consult with local residents about this site.

A public consultation process will be held from 31 May until 25 June to get local residents' views about the two sites. Leaflets will be distributed to homes and businesses in the vicinity of the shortlisted sites.

There will be a public meeting at the **Royal York Hotel, Station Road, at 7pm on Wednesday 14 June**. Residents of the two wards in which the proposed new sites are located will be able to hear council officers explain the reasons for the choice of these locations, and ask questions.

Any comments should be sent to:
 Steve Waddington
 Head of Housing Services, City of York Council,
 10 - 12 George Hudson Street, York YO1 6ZE,
 or by calling him on (01904) 554016
 or via email: peasholme.relocation@york.gov.uk.

Noel: 54, evicted by a private landlord, slept in his car.

"Since coming to Peasholme I am doing things I never thought I'd do, but always wanted to, like learndirect, computer skills, art and photography. I have met some great people here. Who would have thought I would have my picture taken with the Lord Mayor of York in the art gallery, where me and my friends put together a short animation film. I am feeling more positive, part of the human race again".

This information can be provided in your own language.

我們也用您們的語言提供這個信息 (Cantonese)

এই তথ্য আপনার নিজের ভাষায় দেয়া যেতে পারে। (Bengali)

Bu bilgiyi kendi dilinizde almanız mümkündür. (Turkish)

یہ معلومات آپ کی اپنی زبان (بولی) میں بھی سمیٹا کی جاسکتی ہیں۔ (Urdu)

☎ (01904) 613161



www.york.gov.uk

If you would like this information in an accessible format (for example in large print, on tape or by email) or another language please telephone (01904) 554016 or email peasholme.relocation@york.gov.uk

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Peasholme Charity Registered Charity No: 701265

The Peasholme Centre is looking to relocate

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What is the Peasholme Centre?

The Peasholme Centre is a 22-bed supported housing project, giving a home to single homeless people and/or couples without children who are citizens of York. Currently located at 18 The Stonebow, it is a joint project between City of York Council and Peasholme Charity. It has been located there since 1987.

The Peasholme Centre is looking to relocate

Why does the centre need to move?

The Peasholme Centre needs to be relocated because of the planned major redevelopment of the Hungate area. The new development will include housing, retail and new council office facilities. The current facility is on what will be the entrance to the development and therefore needs to be moved to another site.

Laurie: 57, has received support in training and education.

“The Peasholme Centre has given me the opportunity to discover my creative potential, giving me the confidence in myself and my abilities”.

What is the Peasholme Charity?

The Peasholme Charity is a registered charity with almost 20 years' experience of working with vulnerable people. The Charity manages several supported housing projects with ongoing support.

What happens at the Peasholme Centre?

The centre is a successful supported housing project and learning and resource centre, staffed 24 hours a day, 365 days a year, which prepares people for

independent living. Anyone wishing to live in the centre will be referred from other agencies or as self-referrals, and must want to participate in the educational and development work.

Residents must agree to a number of licence conditions and on the rare occasion that residents breach these conditions they will be asked to leave.

In the last two years the centre has successfully supported and found more secure accommodation for 57 people. Over 90% of them are still in their accommodation.

Emma: 26, became homeless when she split with her partner. She has now moved into more permanent accommodation.

“The Peasholme Centre helped me a lot. The Peasholme took me on, gave me goals to work to and now I have my own place and still have support from the centre”.

Information about the proposed development

The new centre will be about the same size as the current Peasholme Centre. The rooms will be suitable for disabled people, having en suite bathrooms. There will also be laundry facilities, a training kitchen and interview rooms as well as a communal lounge.

Want to know more?

Why not come and visit the existing Peasholme Centre. There will be an open day on **Thursday 8th June from 2pm to 5pm or 6.30pm to 8.30pm** to give you the opportunity to see the existing building, ask questions and meet staff, residents, councillors and Charity Trustee Board Members.

Please note that there is no public parking at the Peasholme Centre, but the centre is located on The Stonebow bus route.

Phil: 32, is living in Peasholme very successfully.

“Prior to moving into the Peasholme Centre my life was chaotic, I wasn't happy at all and yearned for something better. The Peasholme has worked with me towards putting some structure in my life and I can honestly say I am happier now I am here. The Peasholme is a starting point and a stepping stone to better days”.

**Relocation of the Peasholme Centre
Public Consultation Meeting – Wednesday 15th June 2006**

Initial Comments / points raised

- Complaints raised about the distribution of the leaflets informing residents of the affected areas about the meeting.
- As a result of the above a proposal was made that the meeting be rescheduled. The timescales leading up to the Executive meeting on 25th July was explained. Members of the public enquired if there could be another meeting before this. Objections were raised when informed this was not possible due to time restraints. Steve Waddington agreed to raise this with the Executive.
- Consultation process is an issue that needs to be addressed as the timetabling gives no margin for mistakes.
- Guildhall ward members stated that they had received no complaints regarding the Peasholme Centre which is currently in the Guildhall ward and they would expect no problems in it's new location.

Questions raised

- Why does the Peasholme Centre have to be in the city centre?
-Monkgate and Goodramgate have 10 charity shops, job centre, health centre and Arclight - anything else will turn the area into a ghetto.
- What will physically be on the spot where the Peasholme currently is?
- Why is timescale a key criterion?
- Is there a timescale on residential developments within the Hungate development?
- Who is buying the ambulance site?
- If the two proposed sites are not accepted what will happen?
- What is the cost of the re-development?
- Why does the Peasholme have to move? It should be incorporated into the Hungate re-development.
- Did City of York Council own anything on the Hungate site?
- How big are the new council offices?

- Is the business lease on the Monk Bar site coming to an end? Will it be redeveloped anyway?

Comments / suggestions and concerns

- Concern over disorganisation of the consultation process
- New site of the council office buildings considered to be an expensive location and an inappropriate drain on public funds
- Concerns over the proposed site at Monk Bar being close to the city walls
- Feeling that the developers are calling all the shots
- The council offices should stay as now and new offices not built
- There is enough space at the existing site.
- The first priority should be to the permanent residents of the city not the transient ones
- The relocation will devalue the houses on Lord Mayor's Walk.
- Since the Hungate development is a commercial one, Peasholme is only being relocated as it would otherwise be a blot on this landscape
- The 2 chosen sites are the 2 sites with the biggest problems and they have only been chosen due to the problem of timescales
- Both of the proposed sites are in prime tourist areas and the relocation will detrimentally affect tourist trade
- Concern over why exactly Peasholme has to be a 5-10 minute walk from the centre. Suggestion to move Peasholme out of the centre and give the residents a bus pass.
- Of the 32 sites considered why only these 2 fit the timescale.
- Issues with security. The landlord of the pub adjacent to the proposed site is concerned there will be a problem with security for his premises.
- Issues over vandalism. Will security cameras have to be installed around local businesses
- Concerns on the impact the relocation will have on local businesses in Fishergate, the relocation of the centre adjacent to the pub will have a detrimental effect on the tourist trade into the pub.

- Fishergate site situated on a busy section of road, which will be unsafe for the residents.
- Personal safety - concerns over the dangers the Peasholme residents will present to tourists and residents
- Concerns about anti-social behaviour / drug use / alcohol abuse / noise
- Concerns over non-residents that the Peasholme centre will attract
- Feeling that the criteria has been made to fit the sites rather than the sites fit the criteria
- Through the poor management and poor foresight the council have put themselves in the position with a timescale that cannot be managed.

Comments in support of the relocation / neutral

- Residents need to stay in the city centre since they cannot afford the transport. Fully in support of the work the Peasholme centre does and would be more than happy to have the centre relocated into the area. (The Groves resident)
- Old building is very discreet and the new building will give both residents and staff flexible accommodation.

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The Peasholme Centre

What is it?

The Peasholme Centre is a supported accommodation centre for 22 people, staffed 24 hours a day. It offers support and accommodation to homeless single people and couples without children. All residents of the centre are from York or have a local connection to York.

Residents are at a stage in their lives where they want to move towards more stable long-term accommodation options. To stay at the centre they must be willing and able to take part in a planned support programme, which is based on their individual needs and aspirations. It ensures that they will be fully supported in their move towards successful independent living.

Residents are referred to the centre by agencies (there is no direct access). Once accepted, they will remain at the Peasholme Centre for a short period until we are able to re-house them in more permanent accommodation.

The centre offers a comprehensive programme of activities, workshops and groups. Some are delivered by the centre staff and others by specialist external agencies. Residents have a key-worker and co-worker who work very closely with them to ensure that they can be re-housed in suitable accommodation.

What support does it provide?

Peasholme offers a comprehensive support package for individuals who are homeless. It offers a structured and stable environment that gives residents the space they need to address the issues that have contributed to their homelessness.

Residents take part in a planned programme of support that is based on their individual needs. One of its primary aims is to prepare people for more independent, less supported accommodation.

The centre plays a crucial role in helping resettle homeless people in the city and helps them to reintegrate themselves back into mainstream society.

Who runs it?

The centre is jointly run by the council and the Peasholme Charity. The Peasholme Charity is a registered charity with almost 20 years experience of working with vulnerable people. It manages several supported housing projects with ongoing support.

Why does it have to move ?

The Peasholme Centre needs to move because of the planned redevelopment of the Hungate area. The new development will include

housing, retail and new council office facilities. The current facility is situated on what will be the entrance to the development and therefore needs to be moved to other premises.

The new centre will be a modern building with modern facilities. It will include group and education rooms, meeting and counselling rooms, all of which are important to the centre's continuing development.

How do I find out more?

There will be an open day at the Peasholme Centre on Thursday 8 June, from 2.00pm to 5.00pm and 6.30pm to 8.30pm. It will give you the opportunity to see the existing building, ask questions and meet staff, residents, councillors and charity trustee board members.

Please note that there is no public parking at the Peasholme Centre, but the centre is located on The Stonebow bus route.

What happens next?

We have assessed a number of available sites for the new centre against set criteria and has identified only two suitable alternatives:

- 4 Fishergate
- Monk Bar Garage

A third possible location is currently being discussed with its owners. If these discussions prove successful, we will report back and consult with local residents about this site.

A public consultation will be held from 31 May until 25 June to get local residents' views about the two sites. Leaflets will be distributed to homes and businesses near the shortlisted sites.

There will be a public meeting at 7.00pm on Wednesday 14 June, at the Royal York Hotel, Station Road. Residents of the two wards in which the proposed new sites are located will be able to hear council officers explain the reasons for the choice of these locations, and ask questions.

Any comments should be sent to Steve Waddington, Head of Housing Services, City of York Council, 10 –12 George Hudson Street, York YO1 6ZE, tel: (01904) 554016 or email: peasholme.relocation@york.gov.uk

Annex 4

Peasholme Consultation - Analysis of Issues Raised**Summary of key issues by proposed location**

(numbers refer to number of times comments raised, not letters received)

Comment	Fishergate	Monk bar
Devaluation of existing homes	2	1
Similar existing centres in the area	3	6
Anti-social behaviour	1	2
Negative impact on tourist trade	2	2
Personal safety	1	2
Vicinity to city walls		5
Close to vulnerable groups	1	1
Site of archaeological interest		2
Busy road	1	
Close to school		1
Disabled access to site	1	
Disturbance to existing residents	1	
Total	13	22
Support for site		

Total number of e-mails**17****Total number of letters****12****General comments**

Locate the centre outside of the city centre

Resident of Piccadilly Plaza did not receive the invite to the consultation on 14/06/06

Incorporate Peasholme into the new development

Plans for related developments / expansion?

Why does it have to move

Cost of developing a new facility when existing one adequate

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Peasholme Relocation - Comparative Analysis Of The Shortlisted Sites

Monk Bar Garage

COMPARATIVE CRITERIA	COMMENT
OPERATIONAL	
1. Built form capable of operating to management guidelines (this will include shape, number of floors, response to brief etc.)	The outline scheme would meet the requirements of the brief, be limited to two floors and respond to management criteria for the service. Proximity to Bar Walls may have design implications and privacy issues for residents.
2. Location and Accessibility (This is about the immediate environment – lit routes, security for guests and neighbours)	This location meets the criteria for access to the city centre and supporting services. Access to the building would be controlled from the front of the premises. Design would ensure security of residents and neighbours. Located on main road but with a number of smaller side streets which may increase the perceived fear of crime for local residents. Close to preferred site for relocation of Arc Light which, although not insurmountable, may cause some operational difficulties.
TECHNICAL	
1. Planning (This includes constraints upon the scale and mass of the building in a particular location; constraints or restrictions upon any development imposed by adjacent development or regeneration plans for the city; the proximity of historic and listed buildings or structures and any conflict between the proposed development, the LDF and current use status)	<p>Planning:</p> <p>Currently used as a garage for the repair and service of motor vehicles</p> <ul style="list-style-type: none"> ▪ Development Control Local Plan <p style="margin-left: 40px;">The site has been identified for housing in the Development Control Local Plan (H1.38). As an allocated housing site, the provision of a hostel would be an appropriate use and there would therefore be no need to satisfy Development Control Local Plan Policy E3b, despite the site currently being in employment use.</p> ▪ Conservation Designations

Peasholme Relocation - Comparative Analysis Of The Shortlisted Sites

	<p>Site backs on to City Walls which are a Scheduled Ancient Monument and Grade I Listed – any proposals must be in accordance with PPG15: Planning and the Historic Environment and Local Plan Policies HE4 and HE9. Development proposals which would affect the setting of the Walls will require Scheduled Ancient Monument Consent and Listed Buildings consent separate to any planning permission</p> <p>Within City Centre Area of Archaeological Importance – any development proposals must be in accordance with PPG16: Archaeology and Planning and Local Plan Policy HE10</p> <p>Within Central Historic Core Conservation Area – any development proposals must be in accordance with PPG15: Planning and the Historic Environment and Local Plan Policies HE2 and HE3.</p> <ul style="list-style-type: none">▪ Archaeology:<p>This site lies immediately adjacent to the rampart and City Wall. The scheduled area extends to the boundary wall at the rear of Monk Bar garage. The site will include deposits underneath the garage which were formerly sealed by and protected by the rampart. Other parts of the site lie on top of the now backfilled defensive ditch. There has been limited archaeological work in this area, and no archaeological evaluations on this site. Any development proposal for this site would therefore require an archaeological evaluation. The information from the evaluation would be used to design a structure which would meet the preservation requirements set out in HE10. This work would have to be done prior to any consent being granted for development. The issue of the effect a building on this site would have on the scheduled ancient monument is more difficult to resolve. Clearly, a new structure would have a significant effect on the setting of the City Walls. It would potentially block views of the Walls from Lord Mayors Walk and views from the Walls to the north-east. The massing of a building could compete with the Walls and detract</p>
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Peasholme Relocation - Comparative Analysis Of The Shortlisted Sites

	<p>from their visual and physical dominance of this area. It may be possible to resolve these issues through a carefully considered design process. In addition, English Heritage would have to be consulted and their views given due weight. As the boundary wall at the rear of this site is also the retaining wall to the rampart, it is my view that scheduled monument consent (SMC) will be required for works which affect the wall. SMC is granted or refused by the Secretary of State for Culture Media and Sport who will receive advice from English Heritage. This site presents the more difficult archaeological and conservation issues which would need to be resolved for the site to be redeveloped.</p>
<p>2. Highways and Access (This includes accessibility for clients, staff, deliveries and parking; conflict with existing highway arrangements, rights of way etc; any highway improvement needs including lighting and drainage and any constraints on the development; This also considers the impact upon car parking provision in the respective areas.)</p>	<p>Much of the development depends on the extinguishment of adopted public highway in the rear lane off Monkgate. An Order needs to be made at Magistrates Court to allow development to proceed. The yard area also currently provides parking bays for the Lord Mayors Walk respark zone, which will need amendment by Members following consultation with local residents.</p> <p>The proposals are generally acceptable from a highway point of view - parking for staff members being provided in the yard area and visitor parking can be accommodated in the nearby St. John's car park.</p> <p>In the interests of security of the site, I would recommend that there be no pedestrian access to the Centre via Monkgate, and that gates be erected at the entrance to the yard.</p> <p>The cycle storage area should be fully enclosed and details will be required at some point.</p>
<p>3. Property (This includes any legal or property constraints upon development; clarifies ownership and boundary issues)</p>	<p>The site is in council ownership and currently occupied by a small garage complex. The existing user had occupied the premises and carried out his business under a tenancy agreement. That agreement has now ended. Future development will be dependant upon relocating some residents parking and extinguishing the public highway on the</p>

Peasholme Relocation - Comparative Analysis Of The Shortlisted Sites

	land adjacent to the garage. Normal practice would be to carry out some public consultation on proposals to relocate respark to the Monk Bar car park. Alternatively it may be possible to provide a solution within any future development scheme. Any future development will need to account for party wall issues and maintain secure boundaries with its neighbours.
4. Buildability (this includes the impact of ground conditions, existing services, boundary and party wall issues, flooding, planning and highway constraints upon the built solution; and accessibility during construction.)	The outline feasibility undertaken has proved both the feasibility and viability of a new build scheme on this site. The site is big enough to meet the requirements of the brief and allow for vehicular access and egress from the site in accord with highways advice.
5. Affordability (This includes the impact upon development cost of shape of site, planning constraints, highway constraints, archaeology etc as outlined above	The costs including reasonable abnormals can be contained within the budget allocated for this project.
6. Deliverability (This considers the impact of all of the above upon the current programme for redevelopment of the Hungate site)	Vacant possession could be achieved immediately and construction of the new Peasholme Centre, should it be selected, completed within the programme for redevelopment of the Hungate area.

Peasholme Relocation - Comparative Analysis Of The Shortlisted Sites

4 Fishergate

COMPARATIVE CRITERIA	COMMENT
OPERATIONAL	
1. Built form capable of operating to management guidelines (this will include shape, number of floors, response to brief etc.)	The outline scheme would meet the requirements of the brief, be limited to two floors and respond to management criteria for the service.
2. Location and Accessibility (This is about the immediate environment – lit routes, security for guests and neighbours, etc.)	This location meets the criteria for access to the city centre and supporting services. Though the facility would front a busy inner ring road a pedestrian crossing is located nearby for safe access to the city centre. Access to the building would be controlled from the front of the premises. Dual entry system (main gates & front door) would assist boundary management. Design would ensure security of residents and neighbours. Well lit area with no apparent dark alleys. Close proximity to river would need to be considered within design to ensure safety of residents and design out any perceived problems with congregating.
TECHNICAL	
1. Planning (This includes constraints upon the scale and mass of the building in a particular location; constraints or restrictions upon any development imposed by adjacent development or regeneration plans for the city; the proximity of historic and listed buildings or structures and any	<p>Planning:</p> <p>Currently in office use</p> <ul style="list-style-type: none"> ▪ Development Control Local Plan¹ <p style="text-align: center;">The site has no allocation in the Local Plan</p>

¹ The City of York Draft Local Plan Incorporating 4th Set of Changes is referred to as 'the Development Control Local Plan'

Peasholme Relocation - Comparative Analysis Of The Shortlisted Sites

<p>conflict between the proposed development, the LDF and current use status)</p>	<p>The site is currently in employment use and therefore any proposals to change the use of the site will have to accord to Development Control Local Plan Policy E3b:</p> <p>“The standard employment sites identified in schedule 2, and any other sites or premises either currently or previously in employment use, will be retained within their current use class. Planning permission for other uses will only be given where:</p> <ol style="list-style-type: none"> a) there is a sufficient supply of employment land to meet both immediate and longer term requirements over the plan period in both quantitative and qualitative terms; and b) unacceptable environmental problems exist; or c) the development of the site for other appropriate uses will lead to significant benefits to the local economy; or d) the use is ancillary to an employment use. “ <p>The normal approach is for a marketing period of 6 months be undertaken to prove that there is no demand for the site in its current employment use, in relation to part a) above. We would also seek advice from colleagues in EDU with regard to the need for the site as part of the City’s employment land supply.</p> <p>Economic Development Unit have confirmed that they feel the facilities currently offered from the Fishergate Centre are best provided from an alternative site and why continued use as an employment site is perhaps not the best use.</p> <p>The Fishergate Centre is currently used to provide the offices of the York Business Advice Centre from where they provide advice to the community for new and existing businesses. This takes the form of business training, counselling and support. York Business Advice Centre provide the same services to those tenants of the building and manage what is called The Young Business Project - a Council scheme to support young people from 16-30 in their own business.</p> <p>Part of this work lies in providing small business units on site - 19 in total.</p>
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Peasholme Relocation - Comparative Analysis Of The Shortlisted Sites

	<p>The building was not built for this purpose however and is beginning to exhibit problems that would require considerable investment to overcome and yet could not be completely resolved. These relate to the stability of one corner of the building, a steep external staircase to access the first floor of the building fronting Fishergate, an inadequate power supply, no central heating system and poor access from the busy inner ring road to the inner courtyard. The building has generally poor access for clients or staff who are mobility disabled and no access at all to first floor level.</p> <p>While some of these difficulties might be overcome by investment in the building, safe access for vehicles onto the site would not under the present road junction arrangements and there have been a number of accidents involving vehicles entering and emerging from the courtyard. In its present use it has been possible to control vehicular traffic, but a continued employment use might see intensification of vehicular access by users of the building which would present a greater hazard.</p> <p>The movement of the Peasholme Centre to Fishergate will release land within the Hungate proposals for employment use and the movement of facilities from Fishergate to Clifton will result in very much better working conditions and access for business people in the new Delta centre</p> <p>Given this it is felt that the requirements of Policy E3b have been met and there will not be a need for a six month marketing period to take place.</p> <ul style="list-style-type: none">▪ Conservation Designations <p>Within City Centre Area of Archaeological Importance – any development proposals must be in accordance with PPG16: Archaeology and Planning and Local Plan Policy HE10</p> <p>Within Central Historic Core Conservation Area – any development</p>
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Peasholme Relocation - Comparative Analysis Of The Shortlisted Sites

	<p>proposals must be in accordance with PPG15: Planning and the Historic Environment and Local Plan Policies HE2 and HE3.</p> <ul style="list-style-type: none"> ▪ Within close proximity of city centre services and local transport links ▪ The site is within the Environment Agency's Flood Zone 2, identified as having a 1% (1 in 100) or greater chance of flooding each year. In accordance with PPG25, any planning application within the floodplain should be accompanied by a Flood Risk Assessment appropriate to the size, use and location of the development in order to fully assess the flood risk. <p>Archaeology: This site lies outside the City Walls and some 40m to the west of the City Walls and Fishergate postern. It is probable that the remains of an 11th century dam are preserved underneath and along the line of Tower Street and Castle Mills Bridge. However, the topography of this area is complicated and the present ground level may be significantly higher than in the Roman and medieval periods. There has been a significant amount of archaeological work in this area but no archaeological evaluations on this site. Archaeological work on the site of the Novotel Hotel and associated housing has indicated the presence of important Anglian deposits. Any development proposal that involved demolition and new build rather than conversion would therefore require an archaeological evaluation. The information from the evaluation would be used to design a structure that would meet the preservation requirements set out in HE10. This work would have to be done prior to any consent being granted for development. In addition, if development takes place on this site, I would like to see the archaeological deposits and groundwater instrumented so that the sub-surface conditions can be monitored before, during and after construction.</p>
<p>2. Highways and Access (This includes accessibility for clients, staff, deliveries and parking; conflict with existing highway arrangements, rights</p>	<p>The site fronts on to Fishergate which is heavily trafficked throughout much of the working day and where any parking by servicing vehicles would cause considerable highway safety problems. The parking and servicing needs of the Centre must be provided within the site itself therefore and vehicles must be able to turn and enter the</p>

Peasholme Relocation - Comparative Analysis Of The Shortlisted Sites

<p>of way etc; any highway improvement needs including lighting and drainage and any constraints on the development.)</p>	<p>highway in forward gear.</p> <p>Visibility of oncoming traffic when emerging into Fishergate could potentially be a problem, and care needs to be taken in the design of the building to ensure that this is not an issue.</p> <p>The public footway narrows around the south-eastern corner of the site and I would hope that some minor improvement in width could be obtained in any new development proposal.</p> <p>Ideally the Centre would be located on the City-side of the Inner Ring Road so as to ease pedestrian movements to and from the City Centre. The nearest controlled crossing point on Fishergate is 75 metres to the south of the site. Should the Coppergate II development proceed however, then a new signalled junction is likely to be introduced at the intersection of Piccadilly and Fishergate that would allow crossing facilities to be introduced at this point.</p> <p>Cycle storage facilities will need to be incorporated into the design, which are covered and secure. Visitor parking would be conveniently located in the St. Georges Field car park.</p>
<p>3. Property (This includes any legal or property constraints upon development; clarifies ownership and boundary issues)</p>	<p>The site is in council ownership and currently occupied by a small managed business unit. This unit is to be relocated to Amy Johnson Way. Any development will need to account for party wall issues and maintain secure boundaries with its neighbours.</p>
<p>4. Buildability (this includes the impact of ground conditions, existing services, boundary and party wall issues, flooding, planning and highway constraints upon the built</p>	<p>The outline feasibility undertaken has proved both the feasibility and viability of a new build scheme on this site. The site is big enough to meet the requirements of the brief and allow for vehicular access and egress from the site in accord with highways advice.</p>

Peasholme Relocation - Comparative Analysis Of The Shortlisted Sites

<p>solution; and accessibility during construction.)</p>	
<p>5. Affordability (This includes the impact upon development cost of shape of site, planning constraints, highway constraints, archaeology etc as outlined above</p>	<p>The costs including reasonable abnormals can be contained within the budget allocated for this project.</p>
<p>6. Deliverability (This considers the impact of all of the above upon the current programme for redevelopment of the Hungate site)</p>	<p>Meeting the current programme is subject to the successful relocation of the small business unit currently occupying this site. Plans are well on course to achieve that end and to release this site for development of the new Peasholme Centre should this site be selected. This would meet the programme for development of the Hungate area.</p>

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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Executive**25 July 2006**

Report of the Director of Learning, Culture and Children's Services and the Director of Resources

PROPOSED DEVELOPMENT OF MANOR SCHOOL**Summary**

1. This reports sets out proposals from the Governing Body of Manor School to relocate the school and to increase its capacity. The report summarises the outcome of consultations with parents and the local community regarding these proposals. The report also sets out proposals for a land transfer between the Council and the Diocese, and an associated capital contribution to the scheme that will be needed in order to allow this proposal to proceed.
2. The report informs the Executive Committee about the reasons for proposal:
 - Firstly, the proposal supports the Council's planned restructuring of education provision on the west side of the city. This has been driven by the Local Authority's need to remove surplus places where possible in order to ensure that limited resources are used effectively in supporting high quality provision.
 - Secondly, it is planned to replace the unsuitable and seriously undersized present school building, which is completely inaccessible for wheelchair users or others with mobility problems, with a new building to provide accessible education facilities for the children of York, appropriate to 21st century education standards.
 - Thirdly, Manor School has been consistently oversubscribed for many years, with up to 50 appeals in some years. It is anticipated that the enlargement will allow those parents and carers who wish to send their children to this popular and successful school to be able to achieve this wish, contributing to City of York Council's objective of meeting parental preference as far as reasonably possible.
3. The report informs the Committee of the outcome of the recent consultations, following the publication of statutory notices proposing the enlargement of Manor CE Secondary School from 630 places to 900 places and its relocation to a new building on a site off Millfield Lane (some 400 metres from the present location).

4. The report outlines the statutory procedures and possible timescales to be followed in securing a new site and building the new accommodation. It provides information concerning the funding grant that has been awarded by the Department for Education and Skills (DfES).

Background

5. After a number of years during which secondary school numbers have grown, the city now faces a period of contraction. In order to consolidate the provision of education for about 1800 children from the west side of York over the next decade, it has been necessary to undertake a major review of possible solutions. Consultations and discussions between the Local Authority, the Diocese of York and the schools concerned, undertaken over the last 3/4 years, have led to the proposals for a new secondary school for the combined pupil populations of Lowfield and Oaklands and an enlargement of Manor School which requires relocation on a new site.
6. Discussions between the Diocese of York and the Governors of Manor School have also taken place over a similar period about the unsuitable nature of the present school building. There has been considerable concern over the limitations it places on sports activities and community access in particular and its overall inaccessibility and failure to meet modern building standards. Built in the 1960s, originally for 350 children, piecemeal extensions and additions on a number of levels have been added to accommodate, with difficulty, its present population of 630 children.

Statutory and other Local Consultations

7. Two Ward Committees in Poppleton and Acomb Wards have been held. The responses at the meetings were supportive. One concern consistently raised was that sufficient thought and planning should be given to the management of traffic and safe access to the new school. A traffic consultant, who will work with the Local Authority Highways Division to achieve a satisfactory and safe outcome, has now been appointed by the architects to the scheme. It is expected that new arrangements will improve the current, hazardous school access at the junction of Low Poppleton Lane and Boroughbridge Road.

Minutes of the Ward Committees are included at Annex 1. These include a resolution from the Poppleton Ward Committee that "That residents accepted the broad principle of the school moving to the new site allowing the new school's development to move on to seek out the detail through the planning process."

8. A meeting was also held at the school for parents, prospective parents and local residents that attracted around 120 people. A questionnaire was handed out to those present who were asked to return them to the school or the Diocese when completed. A summary of the responses received is attached as Annex 2. No objections were received.

9. Statutory Notices were published on March 23rd for the period of one month, in accordance with the requirements laid upon Governors of a Voluntary Aided school. Views and responses were directed, as legally required, to the Clerk of the Schools Organisation Committee and no objections were received by the due date.

ANALYSIS

Pupil Numbers and Admissions Process

10. Following the Local Authority's proposal (2003/04) to the Governors of Manor School that the school should be enlarged to accommodate approximately 250 more children, the Governors resolved to meet the need. The successful funding bid to the DfES in 2005 was therefore made to effect the provision of a school for 900 children.
11. Manor School is a maintained secondary school and integral to the provision of mainstream education in the City of York. As a Church of England Voluntary Aided school, it also has close links with the Diocese of York which appoints its Foundation Governors. Voluntary Aided school governors have additional responsibilities as part of their duties. Among these is the requirement to be their own Admissions Authority. Practice varies nationally and locally regarding admission zones for VA schools according to local conditions and historical arrangements. However, a number of them agree a Priority Admission Zone (PAZ). This is agreed with the LA and also meets Local Authority and Government aims to satisfy parental preference and local diversity of provision as far as possible. As a VA school, Manor has agreed a PAZ with the authority and whilst maintaining an appropriate balance of foundation and community places, will establish policies to maximise the admission of children from its PAZ.
12. Within the legal framework of the School Standards and Framework Act 1998 and the agreed planned admission number of 124, Manor currently sets the number of Foundation places at 74(60%) and the number of Community places at 50(40%). Governors also set out the criteria by which their Foundation places are allocated, related largely to regular parental Church attendance. Many of the Foundation places are allocated to children who are already resident within the school's Priority Admission Zone. For the school year September 2005 - July 2006, for example, places were allocated as follows:

Community	50 (40%)
Foundation within PAZ	46 (37%)
Foundation outside PAZ	28 (22.5%)

The Governors believe that the maintenance of their Foundation places plays a significant part in securing the ethos as a Church school. The Admissions Policy is consulted upon locally as statutorily required and is subject to annual review and revision. From 2009 Manor is proposing that the PAZ will account for 49% of its places as well as those from the PAZ that are successful in obtaining a foundation place.

New School Design

13. With support from the Diocesan Education team throughout the project, the new school will be designed and project managed by a recommended architect with education experience and excellent reputation. The architect is also known and approved by the City of York Council through his work on the City's recent schools PFI scheme, more particularly through his design of the Hob Moor Children's Centre. As with all Voluntary Aided projects, the design and the management of the finances are overseen by the DfES own architects, Norfolk Property Services who must approve every aspect of the project before funding is released on an interim payment basis through the Diocese.
14. It is planned to produce a landmark building design for a sustainable school with excellent facilities for IT, science and technology, the humanities and sport. The hub of the school is planned to be its Learning Resources Centre and a state of the art Learning Support Unit for its special needs children. As a Performing Arts College, its drama and music facilities are planned to be an important aspect of the design, along with social, dining and community facilities. The scheme will provide excellent community access for a part of the city with limited facilities, especially through its sports and playing field provision, but also through its drama and music suite.
15. The proposed timetable is as follows:

Date	Action
February/ September 2006	<ul style="list-style-type: none"> • Appointment of Architect, commence planning process for site acquisition and design of new school
March/April 2006	<ul style="list-style-type: none"> • Publication of information document and statutory notices • Start of 4 week period for comments on the proposal. • Ward Committees and Information Event held at Manor School.
June 2006	<ul style="list-style-type: none"> • Report to School Organisation Committee
July 2006	<ul style="list-style-type: none"> • Report to Executive
September 2006	<ul style="list-style-type: none"> • Submission of Planning Application • Normal intake of 124 children
March 2007	<ul style="list-style-type: none"> • Subject to planning approval, construction work begins on site • Recruitment starts for the admission of 150 Year 7 pupils for September 2007
September 2007	<ul style="list-style-type: none"> • Admission of 150 Year 7 pupils
September 2008	<ul style="list-style-type: none"> • Admission of 150 Year 7 pupils
January/ March 2009	<ul style="list-style-type: none"> • Transfer to new school
September 2009	<ul style="list-style-type: none"> • Admission of 180 Year 7 pupils

Corporate Priorities

16. The proposals support the following corporate priorities:
- increase people's skills and knowledge to improve future employment prospects.
 - Improve the life chances of the most disadvantaged and disaffected children, young people and families in the city;

Implications

Financial and Grant Aid arrangements

17. VA grant funding arrangements are largely dealt with by the Diocese and a dedicated section of the DfES at Darlington. In April 2005, the Diocese of York, with the support of the LEA, prepared and submitted a Targeted Capital Funding bid (TCF) to the Voluntary Aided Capital Funding team in the DfES. In October 2005, it was announced that the bid, amounting to a value of £17.5 million, was successful and that £13.8 million grant aid would be allocated to add to the required Governors' liability of £3.7 million. In the case of TCF, the normal statutory Governors' liability of 10% is added to by a further 10% match funding, making 20% in all for the Governors to source.
18. In order to meet their liability, the Governors need to generate £3.5 million from the proceeds of sale from the present site. The site is in the joint ownership of the Diocese and the Local Authority. The rules of the Targeted Capital Fund allow Governors to meet their 10% of match funding through proceeds of sale, but not the statutory liability of 10%. In order to finance the project it is therefore proposed that the Local Authority contributes the Governors' statutory 10% from its share of the proceeds of sale, which is allowable under the rules.

Property

19. It is proposed that:-
1. there will be an agreement in principle with the Diocese that when the new school is built the land occupied by the footprint of the buildings will be transferred to the Diocese and the site of the footprint of the existing Manor school buildings will be transferred to CYC.
 2. the ownership of the land around the new school buildings will continue to be owned and held by CYC. However, please note that part of the proposed new site is currently owned by North Yorkshire County Council and so will need to be purchased from them. Please see paragraph 16 for further detail.
 3. responsibility for generating a capital receipt from the old Manor site will rest with CYC.
 4. CYC will guarantee a contribution of £3.5M to the Diocese to support the construction of the new school.

5. CYC will be responsible for generating capital receipts to support that contribution from the sale proceeds of the Manor and Lowfield school sites. Please note that there is already a commitment of £2M to support the development of the Oaklands School site from the same sale proceeds, giving a total requirement of £5.5m.

All of this is subject to planning permission being granted for the development of Millfield Lane, existing Manor and Lowfield sites. A collaborative Development Team approach (Property, LCCS, Planning, Highways, Archaeology, Housing representation) is being adopted to consider the development options that will best serve to generate and maximize capital receipts and at the same time protect appropriate levels of open space, playing fields and community need.

20. An area of land (approximately 3.5 hectares) at the north of the proposed new Manor site is currently owned by North Yorkshire County Council (NYCC). This land had been declared surplus by NYCC at the time of Local Government Re-Organisation in 1996 and therefore the procedure to be adopted is that when the land is sold the sale proceeds are split with CYC receiving 22.3% of the capital receipt. CYC will need to purchase the land from NYCC and the cost of purchase (which will be 77.7% of the negotiated figure) will form part of the overall cost of the scheme. Including this area will enhance the sporting facilities available on the site.

Human Resources, Equalities, Legal, Crime and Disorder, Information Technology (IT) – Implications

21. There are currently no specific issues regarding these implications to report at this time. As the project develops specific issues will be considered and reported as required.

Risk Management

22. The key risks associated with the recommendation below concern the requirement for planning permission at the various sites and the need to secure the capital receipts needed to fund the council's contribution.
23. The Council and the Diocese has established a sound record in managing large scale TCF and PFI education capital projects in recent years however the deadlines for this project are challenging. Sufficient capacity and strong project management will be required in order to manage the project risks and ensure that this project, along with other major education schemes, is completed successfully.

Conclusion

24. This project timeline suggests that the new school will be established in January/March 2009 (depending upon timely completion of new school building) with a graduated intake over the intervening period to absorb all necessary admissions.

25. The Governors of Manor School are committed to working with the Local Authority and the Diocese of York in helping to resolve some of the school planning issues on the west side of the city. The school is popular and successful and wishes to offer its particular strengths and ethos to a wider range of children than has hitherto been possible because of the limitations of its site and its buildings. As with most small schools nationally, its budget is limited and it recognises the need to update its facilities and environment to provide a truly modern and progressive education. This can only really be achieved through a replacement of the present building.

Recommendations

26. That the Executive:
1. Consider the outcome of the consultation regarding proposals to expand and relocate Manor School.
 2. Note that no objections were received during the four week statutory "representation" period following publication of statutory notices.
 3. Note that the statutory School Organisation Committee has supported the proposal to increase the size of Manor School to become a 900 place school, by increasing its Admission number by 56 children to 180 in September 2009 from 124 in 2006.
 4. Note that the Governing Body of Manor School intends to submit a planning application seeking permission to relocate the school to the new site off Millfield Lane.
 5. Approve the land transfer proposals set out in paragraph 19, subject to planning permission being secured for the new school.
 6. Approve and commit £3.5m to support the development of the new Manor school from capital receipts generated from the disposal of council assets at the existing Manor and Lowfield sites.

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All

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Background Papers:

Annex 1: Minutes of Ward Committee Meetings

Annex 2: Summary of responses to consultation

CITY OF YORK

COUNCIL COMMITTEE MINUTES

MEETING: RURAL WEST YORK WARD COMMITTEE
 DATE: 15 FEBRUARY 2006
 PRESENT: COUNCILLOR JANET HOPTON (Chair)
 COUNCILLOR QUENTIN MACDONALD
 COUNCILLOR GLEN BRADLEY

APOLOGIES: NONE

IN ATTENDANCE: 55 Local Residents
 Jonathan House (Neighbourhood Pride Unit, CYC)
 Andy Williams (Street Environment Service, CYC)
 Tom Bryant (Road Safety Officer, CYC)
 Gill Cooper (Head of Arts and Culture, CYC)
 Patrick Scott (Director of Children Services, CYC)
 Bill Woolley (Director City Strategy, CYC)
 Dr. Ann Lees (Director of Education, Diocese of York)
 Brian Crosby, Headteacher, Manor School
 Maggie Tansley (Head of Planning & Resources, Children's Services)

3. PROPOSED NEW SITE FOR MANOR SCHOOL

It was noted that the meeting was the first opportunity to discuss the proposed site move of Manor School and that residents views were being sought about the move's principle rather than the specific detail of the potential move which would come at a later date.

In the introductory presentation the following points were noted:

- i) Further statutory education and planning consultations would follow if the school move was agreed in principle.
- ii) The existing school site is too small; the school was designed for 350 pupils and currently houses 631.
- iii) Admission to the school is currently difficult, with local children often having to go to other schools.
- iv) Disability access to the current school and throughout it is problematic, and facilities within the school are generally cramped.
- v) The Department for Education and Skills (DfES) has made £13.5m available to the £17m project which will enable a modern and appropriate school to be built that is fit for purpose.
- vi) Alternative sites have been examined, but have largely been ruled out due to issues of site size, access and land ownership, leaving the proposed site as the best alternative available.
- vii) The school building would take up 15% of the total site, though the land is in the green belt, hence views are sought about the acceptability of this before detailed planning considerations are made.

During the question and answer session, the following responses were noted:

- viii) To resolve any access difficulties to the proposed new school's site, various options would be considered including a drop off point near the existing site, better public transport and additional walking and cycling facilities.

- ix) Currently 40% of pupils travel from Poppleton down Millfield Lane, 40% from inside the ring road and 20% by bus. The relocation of the school a few hundred yards from the existing site would shorten the journey of some and increase it of others though no additional traffic / travel was anticipated along the ring road, other than by some staff members.
- x) A turning circle is in the plans for the new school site.
- xi) The bollards on Millfield Lane were installed in 1987 to prevent rat running onto the ring road.
- xii) The partial (timed) removal of the Millfield Lane bollards and / or technical solutions, and the bollard's relocation could all be examined as part of the detailed development of the site, though management of existing (heavy) traffic, particularly British Sugar lorries, would continue to be a major factor in determining any final plan.
- xiii) Most students using Millfield Lane use the existing cycle and walking facilities, rather than the roadway itself.
- xiv) Architects will produce a building that is sustainable environmentally, sensitive to the local environment and local residents. There are lots of design issues to consider such as whether the building should make a statement or be designed to blend in. Residents largely felt that the building should be designed to blend in.
- xv) It hoped that the new school site would be available for use by September 2008, though more realistically this would be September 2009.
- xvi) As part of the transition from old site to proposed, school numbers would increase to ease admission difficulties, with this increase potentially being accommodated through the use of temporary classrooms.
- xvii) It is anticipated that additional pupils will come from the local environment as well as from the old Lowfields and Oaklands schools. The capacity of the new Oaklands school will rise from 850 to 1050 so there is no guarantee that new pupils will come from the Beckfield Lane area, however improved pedestrian and cycling facilities along Beckfield Lane, improvements to the Beckfield Lane / Boroughbridge Road roundabout and improvements to Boroughbridge Road crossing facilities would all be desirable and would be looked at.
- xviii) The Civil Service site on Boroughbridge Road wasn't viable for the new school site as the Civil Service were not willing to negotiate with City of York Council, as they prefer to pursue housing development options on the site.
- xix) If the proposed move goes ahead, planning permission for housing would be sought for the existing school site.
- xx) It would be hoped to provide community access to the school outside of school hours to include use of sports pitches, meeting and theatre space.
- xxi) DfES will not allow a split school site to be developed, therefore because of non suitability of other sites, the proposed green belt site remains the only real viable option.
- xxii) It is anticipated that 85% of the proposed site will remain 'green' and existing natural features would be designed around rather than removed, with the shape of the site lending itself to the development of other natural features.

- xxiii) City of York Council will be talking to the school and the Diocese of York as to how proposed new sports facilities, such as all weather pitches, will fit into the Councils zonal sports plans. The Council will work closely with Sport England too, as it does with all new sporting developments.
- xxiv) Consideration will be given to floodlighting of any sports pitches, though this will need to be balanced against any light pollution generated with appropriate compromises sought.
- xxv) Ultimately, any development will be a 'best fit' taken from all views expressed and as such a series of compromises will need to be made.

RESOLVED: (i) That residents accepted the broad principle of the school moving to the new site allowing the new school's development to move on to seek out the detail through the planning process.

(Draft minutes from Acomb Ward Committee meeting)

City of York Council

(Extract from Draft Committee Minutes)

MEETING	ACOMB WARD COMMITTEE Lidgett Grove Methodist Church
DATE	10th April 2006
PRESENT	COUNCILLOR DAVID HORTON (Chair)
APOLOGIES	COUNCILLOR TRACEY SIMPSON-LAING
IN ATTENDANCE	24 local residents Cindy Benton, Neighbourhood Pride Officer, CYC Michelle Watling, Street Environment Officer, CYC George Bennett, Minster Lions Patrick Scott, Director of Learning Culture & Children's Services Brian Crosby, Head of Manor School Kevin Hall, Assistant Director (Resource Management), Learning Culture and Children's Services, Bill Woolley, Director Of City Strategy, Environment & Development, Ann Lees, Diocese Director of Education Dorothy Dellow, Diocese Project Manager

V. Proposal to move Manor School

Patrick Scott introduced the representatives from the Council and Manor School. He then gave an explanation on the proposed move, with these key factors;

- The existing school was only built to hold 300 pupils, but it now holds 614
- There has been no planning application submitted yet
- There has already been extensive consultation through the rural west ward committee and through the school
- The new school will hold up to 900 pupils
- There will be an appointed traffic consultant to help work on the new development
- The existing school is not accessible for wheelchairs

- Other sites that were looked at were too small e.g. Civil Service & Northfields. As the area that is needed is between 7 to 9 acres. Because it is a community school, they did not want to move the school away from the ward location.
- Any new facilities e.g. sports will be made available for community use

Comments and concerns raised by residents were as follows;

- The proposed new site is greenbelt land, I hope any new development does not exceed the existing footprint.
- Which brownfield sites were considered and why were they dismissed?
- Was any consideration given to using the existing site and also using the Millfield Lane as the sports fields?
- What consideration is given for the extra traffic?
- At the present school, the church have the land which the school is on but the CYC have the fields, will it stay that way?
- According to reports, the land will be sold for £4m, surely this means a heavy development?
- Is it essential that the land is sold before you can build the new school?
- Traffic consultants and Housing Services should be heavily involved in the new development.
- Do the CYC give any consideration to the domestic services that are need for big new builds, can the service meet demand?
- Public open space is on short supply in this ward, how does this fit in to York's open space requirements?
- Will the new building include a 6th Form?

If the planning application is approved then the new school should be opening its doors in 2009.

**Results of the Public Consultation regarding
the expansion and relocation of
Manor CE School
February – March 2006**

In mid February 2006 the governors of Manor CE School, together with the York Diocesan Board of Education, began a public consultation regarding the expansion and relocation of the school. The two bodies produced a consultation leaflet outlining the proposals to expand the number of students from the current 636 to 900 and to move the school to a new building on the Millfield Lane site. Statutory notices were published regarding the expansion of the school. Because of the close proximity of the new site there was no requirement to publish a notice regarding the relocation.

The school hosted a public consultation evening on 28 March at 7.00pm. This was well attended with 120 members of the local community present. Those in attendance represented local residents, parents of current students and prospective parents. Patrick Scott, Director of Children's Services and Brian Crosby, Headteacher of Manor CE School spoke to the meeting. Ann Lees Diocesan Director of Education and Dorothy Dellow, Consultant were also present to answer questions.

The school issued a questionnaire to all parents via the students. Some 400 questionnaires were sent to families in the school. There were 175 responses. At the public meeting questionnaires were distributed to all those present. In both cases the questions were the same. As part of the consultation evening the Headteacher asked those present to give an indication as to the feeling of the meeting. A show of hands indicated that those present were overwhelmingly in favour of the two proposals being discussed. Those present showed by 120 to 0 a desire to see the school expand and 116 to 4 wanted to see the school move to the Millfield Lane site.

Results of consultation

Parental View – 175 responses

Proposal	Strongly agree	Agree	Disagree	Strongly disagree	No opinion	Total
Expand the school to 900	72	74	12	4	13	175
% response	83.4		9.1		7.4	100
Move the school to Millfield Lane	109	51	6	2	9	175
% response	91.0		4.5		4.5	100

Public View – 66 responses

Proposal	Strongly agree	Agree	Disagree	Strongly disagree	No opinion	Total
Expand the school to 900	60	6	0	0	0	66
% response	100		0		0	100
Move the school to Millfield Lane	62	4	0	0	0	66
% response	100		0		0	100

Issues raised

As well as being asked to vote on the proposals the parents were invited to make written comments about the proposals. The responses revolved around a number of main themes. These are identified below.

In favour of the proposals (91%)

Parents felt that:

- The new build was needed to provide the facilities required for the most up-to-date teaching
- This was a wonderful opportunity to provide more students with the high quality education currently on offer at Manor
- The move should go ahead but that the ethos was the most important aspect of the school and should be retained at the new school
- It would provide much needed additional resources for the local community

Against the proposals (4.5%)

Parents felt that:

- The school could easily lose the ethos in a larger school
- The disruption caused to their child's education would be significant
- The travel to the school would be a difficulty as the ring-road is already over-crowded (this was also mentioned by parents in favour of the development)
- The barrier crossing on the railway line was not safe for the volume of traffic

Consultation Evening

28 March 2006

Responses

1	It is a shame not to have a swimming pool. Fitness gym – open to both pupils and public – maybe in partnership with a private firm. Concerns about disruption to Year 10 and 11
2	We have worries regarding the large lorries travelling on Millfield Lane
3	Look at possibilities of including VIth Form
4	A wonderful opportunity for the future of education on this side of the city. Although expansion will be essential I feel this idea of a VIth Form may be better served elsewhere in this city and you should concentrate on the future of this Manor as a school.
5	Investigate “right of way” seen on old map across the fields – might be useful – I am selling my bungalow (too isolated for an elderly lady).
6	What if any screening will be between my home, next to the proposed school. I would also consider selling my acre site to you.
7	We have children in years 1 and 2 at Poppleton Primary and are very positive towards the new proposals. We feel that it would be an opportunity missed not to have a VIth Form facility and no swimming facility.
8	The 2 nd question is rather unfair since there are no alternatives! We should provide for a VIth Form, even if not built now.
9	I hope the transport plans actively encourage travel by sustainable means, not by car.
10	Ex-pupil with a two-year-old son who would love to see the school expand and improve. I fully believe the new site and school will achieve this.
11	Having two boys that would like to attend Manor in the near future and being an ex pupil myself, my husband and I welcome a new larger school in our community.
12	Concerns over the safety of children travelling to and from school. We think this is going to be a wonderful opportunity for all the children and as a former pupil myself I think it is long over due! A VIth Form on site would be a major boost to the whole economy. Please think about this.
13	We strongly support this project and hope that all we have loved about Manor will be maintained as it is made available to more students. A point about safe travel – it has been mentioned that the vast majority live within 1.5km of school. Can the travel plan therefore encourage walking and cycling, rather than car use. VIth Form – I recognise this may not be a realistic possibility. However, having experience another school VIth Form in York and VIth Form college with out two older children, we would favour this option at Manor.
14	Ensure that safety of children is considered bearing in mind the type of level crossing that exists at the moment and the likely increase in vehicular and pedestrian use.
15	My husband and I very much support the development of Manor to support the education of local children and the development of this specific piece of green belt to facilitate that seems to be quite acceptable.
16	No objection to development of the green belt, very supportive of expanding Manor to accommodate more local children.
17	Seems shortsighted not to look at incorporating a VIth Form into a brand new school on west side of York. With regard to future requirement/need this definitely needs to be considered.
18	I am concerned as to access to the new site. Will the opening at Millfield Lane/Low Poppleton Lane to be opened up. If so, will the junction to Beckfield Lane be altered.

19	All very exciting. The VIth Form option ought to be considered fully.
20	Well done. Very exciting proposal. Congratulations to all. As a parent from Poppleton, it is good to hear that places will increase during transition period.
21	Sounds a fantastic opportunity not to be missed not only for Manor School excellent ethos and reputation but for future children of the Acomb area. Do you envisage in the future capturing the old civil service land?
22	I am concerned about the access to the new school, having a daughter who attends Manor already and the lack of cycle lanes along Beckfield Lane. There needs to be great improvements for cycles crossing Boroughbridge Road when the school moves to Millfield Lane.
23	The site is good and we look forward to the new school. The only concern to me is the level crossing barriers.
24	We need a VIth Form from day one.
25	Only concern would be towards traffic, but with careful forethought I'm sure this would be overcome.
26	Very informative meeting
27	Manor is a very good school and needs to expand keeping its expertise in this area.
28	Excellent initiative. Hopefully it will be ready for the 2008/09, with no "call in" by Mr Prescott.
29	Would like VIth Form as well. Better plans re: level crossing Millfield Lane / possibly manned. What will happen to house and bungalow on Millfield Lane, surely they will no longer want to be there – compulsory purchase!
30	Excellent opportunity. Time-scale is a major consideration for me as a parent of a child due to start secondary school in September 2008. If major delays I feel the five years in school would be unfortunately disrupted with missed opportunities.
31	We agree that the most important think to take with you is not the lighting but the ethos. We look forward to the opportunities this brings to make Manor even better. Thank you for organising this consultation. We are pleased (and relieved) to hear that you have identified many major concerns, e.g. disruption in moving to the new school; protecting the greenbelt and the need for a travel plan. However, we would like you to give serious consideration to a VIth Form. We feel a VIth Form would truly enhance the school and we would urge you to look into this further.
32	My concern is over interim admission to community places. As my eldest child is due to move to secondary school in 2007.
33	A much needed proposal for a new school, with improved facilities, to accommodate a larger intake of children from the local areas.
34	I really hope the larger numbers of pupils will not water down the ethos of the school. I also hope continued consideration will be given to expanding the school to include a VIth Form.
35	An excellent opportunity to provide modern education facilities, within a new, larger environment, to serve both the education population and the community as a whole.
36	Impressed with the enthusiasm of Brian Crosby and Patrick Scott and am sure the whole venture will work to the benefit of local students and the community in general.
37	Think the school should be extended to VIth Form. Very concerned about extra traffic on ring road.;
38	Providing the road lighting and paths are updated for safe access from Acomb. If a VIth Form college could be built there would be one either side of the city – easy access from Acomb.
39	We would welcome the expansion of this excellent school. It is already over-subscribed the clearly indicates the necessity for expansion. We live in Poppleton and whole-heartedly support Manor as the school of our choice.



Executive

25th July 2006

Report of the Chief Executive

Organisational Effectiveness Programme

Summary

1. This report contains details of a proposed 3 year Organisation Effectiveness Programme (OEP). This programme will be key to delivering the four “enabling” priorities contained in the recently approved Corporate Strategy. It will also help ensure achievement of minimum scores in the CPA Corporate and Use of Resources assessments due to take place in the late 2007. Achievement of a Corporate Assessment score of 2, and a Use of Resources score of 3, is key to the Council maintaining an overall 3 star CPA rating.
2. The delivery of the programme will improve the Council’s organisational culture and effectiveness leading in turn to improved and higher quality services for the people of York.
3. This programme effectively forms the improvement agenda for the organisation and has the support of the Corporate Management Team and Corporate Leadership Group. Key to successfully delivering the programme is the alignment of resources within the Chief Executives department. This is covered in the Chief Executive’s restructure report which is at final draft stage and due to be considered by an Urgency Committee in August.

Background

4. A number of key drivers require the Council to improve its organisational effectiveness. These include external drivers such as CPA, the peer review and various audit inspections; and internal drivers such as the need to improve the way the Council itself works in order to deliver more effective, higher quality services. Linked to the latter, the Leader and Chief Executive have long recognised that in order to deliver significant organisational improvement, there is a need to change the culture within the Council.
5. The Organisational Effectiveness Programme (OEP) included as Annex A to this report responds to these drivers. It combines a range of actions which are required to:
 - deliver the four enabling priorities (CYC leadership, city leadership, customer focus and efficiency):

- respond to CPA2 Key Lines of Enquiry (relating to the Corporate and Use of Resources assessments);
 - meet a number of other key organisational challenges, such as the administrative accommodation review and job evaluation.
6. These actions, taken together, will, over the next 3 years, improve the Council's organisational effectiveness and organisational culture.
 7. In order that the OEP delivers results, the Chief Executive has prioritised his own involvement in leading the programme overall – supported by Chief Officer champions for each of the four enabling priorities (i.e. Director of Housing and Adult - champion for Internal Leadership; Director of City Strategy – champion for City Leadership; Director of Resources – champion for Efficiency; Assistant Director (Public Services) – champion for Customer Focus).
 8. The Chief Executive has also made sure that the changes to the structure of the Chief Executives Department complement and aligns to the successful delivery of the OEP/improvement agenda. As part of the performance management arrangements for the programme, the Chief Executive intends to bring regular progress reports to the Executive on the OEP. The Chief Executive also sees the involvement in the programme of the Leader and Executive members as important to its success.

Consultation

9. At the heart of the OEP are the four “enabling” priorities which have been developed over the past few months. These have been developed jointly by all chief officers with input from the Leader and Executive and as such have a high degree of ownership and buy-in. This ownership will be key to ensuring that the OEP succeeds in improving our organisational effectiveness and culture.

Options

10. Members of the Executive have previously approved the four enabling priorities which sit at the heart of the OEP. The OEP includes other organisational development actions, which taken together, will deliver tangible improvement to our organisational effectiveness and organisational culture over the next 3 years.
11. The option not to include all the actions outlined in the OEP (beyond those approved already in relation to the four enabling priorities) exists. However there are likely to be significant negative consequences (such as lower CPA ratings, reduction in service quality, severe financial difficulties) of not undertaking the OEP.

Corporate Priorities

12. The OEP is the delivery mechanism for four of the Council's thirteen priorities so will make a significant contribution to the overall delivery of the Corporate Strategy over the next 3 years.

Implications

13. Delivery of the OEP is likely to have significant implications on the way that the Council works and is organised in the future. These changes are expected to have positive benefits in terms of staff, customers and other stakeholders in the city.
14. The full range of benefits/implications of the OEP will be defined by the Chief Executive in conjunction with the four Organisational Effectiveness champions, and reported to the Executive as part of the first progress update. This is likely to be in October 2006. In the meantime, the specific implications of the OEP at this time have been included in the following paragraphs.
15. **Financial** - There are no additional financial implications arising directly from this report but many of the actions within the OEP (in particular those which related the Use of Resources CPA assessment) have implications on the Council's key financial accounting, budgeting and governance arrangements and procedures. These will be developed/reported as appropriate.
16. **Human Resources** - There are significant HR implications arising from the OEP as there will need to be considerable changes in the way the Council manages and organises its human resources in order to achieve improvements to the Council's organisational effectiveness. These will include the reprioritisation of resources and the realignment of the HR Strategy in order to support the OEP. The specific implications of each of the priorities will be identified in turn and considered at the appropriate time.
17. **Equalities** – The delivery of key parts of the OEP and the Council's 3 year Equality Strategy are closely linked – in particular in relation to the priorities relating to CYC leadership and customer focus. The current review of the Equality Strategy (due to be reported to the Executive in the next few months) has reflected these links – as has the action plan attached at Annex A.
18. **Legal** - There are no specific implications arising from this report but there may be implications within each main element of the OEP. These will be identified on an individual basis and considered at the appropriate time.
19. **Crime and Disorder** - There are no specific implications arising from this report but there may be implications within each main element of the OEP. These will be identified on an individual basis and considered at the appropriate time.
20. **Information Technology** - A number of the key actions in the OEP (for example, the delivery of the easy@york programme) have the potential to realise significant benefits from the optimisation/use of technology. These will be developed/reported as appropriate. There will also be the need to consider how future IT development (agreed through the annual IT Development Plan process) can best support delivery of the OEP.
21. **Property** - There are no property implications arising directly from this report but there are key projects in the OEP (for example, the administrative accommodation review) which have the potential to realise significant organisation benefits – both financial and cultural. Again these will be developed/reported as appropriate.

Recommendations

22. Executive is asked to:

- a) Note and approve the contents of the proposed Organisational Effectiveness Programme - attached as Annex A.
- b) Note the intention of the Chief Executive to lead the programme and provide regular progress reports to the Executive, the first of which is likely to be presented in October 2006.
- c) Consider how the Executive might most effectively support and have involvement in delivery of the OEP.

Reason: In order that the OEP can be delivered successfully and bring about improvements to the Council's organisational effectiveness and organisational culture

Contact Details

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Chief Officer Responsible for the report:

David Atkinson

Report Approved **Date** 10th July 2006
David Atkinson, Chief Executive

Wards Affected: *List wards or tick box to indicate all*

All

Annex A Organisational Effectiveness Programme Actions

Organisational Effectiveness Programme Actions

	Actions
Year 1	
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Years 2&3	
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Other Work Programmes	251-273

Key to references in Action Plan

Head of PIT	Head of Performance Improvement Team, Chief Executives
IS champion	Improvement Statement champion (<i>each of the Council's 13 priority Improvement Statements has a chief officer champion</i>)
Head of M&C	Head of Marketing & Communications, Chief Executives
"Data hub"	Name of individual and/or team (<i>details to be confirmed</i>) who will co-ordinate/collate key data from different sources
CLG	Corporate Leadership Group (<i>consisting of all chief officers</i>)
DoR	Director of Resources
CMT	Corporate Management Team
COG	Corporate Operations Group
Head of CDLS	Head of Civic, Democratic and Legal Services, Chief Executives
Head of HR	Head of Human Resources, Chief Executives

Year 1: Internal Leadership

Ref	Action	Who	When
1	Deliver Corporate Strategy	Head of PIT	June 06
2	Complete the review of the constitution	Chief Exec / Director of Resources	June 06
3	Deliver Council Plan as a Year 1 delivery plan for Corporate Strategy	Head of PIT	July 06
4	Devise Corporate Strategy implementation programme	Chief Exec	Aug 06
5	Mainstream priorities into performance monitoring	Head of PIT	Sept 06
6	Link priorities to CLG/CMT/Exec Forward Programme	IS Champion	Sept 06
7	Formalise annual planning and performance management cycle	Head of PIT	Sept 06
8	Ensure clear delivery plans for all 13 priorities	IS Champions	Sept 06
9	Work with partners to develop a Local Area Agreement	Director of City Strategy	Sept 06
10	Improve agenda management of CLG and CMT forward plans – around corporate strategy	Chief Exec	Sept 06
11	Revamp internal communications strategy around our corporate strategy	Head of M&C	Oct 06
12	Clarify target setting approach in line with best practice	Head of PIT	Dec 06
13	Mainstream priorities into Service Plans	Head of PIT, Directorates	Dec 06
14	Define the type of organisation we want to be (traditional delivery, commissioner, mixed)	Chief Exec	March 07
15	Ensure priorities linked into service and financial planning	Head of Finance	March 07
16	Clarify implications of corporate priorities for non-priority services	IS Champion	March 07
17	Establish a 'data hub' (coordinate information and intelligence information)	TBC	March 07
18	Incorporate evidence base for priorities	'Data hub'	March 07

Year 1: Internal Leadership (continued)

Ref	Action	Who	When
21	Communicate corporate strategy	Head of M&C	Mar 07 (ongoing)
22	Enhance the programme under each of the 13 priority areas	IS Champions / CLG	March 07 (ongoing)
23	Communicate corporate strategy – and how it will be delivered	Head of M&C, All CMT	March 07 (ongoing)
24	Revamp approach to public communication around corporate priorities	Head of M&C	March 07 (ongoing)
25	Other communications actions: TBC (taken together with CPA Actions 14-16, and action on consultation, partnerships, complaints handling, Customer contact – these will act on reputation of the council)	Head of M&C	March 07 (ongoing)
26	Continue to embed risk management into everyday management	AD Audit & Risk Management	March 07 (ongoing)
27	Enhance risk assessment within the performance monitoring framework	AD Audit & Risk Management	March 07 (ongoing)
28	Build links between corporate strategy and community strategy	Director of City Strategy	TBC
29	Deliver ward profiling	Director of Neighbourhood Services	TBC
30	Deliver neighbourhood action plans	Director of Neighbourhood Services	TBC

Year 1: City Leadership

Ref	Action	Who	When
31	Work with partners to develop a Local Area Agreement	Director of City Strategy	Sept 06
32	Revamp internal communications strategy around our corporate strategy	Head of M&C	Oct 06
33	Review the structure of the Local Strategic Partnership (related to Peer Review criticism of partnership working)	Director of City Strategy	March 07
34	Establish a 'data hub' (coordinate information and intelligence information)	TBC	March 07
35	Incorporate evidence base for priorities	'Data hub'	March 07
36	Link ward / local data from ward profiling into data hub	'Data hub'	March 07
37	Review approach to pooling budgets with other organisations in support of the Community Strategy	Director of City Strategy, DoR	March 07
38	Communicate corporate strategy – and how it will be delivered	Head of M&C, All CMT	Mar 07 (ongoing)
39	Revamp approach to public communication around corporate priorities	Head of M&C	Mar 07 (ongoing)
40	Other communications actions: TBC (taken together with CPA Actions 14-16, and action on consultation, partnerships, complaints handling, Customer contact – these will act on reputation of the council)	Head of M&C	March 07 (ongoing)
41	Member development: develop approach to strategic partnership working among senior members	Director of City Strategy	March 07 (ongoing)
42	Deliver ward profiling	Director of Neighbourhd Services	TBC
43	Deliver neighbourhood action plans	Director of Neighbourhd Services	TBC

Year 1: Efficiency / Waste Reduction

Ref	Action	Who	When
44	Review approach to external funding, and integrate into the financial strategy and budget process	Head of Finance	July 06
45	Implement an Organisational Effectiveness Programme	Chief Exec	Aug 06 (ongoing)
46	Develop clear comparative information on costs and service quality	Director of Resources	Sept 06
47	Ensure information on costs and service quality used by members and managers to challenge value for money, via performance monitoring arrangements	Director of Resources	Sept 06
48	Review our approach to service improvement	Chief Exec, Director of Resources	Oct 06
49	Review 'CRAM' and 'CAPMOG' arrangements <ul style="list-style-type: none"> - Prepare new CRAM guidance by July 06 - Consult on new guidance, accounting and reporting structure, by Aug 06 - Exec approval of guidance, accounting and reporting structure, by Oct 06 - Implement new guidance, accounting and reporting structure, from Oct 06 	Head of Property Services	Oct 06
50	Devise a coherent procurement and competition policy and strategy framework to include <ul style="list-style-type: none"> - Robust corporate procurement strategy and 3-year action plan for 2007-10 - Competition strategy and policy - Practitioner guidance manuals - e-procurement strategies - Strategic procurement plan - Thin client/contractor arrangements 	Director of Resources	Dec 06
51	Implement findings of review of service improvement	Chief Exec, Director of Resources	March 07
52	Clarify use of project management techniques for all projects	Head of PIT, Director of Resources	March 07
53	Develop a robust project management methodology appropriate for smaller projects	Head of PIT, Director of Resources	March 07

Year 1: Efficiency / Waste Reduction (continued)

54	Promote and embed use of the council's approved programme management approach	Head of PIT, Director of Resources	March 07
55	Develop a comprehensive programme of efficiency projects	Director of Resources	March 07
56	Implement first year projects under the efficiency programme	Director of Resources	March 07
57	Develop and consult on a robust efficiency plan to achieve the Gershon Efficiency Review targets.	Director of Resources	March 07
58	Ensure areas of high spend are in line with stated priorities,	Head of Finance	March 07 (ongoing)
59	Develop framework for long term revenue costing as part of the 2007/08 budget process,	Head of Finance	March 07 (ongoing)

Year 1: Customer Focus

	Action	Who	When
60	Develop a transactional web-site	Easy Programme Drctr	Nov 06 (ongoing)
61	Establish York Customer Centre	Easy Programme Drctr	Nov 06
62	Mainstream equality strategy actions through service plans	Head of PIT, Directors	Dec 06
63	Enhance diversity issues within performance management systems	Head of PIT	Dec 06
64	Provide customers with opportunity to input into performance management	Head of PIT	March 07
65	Improve community engagement with small excluded communities	Head of PIT, Head of M&C, Directors	March 07
66	Improve standard of data supporting equality work	Head of PIT, Head of M&C, Directors	March 07
67	Link improved equalities data into the newly established 'data hub'	Head of PIT, Head of M&C, Director of City Strategy	March 07
68	Design new systems/processes to ensure learning from complaints/grievances	COG	March 07
69	Review user feedback mechanisms	Head PIT, Head M&C	March 07
70	Review approach to customer research / use of tracking surveys	Head of M&C, Easy Programme Director	Complete July 07
71	Complete delivery of Phase 1 of Easy @ York programme: integrated information about services	Easy Programme Director	March 07
72	Clarify plans and resources for Phase 2 of Easy @ York programme	Easy Programme Director	March 07
73	Monitor implementation of new complaints system	? Depends on CEX restructure	March 07 (ongoing)
74	Monitor delivery of equality strategy	Head of PIT	March 07 (ongoing)

Year 1: Customer Focus

	Action	Who	When
75	Complete a review of the complaints system	? Depends on CEX restructure	TBC
76	Roll out new complaints system across directorates	? Depends on CEX restructure	TBC
77	Publish new customer standards	? Depends on CEX restructure	TBC
78	Communicate new customer standards	Head of M&C	TBC

Year 1: Other Work Programmes

	Action	Who	When
	Use of Resources CPA Action Plan (Financial Reporting element)		
79	Ensure accounts subject to robust member scrutiny/discussion via the Audit & Governance Committee	Director of Resources	June 06 (annual)
80	Publish an accessible annual report.	Director of Resources	July 06 (annual)
	Use of Resources CPA Action Plan (Financial Management element) Incorporates work to develop the Medium Term Financial Strategy		
81	Develop robust methodology to ensure (1) a risk based approach to reserves and (2) that formally identify high risk elements of council's income and expenditure	Head of Finance	June 06
82	Further develop the MTFS to include balance sheet projections, key messages on cash flow, and key future events.	Head of Finance	June 06
83	Review budget monitoring reporting arrangements	Head of Finance	June 06
84	Adopt new corporate asset management strategy and corporate landlord strategy.	Head of Property Services	June 06
85	Develop the MTFS to model income and expenditure over a 3 year period	Head of Finance	Aug 06
86	Develop the MTFS to make better linkage to capital related costs.	Head of Finance	Aug 06
87	Ensure that the MTFS is based on sufficiently robust: <ul style="list-style-type: none"> - Consultation arrangements - Risk assessment within the business planning cycle - Sensitivity analysis within the planning cycle 	Director of Resources	Sept 06
88	Further integrate business and financial planning	Director of Resources	March 07
89	Develop a finance training programme for members and non-finance staff	AD Audit & Risk Management	March 07
90	Develop a framework for investment and disposal decisions to be based on thorough option appraisal and whole life costing	Head of Finance	March 07

Year 1: Other Work Programmes (continued)

91	Assess the financial robustness of key council strategies	Head of Finance	TBC
	Use of Resources CPA Action Plan (Internal Control element) Incorporates work to develop the Governance Framework		
92	Review procedure notes/manuals for business-critical systems.	AD Audit & Risk Management	June 06 (onwards)
93	Relaunch and publicise whistle blowing policy	AD Audit & Risk Management, Head HR	June 06 (onwards)
94	Establish and embed the function of an Audit & Governance Committee	AD Audit & Risk Management	June 06 (onwards)
95	Publicise reporting and accountability arrangements to Directorates	AD Audit & Risk Management	June 06 (onwards)
96	Review Counter Fraud and Prosecution policy	AD Audit & Risk Management	July 06
97	Deliver a risk management training programme for staff and members	AD Audit & Risk Management	Sept 06
98	Early post-implementation review of the constitution	Head of CLDS	Dec 06
99	Further develop a coherent integrated risk management methodology and embed within key business processes.	AD Audit & Risk Management	March 07
100	Review compliance against the code of conduct	AD Audit & Risk Management	March 07
101	Develop a new financial investigation function	AD Audit & Risk Management	March 07
102	Develop the role and organisational impact of the Officer Governance Group	Director of Resources	March 07
103	Develop a local Code of Corporate Governance and deliver associated awareness raising and training programme	AD Audit & Risk Management	March 07

Year 1: Other Work Programmes (continued)

104	Establish annual review of standing orders, standing financial instructions and scheme of delegation	AD Audit & Risk Management, Head of CLDS	March 07 (ongoing)
	Use of Resources CPA Action Plan (Financial Standing)		
105	Evaluate the effectiveness of debt recovery arrangements	Head of Finance	June 06
106	Develop a clear Income and Debt Management Strategy linked to MTFS	Head of Finance, AD Resource & Business Management	July 06
	Performance indicators data quality assurance work		
107	Complete full self assessment against the data quality KLOE document	Head of PIT	July 06
108	Develop data quality policy and agree through CMT	Head of PIT	Oct 06
109	Implement action plan arising from the self assessment and subsequent data quality policy	Head of PIT	Mar 07
	Job Evaluation and Pay Strategy		
110	Complete evaluation process for benchmark jobs	Director of Resources	June 06
111	Complete pay modelling and revised terms and conditions	Director of Resources	Nov 06
112	Complete remodelling and repackage terms and conditions	Director of Resources	Dec 06
113	Negotiate with unions and communicate with staff	Director of Resources	Jan 07
114	Start to implement outcomes of the job evaluation and pay strategy project	Director of Resources	Jan 07 (onwards)
	Council Tax Collection Arrangements		
115	Refocus and strengthen the reminder process for Council Tax:	Asst Director Public Services	April 06 (onwards)
116	Establish monitoring and performance targets for previous years debt for local taxation	Asst Director Public Services	April 06 (onwards)
117	Review and improve business processes, including offering new payment options to customers	Asst Director Public Services	June 06 (onwards)

Year 1: Other Work Programmes

118	Improve understanding of costs of elements of local tax billing and collection process	Asst Director Public Services	Nov 06
	Review admin accommodation		
119	Complete sale and leaseback arrangements for St Leonards Place and 2/4 Museum Street	Head of Property Services	Sept 06
120	Shortlist design and construction partner for the new Hungate building	Head of Property Service	Sept 06
121	Approve a provisional user brief for new Hungate building	Head of Property Services	Sept 06
122	Review the councils facilities management arrangements	Head of Property Service	Oct 06
123	Appoint design and construction partners for Hungate	Head of Property Services	March 07
	QPR system development		
124	Undertake contractor healthcheck to clear data and reduce ongoing data quality problems.	Head of PIT	Aug 06
125	Upgrade to version 7.4, test and plan rollout	Head of PIT	Aug 06
126	Start the migration of data entry from manual to automated loading.	Head of PIT	Nov 06
127	Use reporting technology (Business Objects XI) to produce performance information	Head of PIT	Nov 06
128	Start to present performance information (indicators and actions) as in the performance monitors and ad hoc scorecards.	Head of PIT	Nov 06
	Implement new FMS by April 2008		
129	Develop project requirements for a Financial Management System	Head of Finance	Aug 06
130	Evaluate models for selection process	Head of Finance	Sept 06
131	Procurement and tender process including demonstrations and site visits	Head of Finance	Jan 07
132	Selection process complete / enter contracting and negotiation process	Head of Finance	April 07

Year 1: Other Work Programmes

	Develop Risk Based Auditing		
133	Integrate new Audit /Risk Management software into business process	AD Audit & Risk Management	Jan 07
134	Integrate into Risk Management Training Programme	AD Audit & Risk Management	Jan 07
135	Review quality and relevance of risks currently in the corporate register	AD Audit & Risk Management	March 07
136	Develop formal joint working arrangements between Audit & Risk Management	AD Audit & Risk Management	March 07
	Complete Corporate Restructure		
137	Gain agreement on final restructure proposals	Chief Exec	Aug 06

Years 2&3: Internal Leadership

	Action	Who	When
201	Develop ways to deliver effective leadership at all levels	IS Champion	2007/08
202	Develop a clear policy framework based around the council vision	Chief Executive	2007/08
203	Agree the use of QOLI indicators (better measures/outcome measures) within service plans	Head of PIT	2007/08
204	Develop links between 'data hub' and management cycle	Head of M&C, Head of PIT	2007/08
205	Complete the review of the constitution: deliver enhanced scrutiny arrangements	Head of CDLS	2007/08
206	Reinvigorate/reassess leadership development programme	Head of HR, CMT	2007/08
207	Develop a community leadership building programme	Director of City Strategy, Head of HR	2007/08
208	Develop a cultural change programme aimed at delivering the expressed values of the council set out in the council vision	Chief Executive	2007/08
209	Increase information sharing with partner organisations	Director of City Strategy	2007/08
210	Develop strong learning mechanisms from complaints, grievances, customer comments, and link into service and corporate planning	Head of M&C, Director of Resources	2007/08
211	Coordinate information on race, diversity and deprivation	Directors, Head of PIT	2007/08
212	Develop and implement new approach to communicating our plans	Head of M&C, Director of City Strategy	2007/08
213	Raise the profile of the ethical agenda	Chief Executive	2007/08

Years 2&3: City Leadership

	Action	Who	When
214	Review the Community Strategy	Director of City Strategy	2007/08
215	Ensure that city council priorities can help deliver the new community strategy	Director of City Strategy	2007/08
216	Design how to place needs of community at the heart of partnership work	Director of City Strategy	2007/08
217	Improve the effectiveness and profile of the LSP	Director of City Strategy	2007/08
218	Review the purpose and added benefit of our partnership arrangements	Director of City Strategy	2007/08
219	Use easy@york to share knowledge with partners	Director of Resources	2007/08
220	Increase information sharing with partner organisations	Director of City Strategy	2007/08
221	Develop strong learning mechanisms from complaints, grievances, customer comments, and link into service and corporate planning	Head of M&C, Director of Resources	2007/08
222	Coordinate information on race, diversity and deprivation	Directors, Head of PIT	2007/08
223	Develop and implement new approach to communicating our plans	Head of M&C, Director of City Strategy	2007/08
224	Align council plans to community strategy in areas where CYC is not the lead agency	All Directorates	2007/08
225	Overhaul our approach to consulting with partner organisations	Director of City Strategy, Head of M&C, Head of PIT, Director of Resources	2007/08
226	Explore capacity building in key areas at LSP partnership level	Director of City Strategy, Head of HR	2007/08

Years 2&3: Efficiency / Waste Reduction

	Action	Who	When
227	Further develop the easy@york programme	Director of Resources	2007/08
228	Complete year 2 and 3 efficiency projects	Director of Resources	2007/08
229	Develop and implement a competition strategy, procurement strategy and three year procurement plan	Director of Resources	2007/08
230	Increase knowledge of procurement across officers and councillors	Director of Resources	2007/08
231	Improve the management of the council's assets	Director of Resources	2007/08
232	Measure and manage organisational capacity gap (ie can we afford to deliver our plans?)	DoR, IS Champions, CLG	2007/08
233	Implement actions to monitor energy and water use by the council	TBC	2007/08
234	Ensure CYC becomes a learning organisation	Chief Executive	2007/08
235	Successfully implement the existing HR Strategy	Head of HR	2007/08
236	Implement an attendance management strategy	Head of HR	2007/08
237	Undertake a workforce planning exercise	Head of HR	2007/08
238	Implement management competencies	Head of HR	2007/08
239	Evaluate and improve effectiveness of training budgets in delivering the corporate strategy	Head of HR	2007/08
240	Set out project management resourcing standards	Head of PIT, DoR	2007/08
241	Explore development of VFM protocols for decision making	DoR	2007/08

Years 2&3: Customer Focus

	Action	Who	When
242	Continue to transfer further services into the York Customer Centre	Easy Programme Director	2007/08
243	Improve the quality of the experience for people contacting the council	Easy Programme Director	2007/08
244	Promote more efficient ways for customers to enquire, book and pay for services	Easy Programme Director	2007/08
245	Improve the way that the council responds to, and uses, feedback from customers	IS Champion	2007/08
246	Design new system/process to ensure learning from user views	IS Champion	2007/08
247	Explore pooling customer research facilities across partner organisations	Head of M&C, Head of PIT, Director of City Strategy	2007/08
248	Increase involvement from customers and residents in the design and review of services.	IS Champion	2007/08
249	Roll out equality improvement plans across directorates	Head of PIT, Directorates	2007/08
250	Review complaints and other user feedback systems from a diversity perspective	Head of PIT, Directorates	2007/08

Years 2 & 3: Other Work Programmes

	Action	Who	When
	Use of Resources CPA Action Plan (Financial Standing)		
251	Develop set of key financial health indicators	Director of Resources	2007/08
252	Develop framework to identify, quantify and monitor opportunity costs, and integrated into Treasury Management monitoring and the MTF	Head of Finance	2007/08
253	Use of Resources CPA Action Plan (Internal Control element) Incorporates work to develop the Governance Framework		
254	Implement new Governance IT and Management system (provisional action)	AD Audit & Risk Management	2007/08
255	Develop governance aspects of partnership working	DoR, Director of City Strategy	2007/08
256	Undertake post-implementation annual reviews of the Constitution and Financial Regulations	AD Audit & Risk Management, Head of CLDS	2008/09
257	Review whistle blowing procedure	Head of HR, AD Audit & Risk Management	2008/09
	Council Tax Collection Arrangements		
258	Carry out benchmarking exercises to test improved performance	Asst Director for Public Services	2007/08
259	Review corporate debt recovery	Asst Director for Public Services	2007/08
	Review admin accommodation		
260	Complete sketched design for Hungate building	Head of Property Services	June 07
261	Detailed design and final space plan and fit out for the new Hungate building	Head of Property Services	Sept 07
262	Detailed planning application for Hungate building	Head of Property Services	Sept 07
263	Sell Reynards Garage site	Head of Property Services	Oct 07

Year 2 & 3: Other Work Programmes

264	Planning approval	Head of Property Services	Jan 08
265	Approve main building contract for Hungate building, and commence construction	Head of Property Services	April 08
	QPR system development		
266	Roll out further data entry and reporting developments	Head of PIT	June 07
	Implement new FMS by April 2008		
267	Implement new Financial Management System	Head of Finance	Apr 08
268	Complete work to implement new related policies and processes	Head of Finance	Sept 08
269	Complete project. Review ongoing implementation and support needs	Head of Finance	Dec 08
	Develop Risk Based Auditing		
270	Develop consistent definitions of risk	AD Audit & Risk Management	July 07
271	Communicate new arrangements to relevant officers/Members	AD Audit & Risk Management	Jan 08
272	Consider corporate risk in developing Audit Plan	AD Audit & Risk Management	March 08
273	Consolidate reporting on risk	AD Audit & Risk Management	March 08

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Executive

25 July 2006

Report of the Head of Civic, Democratic and Legal Services

Final Report of the Sustainable Street Lighting Scrutiny Sub-Committee: Street Lighting - Strategic Management & Procurement to Reduce Carbon Dioxide (CO₂) Emissions and Waste.

Summary

1. Members of the Executive are presented with the final report of the Environment and Sustainability Scrutiny Board and Sustainable Street Lighting Scrutiny Sub-Committee delivering their research and findings regarding approaches the Local Authority might take to delivering more sustainable street lighting.
2. This report was amended, agreed and approved for progression through Scrutiny Management Committee (SMC) and therein after the Executive at the sub-committee's meeting 21st July 2006.
3. Members of SMC considered the content, format and recommendations held in this report approving progression to the Executive at their meeting 26th July 2006.

Background

4. Between 2005-2006 Scrutiny¹ at the City of York Council advanced the development more robust and holistic strategic approaches to delivering carbon reduction and energy sourcing across all sectors of the Council's work bar transportation fuel.
5. In January 2006 Members of the Environment and Sustainability Board chose to progress a registered topic regarding sustainable street lighting. The street lighting topic was considered by the Environment and Sustainability Scrutiny Board to be the next significant area for Scrutiny recommendations supporting the authority to monitor, manage and achieve carbon savings.

¹ Through work of the Boards: Environment and Sustainability, Housing and, Planning and Transport

6. The report at Annex A presents their findings and recommendations at completion of their review.

Consultation

7. During the course of this scrutiny, the Regional Energy Policy Manager was consulted through correspondence regarding region wide and national exemplars for presentation to the Board. The Energie Cites data base was referred to, to establish examples of Europe wide best practice.
8. City of York Council (CYC) Officer Ricky Watson (Street Lighting), acted as the boards principal support for base line data, including that in Annex A of the attached report, and also met with a sub-group of the Board to help answer further enquiries. Officers Kristina Peat and Julian Horsler submitted early information regarding the sustainability and equalities aspects of the topic to the Board for their feasibility report.

Options

9. **Either:** To approve the findings and recommendations of the Board in the report at Annex A
10. **Or:** To recommend no change to the authority's operations and approach to street lighting at this time

Analysis

11. The report at Annex A was drafted in line with;
 - a. the objectives of the topic registration as lodged (see Annex B of the attached draft final report)
 - b. findings of the board regarding the advice of the feasibility consultees (see above under 'Consultation')
 - c. the boards gap analysis of authority base line data for this area revealed through completion of the street lighting section of the Regional Assemblies Energy Champions Questionnaire (see Annex A of the attached draft final report).

Corporate Objectives

- 13 The Scrutiny fits with the aims of the following Corporate Objectives

'Corporate Aim 1: Take Pride in the City, by improving quality and sustainability, creating a clean and safe environment.' With particular reference to:

- 1.2. Protect and enhance the built and green environment that makes York unique.

- 1.3. Make getting around York easier, more reliable and less damaging to the environment.
 - 1.4. Protect residents and our environment from pollution and other public health and safety hazards and act as role model in the sustainable use of resources.
14. Analysis is also given in the Glossary of the report at Annex A regarding the Scrutiny's relationship with the Comprehensive Performance Assessment (CPA) framework.

Implications

15. The known implications of recommendations in relation to the following are detailed within the final report
- **Finance**
 - **Human Resources (HR)**
 - **Equalities**
 - **Legal**
 - **Crime and Disorder**
 - **Information Technology (IT)**
 - **Property**
 - **Other**

Risk Management

16. There are no risk management implications associated with the final report at this stage.

Recommendations

17. Members of the Executive are recommended to;
- a. Consider the content and recommendations of this report and approve the implementation of recommendations.
 - b. Set a timescale in consultation with officers within one year of agreeing this report for review of the implementation of recommendations.

Reason

18. To facilitate completion of the former Environment and Sustainability Board's outstanding work.

Contact Details

Author:

Author's name: Ruth Sherratt

Title: Scrutiny Officer

Dept Name: Scrutiny Services

Tel No. 01904 552066

Chief Officer Responsible for the report:

Chief Officer's name: Suzan Hemingway

Title: Head of Civic, Legal and Democratic Services

Report Approved

Date 13/06/2006

Specialist Implications Officer(s)

None

Wards Affected: *List wards or tick box to indicate all*

All

For further information please contact the author of the report

Background Papers:

Final Report: Street Lighting - Strategic Management /Procurement to Reduce CO2 Emissions and Waste.

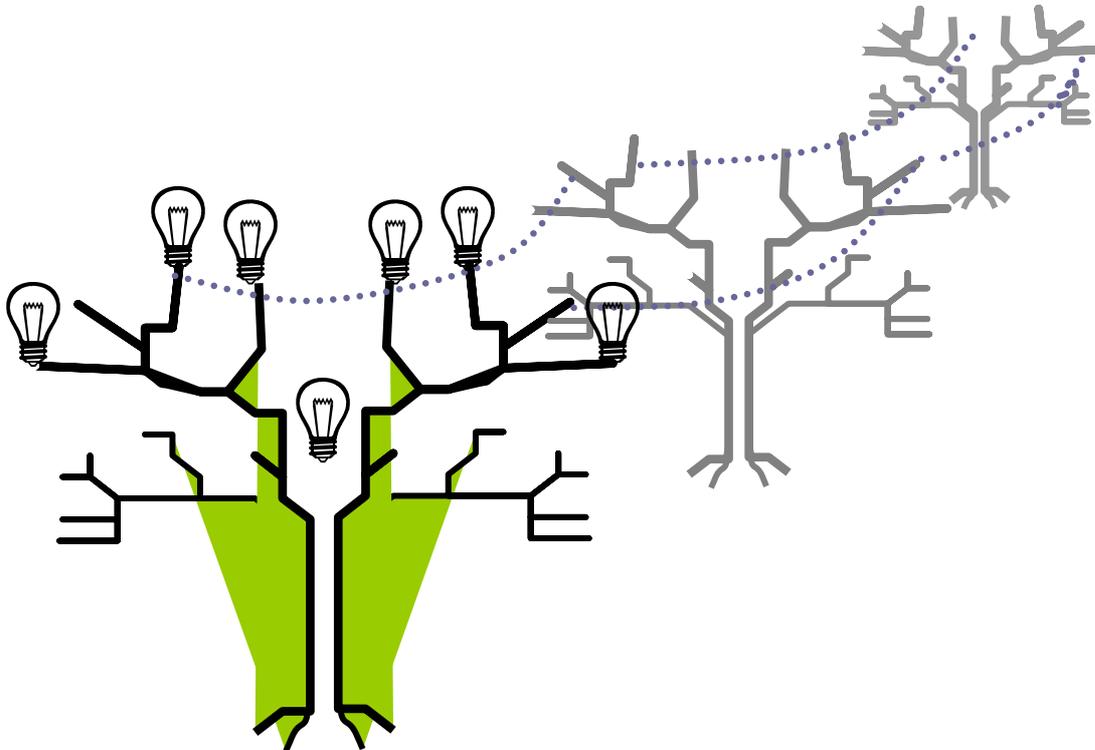
And as listed in the draft final report at Annex A.

Annexes

Annex A Final Report: Street Lighting - Strategic Management & Procurement to Reduce CO2 Emissions and Waste.

Sustainable Street Lighting Scrutiny Sub-Committee

Street Lighting - Strategic Management &
Procurement to Reduce Carbon Dioxide (CO₂)
Emissions and Waste.



Agreed at Sustainable Street Lighting Scrutiny Sub-Committee 21st June 2006

Considered by Scrutiny Management Committee 26th June 2006

Agreed at Executive Date XXXXX

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Annex B: Institute of Lighting Engineers Guidance on Reducing obtrusive Light	
Annex C: Funding of Lighting Programmes	
Annex D: Street Lighting Section of Regional Local Authority Cabinet Energy Champions Questionnaire	

Summary of Recommendations

- 1. Street Lighting Officers discuss and renegotiate the rate charged to the authority for lamp stock electricity supply to minimise financial costs and ensure that the contract to CYC includes upwards of 20% renewable sourcing to be increased towards a target of 100%.**
- 2. Street Lighting and Finance Officers ensure that the cashable and non-cashable energy and financial savings are reported in Gershon Efficiencies responses, ring fenced and invested in increasingly sustainable street lighting stock.**
- 3. Street Lighting Officers with the assistance of the Sustainability Officer ensure that CO₂ emissions from energy use in street lighting stock are reported annually under EMAS and that targets are set for annual carbon savings.**
- 4. Street Lighting Officers should complete the audit and data base detailing street lighting stock in line with best practice and the 'whole life' details outlined at paragraph 20 as a matter of urgency prior to renegotiating the electricity contract this year.**

5. **Upon completion of Audit, Street Lighting Officers should prepare a Street Lighting Strategy for submission to the Executive**
6. **Street Lighting Officers should maintain their established contact with pilot authorities trialling Photovoltaic (PV) lighting and other sustainable technologies and endeavour to keep track of the best versions of this technology available.**
7. **Street Lighting Officers should recommend the use of PV powered ‘stand alone’ systems and other sustainable technologies as the technologies improve and community netted systems installations for areas of the authority without grid netting requiring lighting. Officers should in this instance consider whole life costs of installation, including offsetting the installation costs against savings made from electricity billing during the systems life. That the position of using PV and any other advances to sustainable technologies should be included in the annual ‘Highways Report’.**
8. **That Sub Committee considering the final report of the former Planning and Transport Scrutiny Board regarding sustainable development be requested to include a recommendation to developers -in the form of an amendment to the Supplementary Planning Guidance (SPG) – – that all new or significantly refurbished developments should give consideration to incorporating sustainable street lighting. Officers to research and investigate the inclusion of a more detailed policy to address this issue as part of the development of the Local Development Framework.’**
9. **That the City of York Council’s Elected Member Energy Champion, Street Lighting Officer and Grants and Partnership Accountant create a bid to ‘Intelligent Energy Europe’ with the aim of securing funding to install an intelligent lighting network.**
10. **That the Elected Member Energy Champion present a first version of the Regional Assembly’s questionnaire to the Executive in September and thereafter the Regional Assembly, as a record of the authorities position across all sectors to date.**
11. **That the Elected Member Energy Champion present six monthly updates of the Regional Assembly’s questionnaire to the Executive and thereafter the Regional Assembly, as a record of the authorities progress on energy across all sectors.**
12. **That the Executive Member instruct the Street Lighting (and/or Other relevant) Officer(s) to ensure that aesthetic building illumination (spots on the Guildhall and other key architectural buildings within CYC’s property portfolio) use light sensors to come on only when required and do not remain on through the entire night (i.e. are switched off at 01:00Hrs) with a view to reducing electricity usage and emissions.**

Summary of Implications of Recommendations for City of York Council

Implications Recommendation 1.	
Finance	Potential implications, will need to be decided in line with budget constraints.
Human Resources	None
Equalities	None
Legal	Change from existing contractual terms to entering into a fixed term contract.
Crime and Disorder	None
Information Technology	None
Property	
Other	None
Implications Recommendation 2.	
Finance	None according to Street lighting Officers
Human Resources	NA
Equalities	NA
Legal	NA
Crime and Disorder	NA
Information Technology	NA
Property	
Other	NA
Implications Recommendation 3.	
Finance	NA
Human Resources	Time allocated for the Street Lighting Officer and Sustainability Officer to work together
Equalities	NA
Legal	NA
Crime and Disorder	NA
Information Technology	NA
Property	
Other	NA
Implications Recommendation 4.	
Finance	Has an initial cost. Impact is dependant on equipment.

Human Resources	Officer time will be needed to allocate to this.
Equalities	NA
Legal	NA
Crime and Disorder	NA
Information Technology	NA
Property	
Other	NA
Implications Recommendation 5.	
Finance	May have implications as a result of the document.
Human Resources	Officers Time
Equalities	NA
Legal	NA
Crime and Disorder	NA
Information Technology	
Property	
Other	
Implications Recommendation 6.	
Finance	NA
Human Resources	Part of day to day activities.
Equalities	NA
Legal	NA
Crime and Disorder	NA
Information Technology	NA
Property	
Other	NA
Implications Recommendation 7.	
Finance	Will have implications on approval.
Human Resources	Will have implications when evaluating systems.
Equalities	NA
Legal	NA
Crime and Disorder	NA

Information Technology	NA
Property	
Other	NA
Implications Recommendation 8.	
Finance	NA NA
Human Resources	NA
Equalities	NA
Legal	NA
Crime and Disorder	NA
Information Technology	NA
Property	
Other	NA
Implications Recommendation 9.	
Finance	A 50% contribution is required for successful bids.
Human Resources	Officer time and extra resources will be needed for bids.
Equalities	Na
Legal	NA
Crime and Disorder	Na
Information Technology	NA
Property	
Other	NA
Implications Recommendation 10.	
Finance	NA
Human Resources	NA
Equalities	NA
Legal	NA
Crime and Disorder	NA
Information Technology	NA
Property	
Other	NA
Implications Recommendation 11.	

Finance	NA
Human Resources	NA
Equalities	Na
Legal	NA
Crime and Disorder	NA
Information Technology	NA
Property	
Other	
Implications Recommendation 12.	
Finance	Already do this so none
Human Resources	Already do this
Equalities	NA
Legal	NA
Crime and Disorder	NA
Information Technology	NA
Property	
Other	NA

Final Report: Street Lighting - Strategic Management & Procurement to Reduce CO2 Emissions and Waste.

Summary

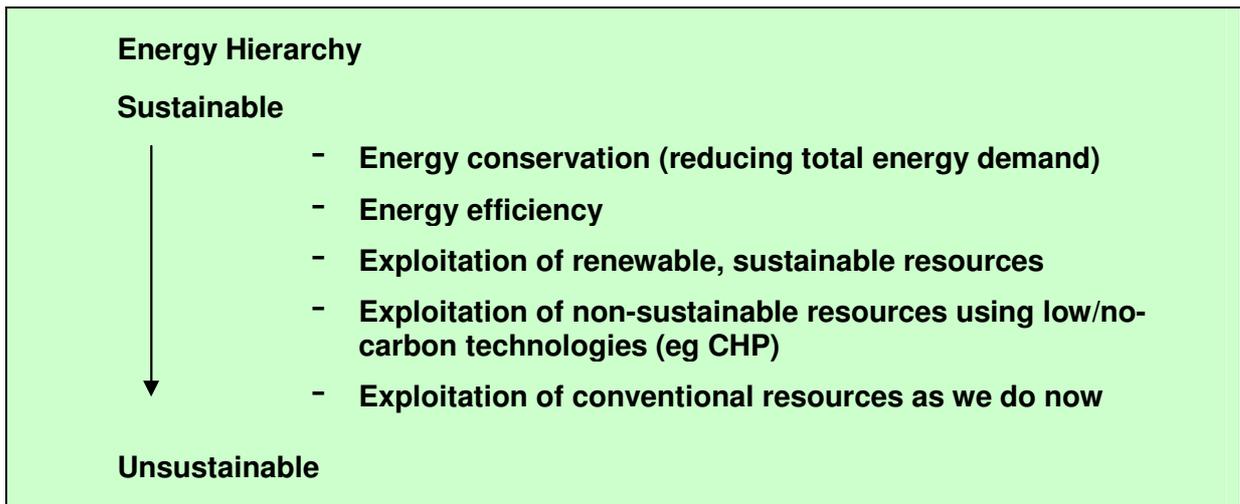
1. Members of the Executive are presented with the final report of the Sustainable Street Lighting Scrutiny Sub-Committee (formerly Environment & Sustainability Scrutiny Board) delivering their research and findings regarding approaches Local Authorities might take to delivering more sustainable street lighting.

Background

2. Between 2005 and 2006 Scrutiny¹ at the City of York Council advanced the development more robust and holistic strategic approaches to delivering carbon reduction and energy sourcing. These approaches have covered all sectors of the Council's work bar transportation fuel, including;
 - a. CO₂ reduction from domestic property: public and private
 - b. Sustainable planning guidance
 - c. Reducing managing and monitoring energy consumption in council property
 - d. Ensuring increasingly sustainable supply and embedded micro-generation in council property
3. The street lighting topic² was considered by the Environment and Sustainability Scrutiny Board to be the next significant area for Scrutiny recommendations supporting the authority to monitor, manage and achieve carbon savings in line with;
 1. The Energy Hierarchy (see box below)
 2. Future development of a Climate Change Strategy
 3. Recent changes to the National Planning Policy framework promoting greater sustainability
 4. The Audit Commission's aims for increased sustainable assessment in the Comprehensive Performance Assessment (CPA); for more information regarding Comprehensive Performance Assessment see glossary
 5. Gershon efficiencies reporting; for more information regarding Gershon efficiencies see glossary

¹ Through work of the Boards: Environment and Sustainability, Housing and, Planning and Transport

² See Annex A for the topic registration form



Cost And Emissions

4. When the Environment and Sustainability Scrutiny Board conducted their first scrutiny of Sustainable Energy in Council Buildings³, annual energy consumption and emissions related to Street lighting (2004-05) were;

Street lighting: 9 million KWh consumed resulting in:
 3,870 tonnes of Carbon Dioxide (0.43 kg CO₂ per KWh).
 Annual cost £300,903 (average 3.34p per KWh)
5. The Authority's electricity bill for street lighting over the year 2005 to 2006 was approximately £750K, charged at 8.03p per unit. This figure (notable cost increase in part due to energy supplier price rises of around 35% across most sectors between 2003 and 2006⁴), compares very unfavourably with other areas of the Council where the rates can be as little as 5.508p per unit.
6. On extrapolating the figures, the Board found 'suggested' financial savings in the order of £235K might be made by simply ensuring we get charged a better rate per unit. Officers advised that discussions are currently underway with the electricity supplier to renegotiate the deal the City of York Council (CYC) has with them. Savings might be brought about by agreeing fixed prices over an extended period reducing the impact of likely price increases in the energy market.
7. In addressing costs the Board also considered environmental costs or impacts. At Wigan, a comparator authority, there are around 36,000 lamp posts and other street appliances requiring electricity. Wigan pays around £670K per annum for their energy supply, including a £14K surcharge for ensuring that all the power for its street lighting comes from wind power, a deal it has negotiated with Yorkshire Electricity and N-Power; it should be noted that Wigan is currently in the second year of a three year fixed pricing agreement, upon re-tender their unit costs may increase.
8. York has around 20,000 lamp posts and other appliances around the city (almost half those of Wigan) and yet pays £750K (80K more per annum) to supply them

³ See Final Report of the Environment and Sustainability Scrutiny Board 'Sustainable Energy in Council Buildings Part 1: Energy Use, the City of York Council and Display'

⁴ The 4th Annual Report (March 2006) of the Government's Fuel Poverty Advisory Group (FPAG)

with electricity that does not include any green sourcing. It should be noted that CYC's prices reflect current annually negotiated rates without the benefit of long term fixed pricing.

9. There is potential to get a better deal than we presently have from our electricity suppliers for all our street lighting, such a change including partial or full renewable energy sourcing could generate substantial savings both in cost and carbon emissions. Such a deal would be likely to incorporate fixed rates over a longer term i.e. 3years, facilitating more accurate medium term budget planning –fitting with Gershon cycle terms (see below) – and offering a degree of protection against energy market price increases.
10. Monitoring and reporting of year on year financial savings can be seen as being in keeping with Sir Peter Gershon's review of public sector efficiency. In particular, recommendations to further embed efficiency across the public sector whilst ensuring that identified efficiency gains “...*should not only improve efficiency but support local authorities to meet challenging new environmental targets.*”
11. Reported financial savings incorporated into the authorities annual Gershon responses, should be re-invested into planned improvements to existing and future lamp stock over short, medium and long term time scales. Creating a long term savings cycle befitting the target objectives of Gershon and reflecting best practice budget management.
12. Similarly, carbon savings achieved annually should be recorded using the authorities developing Environmental Management System (EMAS) to ensure a proper approach is taken to monitoring emissions and setting annual targets for reduction. At Wigan where all street lighting is powered by wind power on a 'green power' deal the authority has wiped 54,000 tonnes of CO₂ emissions from the authority's slate. It should be the aim of the City of York Council to achieve a comparable result.

Recommendations:

- | |
|--|
| <ol style="list-style-type: none"> 1. Street Lighting Officers discuss and renegotiate the rate charged to the authority for lamp stock electricity supply to minimise financial costs and ensure that the contract to CYC includes upwards of 20% renewable sourcing to be increased towards a target of 100%. 2. Street Lighting and Finance Officers ensure that the cashable and non-cashable energy and financial savings are reported in Gershon Efficiencies responses, ring fenced and invested in increasingly sustainable street lighting stock. 3. Street Lighting Officers with the assistance of the Sustainability Officer to ensure that CO₂ emissions from energy use in street lighting stock are reported annually under EMAS and that targets are set for annual carbon savings. |
|--|

Installed Street Lighting Stock: Quality, Nature and Number

13. Until recently the authority had not compiled an accurate database detailing all of its street lighting stock. Work has been started to rectify this. The authorities known

stock -17568 street lights and approximately 2500 other lit units - covers a spectrum of gas discharge lamp types in its portfolio: from old mercury vapour lamps to low pressure sodium and high pressure sodium. There are also a few metal halide lamps. The differing kinds of lamps range in their energy efficiency and whole-life environmental performance.

14. Mercury vapour lamps are less energy efficient and therefore both environmentally and financially more costly, they are also poorer illuminators. The quality of street lighting is an important issue for people who feel vulnerable in the dark, particularly women, disabled people and elderly people. Hence any recommendations to alter lighting by type at an existing installation site must not reduce the quality or reliability of the lighting. Impact assessment for these communities / groups should be made prior to changes and in respect of compliance with equalities monitoring standards.
15. Planned replacement of the old mercury vapour lamps would also improve the authority's approach to social inclusion and equalities and would also bring energy savings, and reduced recycling issues.
16. Moving over to more efficient lamps has a further potential saving for the Council. Newer more efficient lamps, such as metal halides or compact fluorescent, give more light with the potential for a greater radial spread per unit of energy. It is therefore possible to use fewer lamp posts.
17. Consideration should also be given to the height of lamp posts. Using higher columns, eg: 6 metre columns instead of 5 metre columns can have a significant impact in reducing the number of lamp posts needed by increasing the radial spread of the light produce per unit. Considerations regarding light pollution are being addressed by the authority, the Street Lighting Officer adhering to the Institution of Lighting Engineers 'Guidance Notes For The Reduction Of Obtrusive Light' (see Annex B) and acting in accordance with the motion to Full Council of 9th November 2004⁵.
18. Many Local Authorities across the UK and Europe have now adopted long term lamp management plans which use increased unit efficiency to reduce the number of installed units by up to 40%. This approach creates even greater capacity for environmental and cost savings.
19. Lamp management is tightly regulated and will be subject to the Waste Electrical and Electronic Equipment (WEEE) Directive (2002/96/EC): for more about the WEEE directive see glossary. The authority already pays to recycle and dispose of older lamps replaced with more efficient, recyclable lamps. This also has the effect that the quality lamps last longer. However lamp replacement periods reflect decreasing light output over life span, so presently all lamps are replaced every three years such that, installations designed with a minimum output of 80% (covered by BS5489 CEN13201) can be guaranteed to give recommended light levels over the whole area illuminated.

⁵ "Council requests the Executive to consider and report on options for reducing the amount of light pollution generated in the City.

FINAL REPORT

20. Moving from steel lamp posts and plastic fittings to aluminium lamp posts also improves the longevity of the equipment. The authority's Street Lighting Officer is evaluating the benefits of alternative column forms and where possible the use of wall mounting brackets, to reduce initial financial costs and end of life financial costs, recycles and other waste.
21. To assure future best practice at the authority the database and Street Lighting Strategy constructed should provide the following audit detail enabling whole life costings for each lamp by stock type, i.e;

Whole Life Auditing

- a. Lamp Life Expectancy
 - b. Financial unit cost
 - c. Environmental Unit cost: including expected energy usage per annum and extrapolated carbon emissions based on non-renewable sourcing
 - d. Expected durability and maintenance requirements/costs
 - e. Cost of installation including lamp posts, ballast, any necessary modification to the grid etc. as well as the lamps themselves
 - f. Three R's⁶ recommendations for disposal of unit at end of life
 - g. Known environmental disposal risks (i.e. soil contamination from parts if landfilled)
 - h. Light output quality and range at differing post heights
 - i. Location of installation, the distance between other installed units and the minimisation of the number of future units of a given type required to achieve lighting to recognised minimum standards.
22. Auditing and recording along these lines would provide the authority with the base line data required to;
 - a. Assess the cost of replacing all the remaining mercury vapour lamps to more efficient lamps, either sodium or metal halide.
 - b. Assess the potential for unit reduction and greater distance between installed units in replacement programmes
 - c. Assess within year financial savings generated from more efficient electricity usage with the potential of immediate transfer of funds to further improvements to stock
 - d. Assess the potential for carbon savings against increasingly stringent regional and national targets
 23. Around 90% of the City of York Council's street lights use electronic control gear to switch lamps on and off. This is much more efficient than the old Cadmium Sulphide photo cells that used to be routinely used to switch lamps on and off. As a result the authority has reduced hours of artificial illumination by an estimated 30 minutes per day at 17,500 luminaires amounting to a reduction of over 3 million hours of illumination per year. Unfortunately the way we account to our energy supplier means that this improvement has not been taken into account when calculating our bills.
 24. The City of York Council's energy bills need to take into account how many lamp posts we have. The last complete inventory of lamp numbers was established in

⁶ Reduce, Recycle and Reuse

2002, for the next three years the authority relied on estimated summary data. The authority's Street Lighting Officer re-established a proper audit last year which will enable better practice in the future. Hence the authority has been charged by the energy supplier on the basis of estimates rather than actual lamp numbers. Whilst this is not entirely unusual, it disadvantages the city and serves as a disincentive to progress on energy efficiency.

25. The present patchy methodology for recording and assessing street lamp numbers and performance may well have resulted in the authority paying more to the electricity company than we need to simply because we are not declaring what lamps we are using. Other Local Authorities have found that information gathered from an accurate audit of stock submitted to the energy supplier along with accurate information on kilo watt hours of energy usage can generate further savings of around 5%.
26. More detail regarding the funding of lighting programmes at the Authority can be found at Annex C of this report.

Recommendations:

4. **Street Lighting Officers should complete the audit and data base detailing street lighting stock in line with best practice and the 'whole life' details outlined at paragraph 20 as a matter of urgency prior to renegotiating the electricity contract this year.**
5. **Upon completion of Audit, Street Lighting Officers should prepare a Street Lighting Strategy for submission to the Executive**

Alternative Models

27. During the course of the Scrutiny Board Members also considered alternative street lighting models. Hull and Kirklees Metropolitan Borough Council (KMBC) now use a limited number of 'stand alone' solar electricity lamp installations. Those illustrated are part of a group of four Solar Street lights being trialled in KMBC's Newsome Ward.



28. The installations in Newsome Ward have been well received by the neighbourhood as part of a broader PV and solar initiative. The installations have the benefit of light generation even during power cuts and the offsetting of installation costs against their useful life span. The lamps have suffered no vandalism which is often a matter of concern to authorities considering them. The lamps are a good means of providing illumination in non-grid netted areas.
29. The following disadvantages were also noted in considering this technology. The luminosity of the lamps is presently poorer than that of grid netted sodium or metal halide lighting. They have considerably lower outputs and the power supplies

cannot be guaranteed as they rely on a bank of lead acid batteries; the batteries themselves posing issues in respect of environmentally sound waste disposal. Such stand-alone units cannot be used as a system of replacement lighting as they cannot currently provide sufficient outputs to light to current standards. It should be noted however that industry is rapidly improving the quality of all forms of PV powering. Whilst installation costs will be paid back during the systems life initial investment is high.

30. The Board also considered studies from Energie Cités⁷ regarding strategies for large scale retroacted sustainability into street lighting schemes. The most effective European models use the auditing and reduction approaches detailed in this report combined with sourcing using community or district renewable sourcing networks. Community sourcing networks generally use locally situated wind turbines and/or photovoltaic arrays to provide power within a local grid area, this provides an advantage over stand alone PV installation as the lamp units may still be high luminosity sodium or metal halide.
31. Targets to generate quality Combined Heat and Power (CHP) by 2010 and expand or increase Community microgenerated grids – all sources - may pave the way for improved sustainable sourcing on street lighting in the UK. This will however be dependant on authorities taking a positive stance, using Planning Policy Statement 22 on Renewables etc, requiring developers (particularly of medium to large scale sites) to show consideration for the broader community infrastructural requirements of their proposals in the brief. This may be an issue that authorities wish to consider as part of their Special Planning Guidance framework and explore further with Sustainability officers and planners.
32. 'The current draft of the Supplementary Planning Guidance Sustainable Design and Construction is based and dependent on the content of policy GP4 in the Draft Local Plan (4th set of changes) and as such action relating to this subject can be suggested but not enforced. It is therefore more suitable to address this issue through the emerging Local Development Framework.' This amendment is to state the limitations of the current policy and the draft SPG, neither of which mentions street lighting.

Recommendations:

6. Street Lighting Officers should maintain their established contact with pilot authorities trialling Photovoltaic (PV) lighting and other sustainable technologies and endeavour to keep track of the best versions of this technology available.
--

7. Street Lighting Officers should recommend the use of PV powered 'stand alone' systems and other sustainable technologies as the

⁷ the association of European local authorities for promotion of local sustainable energy policies. See <http://www.energie-cites.org/>

technologies improve and community netted systems installations for areas of the authority without grid netting requiring lighting. Officers should in this instance consider whole life costs of installation, including offsetting the installation costs against savings made from electricity billing during the systems life. That the position of using PV and any other advances to sustainable technologies should be included in the annual 'Highways Report'.

- 8. That Sub Committee considering the final report of the final report of the former Planning and Transport Scrutiny Board regarding sustainable development be requested to include a recommendation to developers -in the form of an amendment to the Supplementary Planning Guidance (SPG) – that all new or significantly refurbished developments should give consideration to incorporating sustainable street lighting. Officers to research and investigate the inclusion of a more detailed policy to address this issue as part of the development of the Local Development Framework.'**

Championing, Managing and Monitoring Continuous Improvement

33. During evidence gathering for the 'Street Lighting' topic Members requested that the street lighting section of the Yorkshire and Humber Assembly Elected Member Energy Champions Questionnaire be completed; see Annex.D Scrutiny at the City of York Council was instrumental in supporting the Assembly's production of the questionnaire and fully supports the initiative which aims to engender a better understanding and application of best practice region wide.
34. The City of York Council appointed Cllr. Christian Vassie as its Elected Member Energy Champion at Full Council on 25th May 2006. As a result of this Scrutiny the Board hope that the initial responses to the Street Lighting questionnaire will see significant improvement over the next year. In addition to recording possible financial savings through Gershon and CO₂ savings within EMAS it is proposed that updated versions of the full questionnaire be presented to the City of York Council Executive and Regional Assembly Energy on a six monthly basis to support monitoring of improvements.

Recommendations:

- 9. That the City of York Council's Elected Member Energy Champion, Street Lighting Officer and Grants and Partnership Accountant create a bid to 'Intelligent Energy Europe' with the aim of securing funding to install an intelligent lighting network.**
- 10. That as a matter of urgency the Elected Member Energy Champion present a first version of the Regional Assemblies questionnaire to the next Executive in September and thereafter the Regional Assembly, as a record of the authorities position across all sectors to date.**
- 11. That the Elected Member Energy Champion present six monthly updates of the Regional Assemblies questionnaire to the Executive and thereafter the Regional Assembly, as a record of the authorities progress on energy across all sectors.**

Scrutiny management Committee

35. The Board's report was welcomed by the Chair and Members of the authority's Scrutiny Management Committee who wished to add the following final recommendation in line with the objectives of the scrutiny.

Recommendations:

- 12. That the Executive Member instruct the Street Lighting (and/or Other relevant) Officer(s) to ensure that aesthetic building illumination (spots on the Guildhall and other key architectural buildings within CYC's property portfolio) use light sensors to come on only when required and do not remain on through the entire night (i.e. are switched off at 01:00Hrs) with a view to reducing electricity usage and emissions.**

Final Comments from the Board

36. The Environment and Sustainability Scrutiny Board would like to acknowledge the assistance of a number of people for their technical support and advice to the Board throughout various points of the Scrutiny. The Board extends its thanks to each of those listed below.

Kristina Peat	Sustainability Officer, CYC
Ricky Watson	Street Lighting Engineer, CYC
Paul Thackray	Head of Highway & Street Operations
Julian Horsler	Equalities Officer, CYC
Andrew Cooper	Yorkshire and Humber Assembly Policy Manager Energy

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The Environment and Sustainability Scrutiny Board/ Sustainable Street Lighting Scrutiny Sub-Committee

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FINAL REPORT

For further information please contact the supporting scrutiny officer in the first instance

Members of the The Environment and Sustainability Scrutiny Board/ Sustainable Street Lighting Scrutiny Sub-Committee 2005-May 2006

Chair	Cllr. Martin Lancelott
Vice Chair	Cllr. Brian Watson
	Cllr. Andrew D'Agorne
	Cllr. Richard Moore
	Cllr. Ruth Potter
	Cllr. Christian Vassie
	Cllr. Mark Waudby
Other Members involved in progressing the topic 2004	Cllr. David Horton

Background Papers & Publications

Title and Author(s)	Publisher and Date
CPA 2005 Key Lines of Enquiry for Corporate Assessment (KLOE).	Audit Commission Sept 2005
Environment and Sustainability Scrutiny Board - Energy Use In Council Buildings	CYC Executive 2nd Feb 2005
Environment and Sustainability Scrutiny Board - Generating the Future	January 2006
Draft Environmental Policy And Update On Preliminary Review For The Environmental Management System (Ems).	CYC Environment & Sustainability EMAP 20th April 2004
Feedback on the Consultation Exercise for the Best Value Performance Indicators for 2005/2006	ODPM May 2005
Review of Sustainable Energy - Beacons sustainable energy theme	June 2005
Local Quality of Life Indicators – Supporting Local Communities to Become Sustainable	I&DeA Learning Pages ODPM, LGA, DEFRA, AC August 2005
Planning for Renewable Energy A Companion Guide to PPS22	ODPM 2004
Planning Policy Statement 22: Renewable Energy	ODPM 2004
Releasing resources to the front line Independent Review of Public Sector Efficiency Sir Peter Gershon, CBE	Crown Copyright July 2004
DIRECTIVE 2002/96/EC OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL of 27 January 2003 on waste electrical and electronic equipment (WEEE)	Official Journal of the European Union 13 th February 2003

GLOSSARY

<p>CPA</p>	<p>The Audit Commissions 'CPA 2005 Key Lines of Enquiry for Corporate Assessment'⁸ and 'Technical Guide to the Service Assessment Framework (CPA 2005)' were published September 2005.</p> <p>Audit's stated aim in respect of Sustainability, Environmental Management and Energy presents a more robust CPA framework; <i>.."to cover a more substantial area of the council's environmental service function andtake a broader view of the council's environmental performance"</i></p> <p>Under the Key Lines of Enquiry for assessing Local Authority performance against 5 themes, Local Authorities are obliged to provide evidence of the delivery against sub-themes or priorities agreed by the ODPM's Central and Local Government Partnership.</p> <p>Theme 5.1 Sustainable Communities and Transport has particular bearing upon the work related to sustainable energy and energy efficiency. Criteria for judgement at Level's 2 and 3 of 5.1.3 relating to an authorities internal policy and monitoring framework and the Planning Authority role. Sub Theme 5.1.3 and associated criteria for judgement is copied below.</p> <p>5.1.3 What has the council, with its partners, achieved in its ambitions for the local environment</p> <p>Evidence that</p> <ul style="list-style-type: none"> • the council, working in partnership with others, has established and is delivering on its clean and green liveability agenda • the council, working in partnership with others, has contributed to ensuring environmentally sustainable communities and lifestyles <p>Criteria for Judgement:</p> <p>Level 2:</p> <ul style="list-style-type: none"> • The council is addressing the quality of design in buildings and public spaces and is addressing these matters in its local development plans. There has been some increase in the proportion of new developments (for example, public buildings, housing, fixed infrastructure) which mitigate the effects of, or adapt to the impact of, climate change during planning, design and construction. • The council is setting a positive example to others through its environmental management practices <p>Level 3:</p> <ul style="list-style-type: none"> • The council has reduced its own resource consumption significantly and is able to quantify the cost of these and the environmental impact these policies have had. • The council is effectively addressing significant local and global environmental issues and actively communicating environmental
-------------------	---

⁸ September 2005 and October 2005

	<p>issues to the wider community</p> <ul style="list-style-type: none"> • Buildings and open spaces are designed to a high quality and this is addressed in the local development plans. There has been a sizeable increase in the proportion of new developments (for example, public buildings, housing, fixed infrastructure) which mitigate the effects of, or adapt to the impact of, climate change during planning, design and construction.
<p>Gershon Efficiencies:</p>	<p>37. In June 2004 Sir Peter Gershon's "<i>Independent Review of Public Sector Efficiencies</i>" identified opportunities for savings and improved time and resource management within the sector's back office, procurement, transaction service and policy-making function. A series of cross-cutting recommendations embedding efficiency across the public sector were created to release £6.45 billion nationally from efficiencies over the next 3 years.</p> <p>38. Local Authorities are required to identify potential efficiencies annually they have been allowed to include efficiencies from 2004/05 within the 2005/06 target in recognition of the newness of the efficiencies concept to local government. Local authorities must produce an Annual Efficiency Statement (AES) for each financial year⁹.</p> <p>39. At least half of the efficiency gains must be <i>cashable or recyclable</i> i.e. direct financial saving or benefits creating funds for re-investment into services or activities increasing service output. <i>Non-cashable</i> gains may not necessarily lead to lower costs but will lead to improved performance for the resources used. All identified efficiencies must be on-going for the 3-year period; one-off gains are not allowable.</p> <p>40. In respect of efficiencies relating to energy sourcing and management, the report is clear that identified efficiency gains "<i>...should not only improve efficiency but support local authorities to meet challenging new environmental targets.</i>"</p> <p>41. In order to achieve these co-objectives the report also indicates that "<i>..effective strategy, evidence based policy and focused inspection and regulation are critical to driving up performance in public services</i>"</p> <p>42. The Environment and Sustainability Scrutiny Board's second sustainable energy report to the Executive – Generating the Future – recommended that "<i>the City of York Council appoint an Elected Member as the Authority's representative for the Regional Cabinet Energy Champions</i></p>

⁹ City of York Council needs to identify £1.5 million of efficiencies a year for 2006/07 and 2007/08 to meet its target, as long as the £4.7 million is achieved in 2005/06.

	<p><i>project and that this appointment and their activities be recorded and reported at meetings of the Council'.</i></p>
<p>Photo Voltaic PV</p>	<p>'Photovoltaic' is a word conflation of the Greek <i>photo</i> meaning light and <i>voltaic</i> associated with energy production.</p> <p>Photovoltaic (PV) systems or PV cells are constructed using thin layers of semi-conducting material, most commonly silicon, which on exposure to light (principally sun light), generate electrical charges. The charges are conducted away by metal contacts as direct current (DC) to an inverter or DC/AC Converter providing Alternating Current for domestic circuit use. Alternatively DC can be used of a specific DC lighting circuit, but this technique is primarily used in properties that are not grid connected.</p> <p>To give the desired electrical output multiple cells must be connected together, as single cell output is small, the cells are encapsulated (typically in glass) to form a module or 'panel'. Electricity produced can either be used immediately or stored for later.</p> <p>The adaptability of PV lends itself to larger scale output where multiple PV modules or panels are connected together to form an array. When production exceeds demand arrays can be grid connected to the electricity network selling power back to an electricity supply company. Grid connection acts as an energy storage system, eliminating the need to include battery storage into the PV system.</p>
<p>WEEE Directive</p>	<p>The Directive aims to:</p> <ul style="list-style-type: none"> • reduce the waste arising from electrical and electronic equipment; and • improve the environmental performance of all those involved in the life cycle of electrical and electronic products. <p>The Directive was due to become law in the UK in August but the DTI have now negotiated an integration date for October 2006. The Directive affects Waste electronic and electrical equipment used by both domestic consumers and for professionals. Under National Government proposals for managing WEEE</p> <ul style="list-style-type: none"> • Private householders will be able to return their WEEE to collection facilities free of charge; • Producers (manufacturers, sellers, distributors) will be responsible for taking back and recycling electrical and electronic equipment. • Producers will be required to achieve a series of demanding recycling and recovery targets for different categories of

	<p>appliance</p> <p>Best future practice for Management of such goods should ensure they are either recycled component by component, ensuring any toxic or hazardous elements are 'made safe' - such as heavy metals. Or alternatively they should be reconditioned and given a new lease of life.</p>
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ANNEX A

SCRUTINY TOPIC REGISTRATION FORM

<p>SUGGESTED TITLE OF TOPIC</p> <p>Street Lighting – a management/procurement strategy to reduce CO2 emissions and waste</p>	
<p>ABOUT YOU Please fill in as many of the details as you are able to.</p>	
<p>Title (delete as applicable): Mr</p> <p>Other please state Cllr</p>	
<p>First Name: Christian</p>	<p>Surname: Vassie</p>
<p>Address: 10 Blake Court, Wheldrake, York YO19 6BT</p>	<p>Daytime Phone: 01904 449 206</p> <p>Evening Phone:</p> <p>Email: cllr.cvassie@york.gov.uk</p>
<p>Are You (delete as applicable)</p> <ul style="list-style-type: none"> • A Resident of York • A Visitor • A City of York Councillor • A City of York Council Employee • A Representative of a Voluntary Organisation or Charitable Trust (if YES please tell us the organisations title and your relationship to the organisation below) • Other (please comment) 	<p>YES</p> <p>NO</p> <p>YES</p> <p>NO</p>

ABOUT YOUR PROPOSED TOPIC

Please write your responses to as many of the questions below as you are able to.

WHY DO YOU THINK THIS TOPIC IS IMPORTANT? As part of demonstrating our commitment to addressing the issue of Climate Change, and reducing CO2 emissions, it is vital that we properly audit our street lighting.

To ensure our street lighting is making a minimum impact on the environment we have to be sure we are using long lasting and energy efficient bulbs, whilst obviously insisting that they provide the level of lighting we need and that the costs are not prohibitive.

We need a coherent procurement strategy to ensure we are purchasing the most energy efficient bulbs and we need to a maintenance strategy that is both cost effective and creates the minimum amount of waste.

As the electricity bill the city pays for street lighting is based on assessments we provide, rather than on metering, we must know what we are using where, and know that our bulb procurement policy is geared to reducing bills by promoting energy efficiency.

As part of this topic we must also our procurement policy is not creating light pollution.

DO YOU KNOW IF THIS TOPIC IS IMPORTANT TO OTHER PEOPLE? IF SO, WHO AND WHY?

An effective street lighting management/procurement policy will reduce CO2 emissions and reduce the city's energy bills. Both of these will benefit the public.

WHAT DO YOU THINK SCRUTINY OF THIS TOPIC MIGHT CHANGE, DO OR ACHIEVE?

Provide a report enabling the necessary changes to be made to procurement and management policy.

DO YOU HAVE IDEAS ABOUT THE APPROACH SCRUTINY MEMBERS MIGHT TAKE TO YOUR SUGGESTED TOPIC?

Speak with Street lighting manager to learn about current practice.

Speak with one or more of the engineers who actually does maintains the street light. I understand bulbs are currently being changed when the lighting units are cleaned. If true, this is very wasteful. Negotiation and discussion would, I hope, help to create a better strategy.

Get input from the European lighting confederation and/or others to get latest news on the most energy efficient lighting available.

Produce a procurement / management strategy to put before the executive.

WOULD YOU BE HAPPY TO TALK TO SCRUTINY MEMBERS ABOUT YOUR PROPOSED TOPIC AT FORMAL MEETINGS?

PLEASE ENCLOSE ANY SUPPORTING DOCUMENTS OR OTHER INFORMATION YOU FEEL MIGHT BE USEFUL BACKGROUND TO THE SUBMISSION OF THIS TOPIC FOR CONSIDERATION.

OUR COMMITMENT TO YOU

Thank you for proposing a new scrutiny topic. As Members of the Scrutiny Management Committee and Scrutiny Boards we promise the following things;

- To advise you of any meetings where a decision will be taken as to whether to progress your topic and invite you to attend
- If Members would like you to speak in support of your topic at such meetings you will be notified and supported through the process by a Scrutiny Officer
- If you do not wish to speak you do not have to; your choice will not influence fair consideration of your topic.

Please return this form to the address below or send it by email. If you want any more information about Scrutiny or submitting a new topic for consideration then please contact the Scrutiny Team.

By Writing to:

The Scrutiny Services Team
C/o The Guildhall
York
YO1 9QN

Or Email: Scrutiny.services@york.gov.uk

Or Phone: 01904 552038

For Scrutiny Administration Only

Topic Identity Number

Date Received

SC1- date sent



The Institution of Lighting Engineers

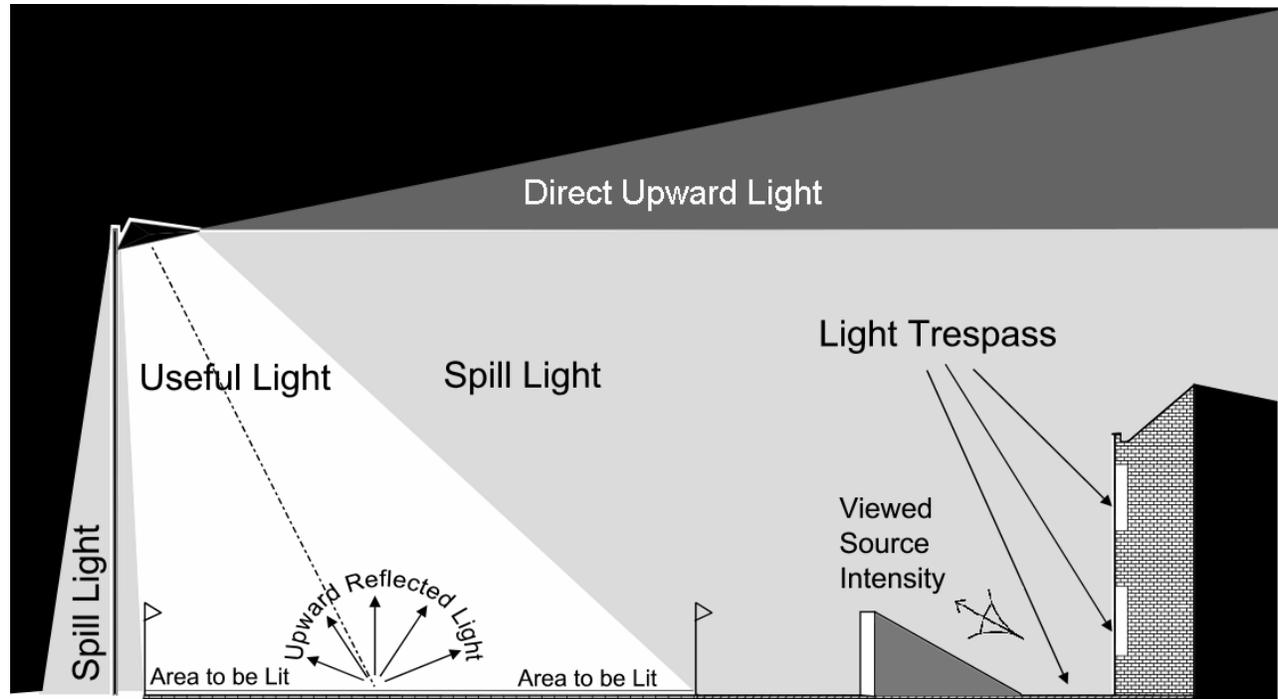
E-mail ile@ile.org.uk Website www.ile.org.uk

GUIDANCE NOTES FOR THE REDUCTION OF OBTRUSIVE LIGHT

ALL LIVING THINGS adjust their behaviour according to natural light. Man's invention of artificial light has done much to enhance our night-time environment but, if not properly controlled, **obtrusive light** (commonly referred to as light pollution) can present serious physiological and ecological problems.

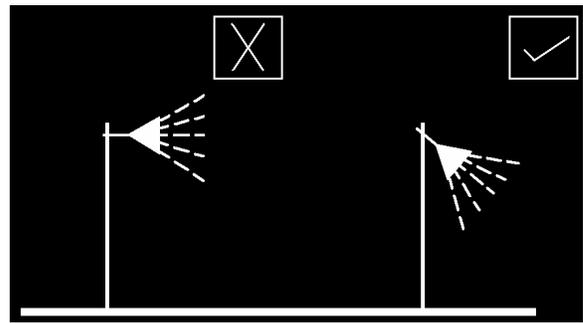
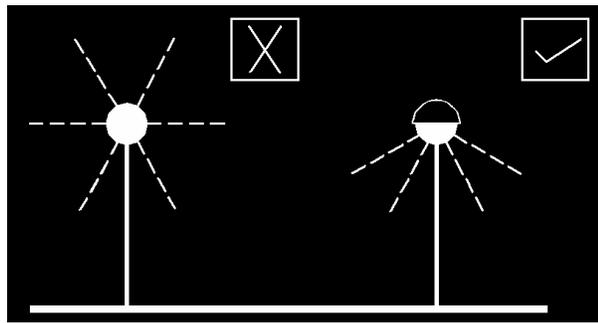
Obtrusive Light, whether it keeps you awake through a bedroom window or impedes your view of the night sky, is a form of pollution and can be substantially reduced without detriment to the lighting task.

Sky glow, the brightening of the night sky above our towns, cities and countryside, **Glare** the uncomfortable brightness of a light source when viewed against a dark background, and **Light Trespass**, the spilling of light beyond the boundary of the property or area being lit, are all forms of obtrusive light which may cause nuisance to others, waste money and electricity and result in the unnecessary emissions of greenhouse gases. Think before you light. Is it necessary? What effect will it have on others? Will it cause a nuisance? How can I minimise the problem?



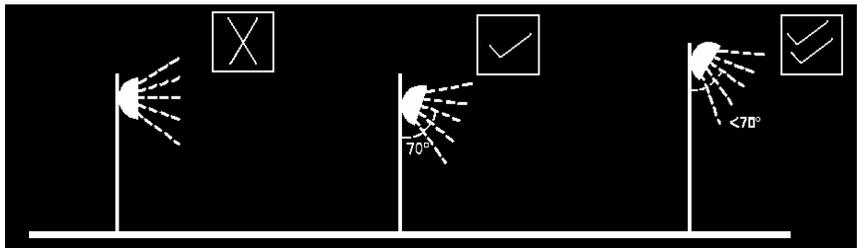
Do not "over" light. This is a major cause of obtrusive light and is a waste of energy. There are published standards for most lighting tasks, adherence to which will help minimise upward reflected light. Organisations from which full details of these standards can be obtained are given on the last page of this leaflet.

Dim or switch off lights when the task is finished. Generally a lower level of lighting will suffice to enhance the night time scene than that required for safety and security.



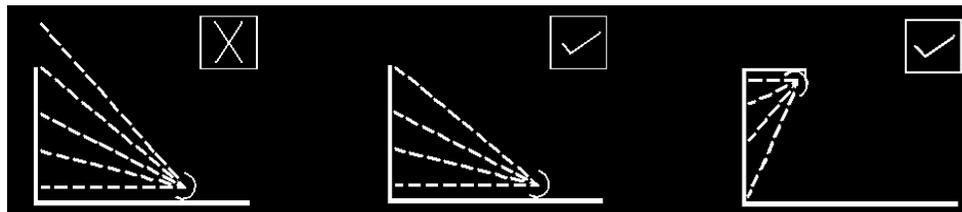
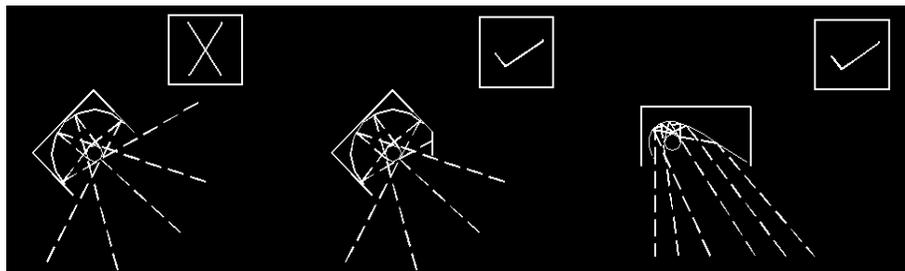
Use specifically designed lighting equipment that minimises the upward spread of light near to and above the horizontal. Care should be taken when selecting luminaires to ensure that appropriate units are chosen and that their location will reduce spill light and glare to a minimum. Remember that lamp light output in LUMENS is not the same as lamp wattage and that it is the former that is important in combating the problems of obtrusive light

Keep glare to a minimum by ensuring that the main beam angle of all lights directed towards any potential observer is not more than 70°. Higher mounting heights allow lower main beam angles, which can assist in reducing glare. In areas with low ambient lighting levels, glare can be very obtrusive and extra care should be taken when positioning and aiming lighting equipment. With regard to domestic security lighting the ILE produces an information leaflet GN02 that is freely available from its web site.



The UK Government will be providing an annex to PPS23 Planning and Pollution Control, specifically on obtrusive light. However many Local Planning Authorities (LPA's) have already produced, or are producing, policies that within the new planning system will become part of the local development framework. For new developments there is an opportunity for LPA's to impose planning conditions related to external lighting, including curfew hours.

For sports lighting installations (see also design standards listed on Page 4) the use of luminaires with double-asymmetric beams designed so that the front glazing is kept at or near parallel to the surface being lit should, if correctly aimed, ensure minimum obtrusive light. In most cases it will also be beneficial to use as high a mounting height as possible, giving due regard to the daytime appearance of the installation. The requirements to control glare for the safety of road users are given in Table 2.



When lighting vertical structures such as advertising signs direct light downwards, wherever possible. If there is no alternative to up-lighting, as with much decorative

lighting of buildings, then the use of shields, baffles and louvres will help reduce spill light around and over the structure to a minimum.

For road and amenity lighting installations, (see also design standards listed on Page 4) light near to and above the horizontal should normally be minimised to reduce glare and sky glow (Note ULRs in Table 1). In sensitive rural areas the use of full horizontal cut off luminaires installed at 0° uplift will, in addition to reducing sky glow, also help to minimise visual intrusion within the open landscape. However in many urban locations, luminaires fitted with a more decorative bowl and good optical control of light should be acceptable and may be more appropriate.

ENVIRONMENTAL ZONES:

It is recommended that Local Planning Authorities specify the following environmental zones for exterior lighting control within their Development Plans.

Category	Examples	
E1:	Intrinsically dark landscapes	National Parks, Areas of Outstanding Natural Beauty, etc
E2:	Low district brightness areas	Rural, small village, or relatively dark urban locations
E3:	Medium district brightness areas	Small town centres or urban locations
E4:	High district brightness areas	Town/city centres with high levels of night-time activity

Where an area to be lit lies on the boundary of two zones the obtrusive light limitation values used should be those applicable to the most rigorous zone.

DESIGN GUIDANCE

The following limitations may be supplemented or replaced by a LPA's own planning guidance for exterior lighting installations. As lighting design is not as simple as it may seem, you are advised to consult and/or work with a professional lighting designer before installing any exterior lighting.

Environmental Zone	Sky Glow ULR [Max %] ⁽¹⁾	Light Trespass (into Windows) Ev [Lux] ⁽²⁾		Source Intensity I [kcd] ⁽³⁾		Building Luminance Pre-curfew ⁽⁴⁾ L [cd/m ²]
		Pre- curfew	Post- curfew	Pre- curfew	Post- curfew	
E1	0	2	1*	2.5	0	0
E2	2.5	5	1	7.5	0.5	5
E3	5.0	10	2	10	1.0	10
E4	15.0	25	5	25	2.5	25

ULR = Upward Light Ratio of the Installation is the maximum permitted percentage of luminaire flux for the total installation that goes directly into the sky.

Ev = Vertical Illuminance in Lux and is measured flat on the glazing at the centre of the window

I = Light Intensity in Cd

L = Luminance in Cd/m²

Curfew = The time after which stricter requirements (for the control of obtrusive light) will apply; often a condition of use of lighting applied by the local planning authority. If not otherwise stated – 23.00hrs is suggested.

* = From Public road lighting installations only

- (1) **Upward Light Ratio** – Some lighting schemes will require the deliberate and careful use of upward light – e.g. ground recessed luminaires, ground mounted floodlights, festive lighting – to which these limits cannot apply. However, care should always be taken to minimise any upward waste light by the proper application of suitably directional luminaires and light controlling attachments.
- (2) **Light Trespass (into Windows)** – These values are suggested maxima and need to take account of existing light trespass at the point of measurement. In the case of road lighting on public highways where building facades are adjacent to the lit highway, these levels may not be obtainable. In such cases where a specific complaint has been received, the Highway Authority should endeavour to reduce the light trespass into the window down to the after curfew value by fitting a shield, replacing the luminaire, or by varying the lighting level.
- (3) **Source Intensity** – This applies to each source in the potentially obtrusive direction, outside of the area being lit. The figures given are for general guidance only and for some sports lighting applications with limited mounting heights, may be difficult to achieve.
- (4) **Building Luminance** – This should be limited to avoid over lighting, and related to the general district brightness. In this reference building luminance is applicable to buildings directly illuminated as a night-time feature as against the illumination of a building caused by spill light from adjacent luminaires or luminaires fixed to the building but used to light an adjacent area.

Light Technical Parameter TI	Road Classification ⁽⁵⁾			
	No road lighting	ME5	ME4/ ME3	ME2 / ME1
	15% based on adaptation luminance of 0.1 cd/m ²	15% based on adaptation luminance of 1 cd/m ²	15% based on adaptation luminance of 2 cd/m ²	15% based on adaptation luminance of 5 cd/m ²

TI = Threshold Increment is a measure of the loss of visibility caused by the disability glare from the obtrusive light installation

- (5) Road Classifications as given in BS EN 13201 - 2: 2003 Road lighting Performance requirements
Limits apply where users of transport systems are subject to a reduction in the ability to see essential information. Values given are for relevant positions and for viewing directions in path of travel. See CIE Publication 150:2003, Section 5.4 for methods of determination. For a more detailed description and methods for calculating and measuring the above parameters see CIE Publication 150:2003.

RELEVANT PUBLICATIONS AND STANDARDS:

British Standards: www.bsi.org.uk	BS 5489-1: 2003 Code of practice for the design of road lighting – Part 1: Lighting of roads and public amenity areas BS EN 13201-2:2003 Road lighting – Part 2: Performance requirements BS EN 13201-3:2003 Road lighting – Part 3: Calculation of performance BS EN 13201-4:2003 Road lighting – Part 4: Methods of measuring lighting performance. BS EN 12193: 2003 Light and lighting – Sports lighting
Countryside Commission/DOE www.odpm.gov.uk	Lighting in the Countryside: Towards good practice (1997) (<i>Out of Print</i>)
CIBSE/SLL Publications: www.cibse.org	CoL Code for Lighting (2002) LG1 The Industrial Environment (1989) LG4 Sports (1990+Addendum 2000) LG6 The Exterior Environment (1992) FF7 Environmental Considerations for Exterior Lighting (2003)
CIE Publications: www.cie.co.at	01 Guide lines for minimizing Urban Sky Glow near Astronomical Observatories (1980) 83 Guide for the lighting of sports events for colour television and film systems (1989) 92 Guide for floodlighting (1992) 115 Recommendations for the lighting of roads for motor and pedestrian traffic (1995) 126 Guidelines for minimizing Sky glow (1997) 129 Guide for lighting exterior work areas (1998) 136 Guide to the lighting of urban areas (2000) 150 Guide on the limitations of the effect of obtrusive light from outdoor lighting installations (2003) 154 The Maintenance of outdoor lighting systems (2003)
Department of Transport www.defra.gov.uk	Road Lighting and the Environment (1993) (<i>Out of Print</i>)
ILE Publications: www.ile.org	TR 5 Brightness of Illuminated Advertisements (2001) TR24 A Practical Guide to the Development of a Public Lighting Policy for Local Authorities (1999) GN02 Domestic Security Lighting, Friend or Foe
ILE/CIBSE Joint Publications ILE/CSS Joint Publications	Lighting the Environment – A guide to good urban lighting (1995) Seasonal Decorations – Code of Practice (2005)
Campaign for Dark Skies (CfDS) www.dark-skies.org	

NB: These notes are intended as guidance only and the application of the values given in Tables 1 & 2 should be given due consideration along with all other factors in the lighting design. Lighting is a complex subject with both objective and subjective criteria to be considered. The notes are therefore no substitute for professionally assessed and designed lighting, where the various and maybe conflicting visual requirements need to be balanced.

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Annex C The Funding Of Lighting Programmes

CYC revenue (street lighting repairs, maintenance and energy)

The budget, for repairs and maintenance, is £308K and it is set by Members at the level that reflects the needs of the service and the financial pressures that exist at the time.

The budget for energy is £467K and reflects what the council expects to have to pay. Energy charges will be subject to considerable market forces until a suitable fixed term arrangement can be negotiated

LTP maintenance expenditure (street lighting renewals)

DfT do not specifically provide a separate allocation for street lighting and instead it is included within a block allocation for highway maintenance. Across the country 92% of the funding block was distributed formulaically, with the 8% allocated in response to bids, for exceptional maintenance schemes for example. The formulaic approach means that many factors are taken into consideration such as carriageway and footway conditions and lengths, but there is no specific measure of street lighting. CYC's allocation for highway maintenance is £1.386 million and this includes an element for street lighting. Over recent years CYC has provided a sum of £80K for the replacement of structurally unsound street lights. The Council has the discretion to alter the split between the structural requirements of its surfaces and its street lights. DfT is very clear that it expects the full allocation to be spent for the purposes for which the money is intended, whilst at the same time providing councils with the discretion to make decisions locally about expenditure needs. There are no firm intentions to ring-fence any of this funding at the present time, although DfT are now asking for street lighting inventory information for the first time.

CYC Capital (completely new installations)

CYC capital is provided to the Ward Committees to enable them to carry out a range of projects including the provision of new street lights. The amount that Wards wish to spend on street lighting varies from year to year but typically this can be in the region of £60K. No CYC capital is directly available to the Street Lighting budgets within City Strategy.

Where new roads are being built then the developer will fund the cost of street lighting. If the road is being promoted by CYC then the funding for

the roadworks, including the street lighting, may come from a variety of sources such as developer contributions and capital receipts.

ANNEX D

Street Lighting (Cabinet Energy Champions Questionnaire)	
1.	<p>How many streetlights are there in the district?</p> <p>17568 street lights and approximately 2500 other lit units Contact Officer telephone/email: Ricky Watson Engineer (Projects) - Street Lighting</p>
2.	<p>What other outside (i.e. not within or directly attached to buildings property) lighting forms (possibly installations at roundabouts, flood lighting at leisure amenities, bus shelters etc) are the responsibilities of the Local Authority? Please list types and number</p> <p>Some Floodlights, Gas Lights, Bollards, Signs, Bus Shelters, signals Contact Officer telephone/email Ricky Watson Engineer (Projects) - Street Lighting</p>
3.	<p>What is the electricity consumption for street lighting over the last 3 years so we can assess trends?</p> <p>We have no accurate figure over the last three years as invoices were paid based on unmetered agreed rates, and these figures were incorrect. Contact Officer telephone/email Ricky Watson Engineer (Projects) - Street Lighting</p>
4.	<p>What percentage of electricity for streetlights is purchased from a green tariff?</p> <p>I do not know, as all energy is purchased through N-Power. Nb see opening paragraphs of the report Contact Officer telephone/email Ricky Watson Engineer (Projects) - Street Lighting</p>
5.	<p>Have you any policies to address the growth in streetlight numbers due to development?</p> <p>None other than the have to conform to current standards, and all schemes must be approved by myself (both design wise and materials wise). Contact Officer telephone/email Ricky Watson Engineer (Projects) - Street Lighting</p>

**Street Lighting
(Cabinet Energy Champions Questionnaire)**

6. Does the Council have a rolling programme or policy for replacing lighting fixtures and if so what is this?

We have a basic capital fund for the replacement of structurally unsound equipment; all other improvements are paid for via the Wards. Ricky Watson Engineer (Projects) - Street Lighting

This has the potential to affect all wards. All ward committees from time to time will consider the installation of new street lighting schemes through the ward committee budget process. It should be noted that the reason that ward committees fund these schemes is due to the lack of funding with DEDS for this. The work is commissioned and implemented by Ray Chaplin's consultancy team utilised external contractors. I am not sure that members of the public consider the issues within the proposed topic when they suggest street lighting schemes. They mainly do this from a community safety perspective. The NPU play no role in the procurement process or the specification of the standard of the street lights. There is potential conflict between the potential reasons why the public suggest the schemes and the desire to control light pollution, although there is technology available to control this.

Contact Officer telephone/email Zoe Burns Head of Neighbourhood Pride Unit

7. Does the Council have a rolling programme or policy for replacing or checking lighting fittings – i.e. bulbs etc - and if so what is this?

All lamps are replaced every three years, in order to maintain the maximum luminous efficacy.

Contact Officer telephone/email Ricky Watson Engineer (Projects) - Street Lighting

8. Has the authority specified that bulbs used in its street lighting are environmentally friendly and of low energy consuming types, if not what are the present types used?

All items will fall under the WEEE Directive. There is no such thing as a low energy gas discharge lamp, as they are the most efficient current form of lighting.

Contact Officer telephone/email Ricky Watson Engineer (Projects) - Street Lighting

Street Lighting
(Cabinet Energy Champions Questionnaire)

9. **Has the authority installed any solar powered or alternately renewably sourced street lighting?**

No as they don't work and can't guarantee that a safe level of lighting will be maintained. We had used them before and had to remove them because of this (our main obligation is to ensure that the lighting we have is lit). Previously we installed solar lights above the bus stops, within a very short time it was evident that the solar panels were not providing sufficient power for the batteries to be re-charged. A similar problem is occurring at the moment with Vehicle activated speed signs (which are low voltage!) we have already had to remove the batteries twice and recharge them in our contractors depot. I think that the main issue is there is insufficient sunlight in York to ensure enough energy for this equipment to function as it should. I think it is important to note that we must be able to guarantee a constant supply of energy to any equipment we use. Ricky Watson Engineer (Projects) - Street Lighting

The following related issues for consideration were provided by the City of York Council's Equality Officer. the quality of street lighting remains an important issue for people who feel vulnerable in the dark (particularly women, disabled people and elderly people). Hence any recommendations should ensure that if there is any reduction in quality or reliability of lighting that the impact on these communities / groups is assessed before any change is made.

Contact Officer telephone/email Julian Horsler Equalities Officer

10. **To your knowledge how many streets in York, which are 'off net' might benefit from the introduction of stand-alone or cluster netted solar powered or alternately renewably sourced street lighting?**

None, not a realistic proposal.

Contact Officer telephone/email Ricky Watson Engineer (Projects) - Street Lighting

11. **Are you aware of any innovative best practice measures taken by other Local Authorities within the UK to reduce energy used in street lighting or to source street lighting more sustainably? If so please provide details**

Yes, we are specifying more efficient electronic control gear and more accurate photo voltaic cells to reduce the overall circuit wattage.

Contact Officer telephone/email Ricky Watson Engineer (Projects) - Street Lighting

12. **If any or all of the arrangements for street lighting are made through a contractor, what measures are taken to ensure that low energy bulb specifications and other environmental best practice measures are enforced through the terms of the contract.**

We specify "quality equipment" which ensures that they operate more efficiently.

Contact Officer telephone/email Ricky Watson Engineer (Projects) - Street Lighting

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Executive**25 July 2006**

Report of the Corporate Landlord

The Former Lendal Bridge Sub-Station, Wellington Row**Summary**

1. This report asks Members to consider the future use of a former sub-station at Wellington Row, adjoining Lendal Bridge.

Background

2. This Grade II listed building, shown verged black on the plan at Annex 1, was constructed as a sub-station circa 1920 by the then York Corporation. It has been operated by various electricity boards until being recently decommissioned by Northern Electric Distribution Limited and has now reverted back to the council. The building has a gross internal area of 105 square metres (1139 sq ft).
3. The external condition of the building is reasonably good however, the building contains no services and is a 'shell' with concrete plinths and ducts remaining from the NEDL occupation. There are three steps up on entry, and a split floor level. The building forms part of the city's flood defences; work has been carried out by the Environment Agency to strengthen the concrete floor and the windows on the riverside elevation are sealed. This basic structure must be maintained. The Environment Agency have notified us that they will require access during larger floods, and to undertake 6 monthly inspections, and to implement any necessary maintenance work. Future works may be required to upgrade the existing flood defences.
4. It is a substantial stone building and it will require significant investment to adapt the building to a beneficial use. Refurbishment of the property will also create a number of planning challenges on which English Heritage will have a major input.
5. Consideration has been given to conversion of the premises for a new Visitor Information Centre however, it is not considered to be suitable for a number of reasons including that it was too small and footfall is greater on the other side of the river.

Consultation

6. Ward Members have been consulted. Ward Members asked if a community use or a Cycle Park Centre had been considered. No need has been identified for a community centre.
7. The council's Transport Planning Unit (TPU) have for some time had an aspiration to open a secure cycle park on the periphery of the city centre where cyclists would pay a nominal daily fee to have their cycle stored under cover in a staffed facility. This type of facility would offer a more secure and weather-proof alternative option to locking a cycle to a tubular steel inverted u shaped "Sheffield" stand in the city centre and would be primarily aimed at cycle commuters working in the city centre. The centre could also offer other facilities such as cycle servicing and/or cycle hire.
8. The investigation of suitable sites for such a centre has been included in the recently re-written Cycling Strategy which was included as an annex to the council's second Local Transport Plan.

Options

9. The following options are available:
 - a) Sell the freehold.
 - b) Retain the building and invest capital in it to install services and convert it for commercial use, with a view to letting it on the open market at full rental value.
 - c) Carry out the Secure Cycle Park feasibility study.

Analysis

10. Option a), sale of the freehold, this would secure a capital receipt for the council in the next financial year. An estimate of the amount of the likely receipt is provided at confidential Annex 2.
11. Option b), retaining the building and carrying out a conversion would require significant investment. The estimate for the Visitor Information Centre in Autumn 2005 which included constructing an additional floor within the building, was £675,000. Such investment would be highly speculative, as the end user is not known, and is not therefore recommended.
12. Option c), the feasibility study would provide information on the cost of converting the building to a secure cycle park and a business case for its operation.

Corporate Priorities

13. As part of the 2006-07 budget, Members earmarked this property for disposal to contribute towards the funding of the 2006-09 capital programme.
14. The former Planning & Transport EMAP Scrutiny panel endorsed the idea of a secure cycle park as part of their report on "Cycle Policy and Provision of Facilities in York" dated 27 September 2004, where they made the following recommendation:

"That City of York Council identify potential opportunities in and/or around the city centre to build a safe and ideally sheltered cycle parking facility. This facility should use innovative ways to ensure a high level of security for bicycles parked in it."

This was well received by the Executive who directed that it be taken on board as part of Local Transport Policy 2 and the revised cycling strategy.

Implications

• Financial

15. For option (a), The sale of Lendal Bridge sub-station currently forms part of the funding for the capital programme with the disposal being accounted for in the 2007/08 financial year. Failure to realise this sale by this date would leave a shortfall in the funding of the capital programme as per confidential Annex 2, this would result in increased pressure being placed on the remaining receipts to fund the programme. At the full Council meeting on 1 March 2006 members did resolve to agree the asset sales listed, including this property. Failure to realise the overall receipt targets may lead to reduction in the overall capital programme or the use of alternative funding mechanisms, the most likely of which would be prudential borrowing. The financial implications of unsupported borrowing would be incurring an ongoing charge to the revenue account in the form of Minimum Revenue Provision (4% per annum of receipt value) and the interest cost of the loan itself (approximately 4.65% per annum of receipt value). Such costs are shown at confidential Annex 2.
16. For option (b) Members would need to approve a subsequent capital programme item.
17. In relation to option (c), a sum of £5,000 has been allocated in this financial year's transport capital programme, funded by the Local Transport Plan settlement, to investigate options for secure cycle parking in the city centre. It is proposed to use this sum to investigate whether Lendal Sub-Station would be suitable. Providing the work required to fit out the building is not excessive, then sufficient capital

may be available within the Local Transport Plan allocation to undertake the works. Ongoing revenue costs will be considered as part of the feasibility study and business plan. The feasibility study and preparation of the business plan would determine whether the proposal is viable and what level of income might be generated for the council. It is likely that the study would take in the region of 3 months to prepare.

• **Human Resources (HR)**

18. A Secure Cycle Park would need to be staffed, although if a package including cycle storage, cycle servicing and cycle hire were to be offered to the commercial market, an external operator may be found to run it as a business and provide his own staff.

• **Legal**

19. There are no title deeds to the building, however proof of council ownership prior to 1947 can be established, and NEDL have acknowledged this and have returned the keys to us. Legal Services are commencing steps to register our title at the Land Registry.

• **Crime and Disorder**

20. Secure Cycle Parking would lead to a reduction in cycle theft in the city centre.

• **Information Technology (IT)**

21. There are no Information Technology implications

• **Property**

22. Implications are included within the report.

• **Other**

- Any structural alterations to the building would need to be carried out under the guidance of the Environment Agency to maintain the integrity of the flood defences.

Risk Management

24. In compliance with the Council's risk management strategy there is a very low risk associated with the recommendations of this report. Until absolute title has been obtained from the Land Registry, which should be forthcoming within a matter of weeks there is a very low risk of a defect being found with our claim for title.

Recommendation

25. Members are asked to consider either:

- a) Sell the property for the best sum available on the open market.

Reason: In order to obtain a capital receipt to contribute towards the 2006-09 capital programme.

- b) To delay the sale of the property for approximately 3 months to allow time to investigate the possibility of converting the building to a secure cycle park and report back jointly with the Director of City Strategy with the findings.

Reason: To determine whether a viable case can be made for retaining the building for this use.

Contact Details

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Chief Officer Responsible for the report:
Neil Hindhaugh
Assistant Director of Property Services
Tel No. (01904) 553312

**Report
Approved**



Date July 2006

**Report
Approved**



Date July 2006

Wards Affected:

All

Micklegate

For further information please contact the author of the report

Background Papers:

Background Papers: All the information in this report is held on the Property Services file, subject to confidentiality on exempt negotiations.

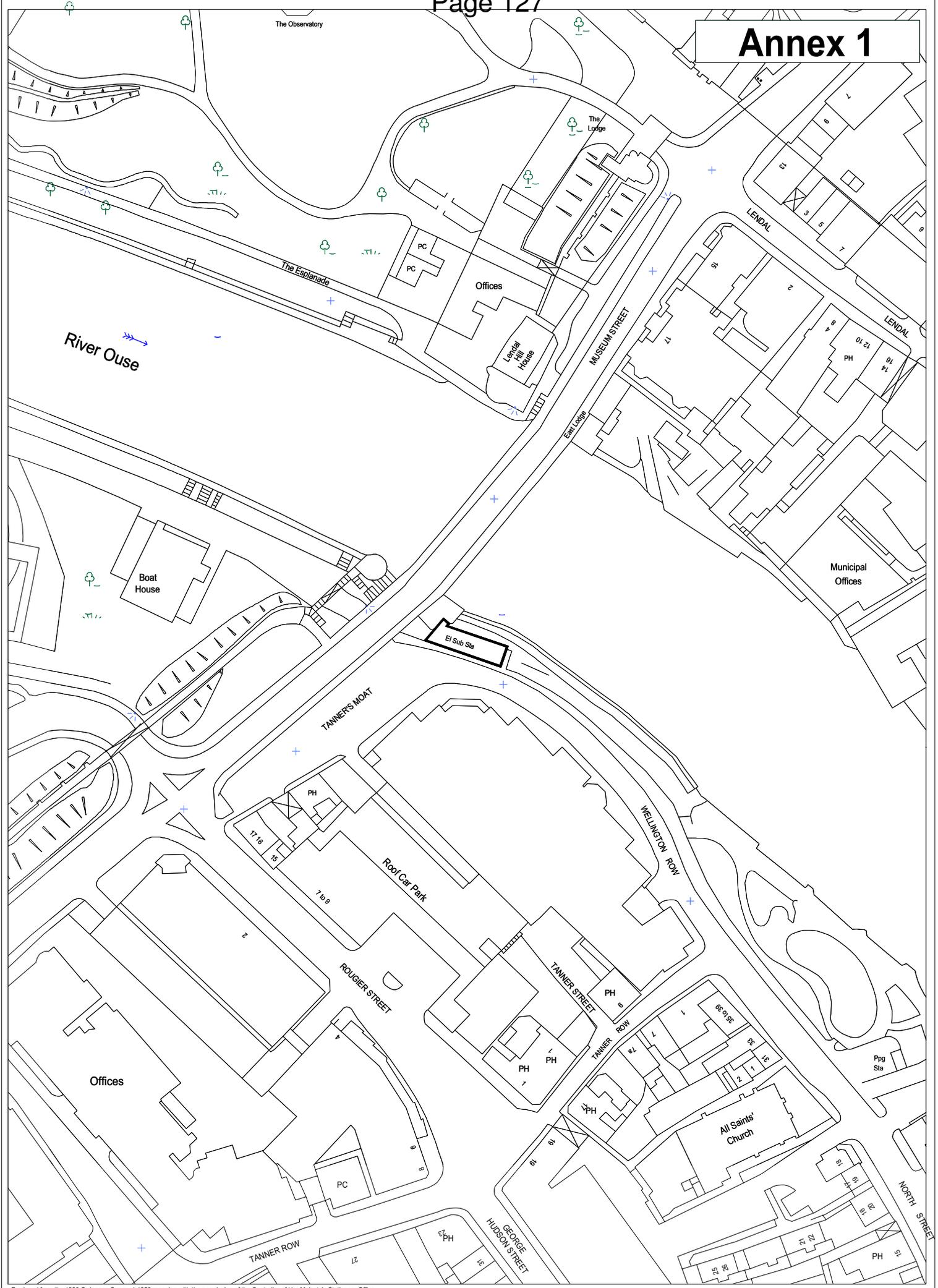
Annexes

1 – Plan

2 – Confidential Valuation

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Annex 1



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of the Local Government Act 1972.

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Executive**25 July 2006****Report of the Corporate Landlord****CLIFTON FAMILY CENTRE , BURTON STONE LANE.****Summary**

1. This report recommends demolition of the existing centre at Burton Stone Lane, and subsequent sale of the site, on completion of the new children's centre.

Background

2. Following the Family Centre's Review Group meeting of the 12 July 2002, Members decided to relocate family centres at Clifton, Hob Moor and Tang Hall on to primary school sites. By linking with other services, such as Surestart, an integrated provision would be achieved. The new Clifton Children's Centre is due for completion in September 2006, at Clifton Green Primary School.
3. The existing property is shown by black verge on the plan attached at Annex 1. It contains a two-storey brick building of 312 sq metres (3,359 sq ft) dating from 1960 on a site of 1540 sq. metres (1840 sq. yds.)

Consultation

4. Ward Members – No objections have been raised to the sale/demolition of the existing centre.
5. Other Services – No other service needs have been identified.

Options

There are three main options:

6. (a) To retain the property. As no alternative use has so far been identified, this option is not recommended
(b) To sell the property as it stands. As a purpose built institution, laid out in office format, sale for re-use is not recommended as giving best value.

(c) To demolish the property then dispose of the site for redevelopment and a capital receipt. This option is recommended.

Analysis

7. To retain the property longer than necessary may lead to vandalism and therefore a risk to public safety and the amenity of nearby residents. Demolition then sale of the site will enable redevelopment to take place, subject to planning consent, and at the best available value. Residential redevelopment accords with planning policies.
8. The building is purpose built , and in an office format. Re-use of the existing building is not likely because;
 - the use would not give best value, and
 - site coverage is poor, in that the existing building occupies the front of the site precluding use of the rear land.

There should be little difference in value between the council paying for demolition, out of the proceeds of sale, and selling the building for a developer to demolish. However, site security will be improved by early demolition. Engineers are looking at the comparative costs of demolition and site security guards , and an update will be available at the meeting.

9. Indicative schemes have been prepared by planning consultants to show that the site can accommodate between 8 and 12 units. Detailed planning consent will be the responsibility of the purchaser. An initial outline application has been submitted on behalf of the council.

Corporate Priorities

10. The proposed sale will contribute towards corporate policy number 6 in ensuring that council services are accessible and inclusive, and to build strong and proud local communities. The integration of services with Clifton Green Primary School achieves this, and the sale of the existing site will help to fund the capital programme to provide other facilities that will serve York citizens.

Implications

11. There are no **Human Resources, Equalities, Legal or Information Technology** implications relating to the proposals in this report.
12. **Financial Implications** - The sale of the site of the existing Clifton Family Centre was included in the list of target capital receipts approved by Executive in February, to fund the capital programme 2006 – 09. Failure to realise the receipt may lead to an overall reduction in the capital programme or the use

of alternative funding mechanisms, the most likely of which would be prudential borrowing. The financial implications of unsupported borrowing would be incurring an ongoing charge to the revenue account in the form of Minimum Revenue Provision (4% per annum) and the interest costs of the loan (approximately 4.65% per annum of the receipt value). The amount is given in Exempt Annex 2.

13. **Property Implications** – These are included within the report.
14. **Crime and Disorder Implications** - The demolition of the existing buildings and early redevelopment of the site will reduce the possibility of anti-social behaviour resulting from the presence of a redundant building in the community.

Risk Management

15. The main risks to the recommendation are:-
 - Not obtaining planning consent.
 - Not achieving a sale at a realistic value.
16. These will be reduced by the meeting of local plan design criteria in respect of planning, and by widely marketing the site to appropriate local builders and developers, in respect of the sale. Both risks are regarded as low.
17. The valuation and proposed reserve price are set out in Exempt Annex 2.

Recommendations

18. Members are asked to approve the option in paragraph 6 (c) above, that the existing property be demolished on vacation and the site be sold at the earliest possible date for redevelopment and a capital receipt, for the main reasons summarised below:-
 - a) Public amenity and safety
 - b) To attract a new beneficial use for the existing site on relocation of the service
 - c) To raise a capital receipt to support the capital programme, which has included the new Family Centre

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Report Approved



Date 3rd July 2006



Specialist Implications Officer(s) *List information for all*

Implication ie Financial

Name Tom Wilkinson

Title Corporate Finance manager

Tel No. 551187

Wards Affected: Clifton

All

For further information please contact the author of the report

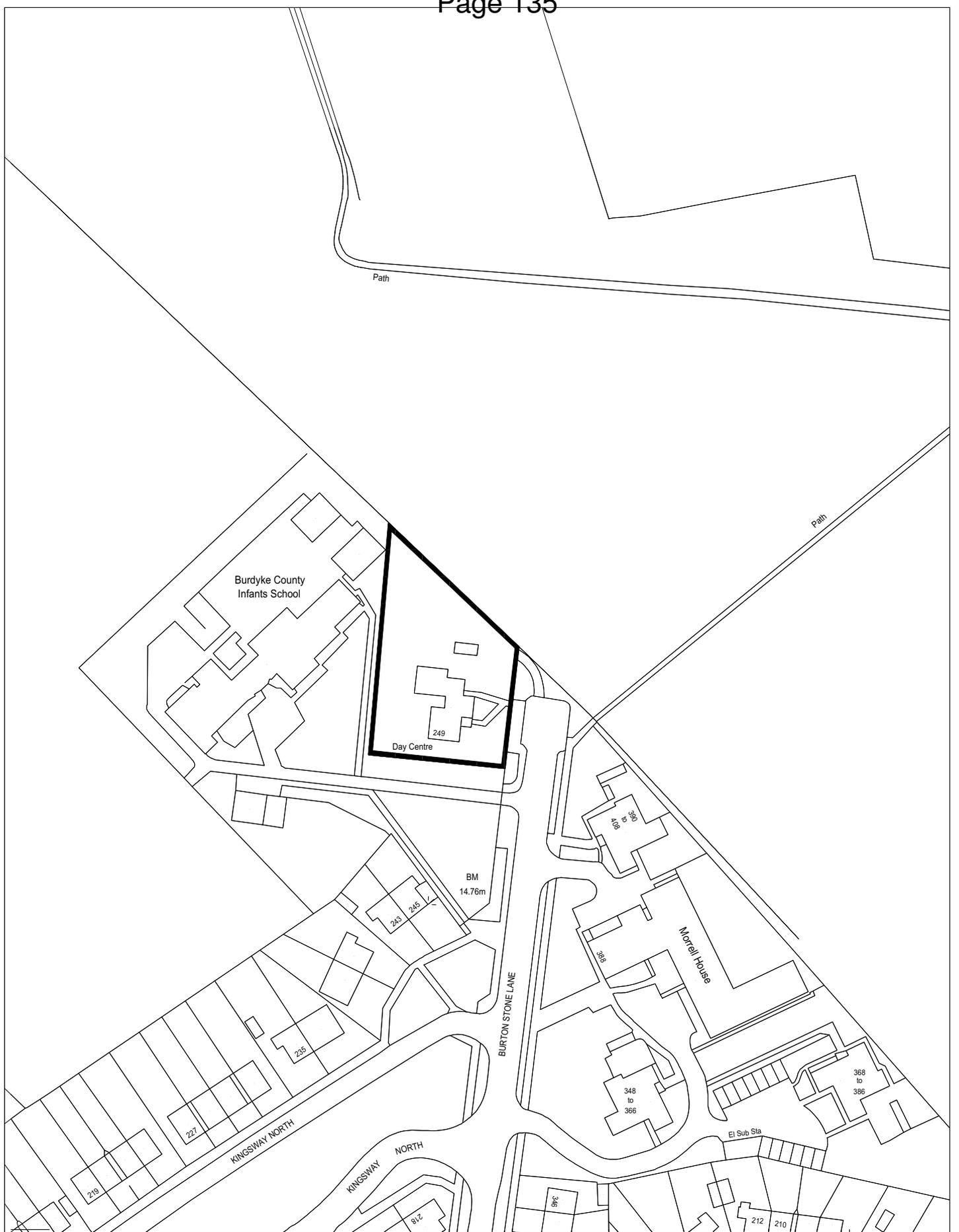
Background Papers:

The indicative drawings and planning consultants report available at Property Services, contact David Baren, telephone (01904) 553306 email david.baren@york.gov.uk

Annex 1 – Plan

Annex 2 – Confidential Valuation

Com/Exec/2507CFC
20/6/06 DB/SN



9, St. Leonards Place, York, YO1 2ET
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Clifton Family Centre		
SCALE 1:1250	DRAWN BY CC	DATE 15/6/2001
Originating Group York Consultancy		Drawing No. YC/A4/91978

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Agenda Item

Executive

25 July 2006

Report of the Director of City Strategy

Local Transport Plan Delivery Report

Summary

1. This report informs the Executive that the Local Transport Plan Delivery Report has been prepared and will be issued to the Department for Transport at the end of July.
2. The Delivery Report is the document which identifies the key achievements in the transport area against the objectives of the first Local Transport Plan over the 5 years from April 2001 to March 2006. The report is used by the DfT to assess the quality of the delivery of the LTP and is also one of the criteria used, together with the assessment of the final 2nd Local Transport Plan submitted in March 2006, to determine the amount of funding for future years.

Purpose of Delivery Report

3. The Delivery Report is structured in accordance with the guidance from the Department for Transport to focus on:
 - Impact of the LTP on the City of York,
 - Contribution to the Wider Objectives of the City,
 - Progress towards the Targets set in the LTP,
 - Delivery of key LTP Strategies.
4. Detailed reporting on all of the policy areas is not required by the DfT. The report includes updates on the delivery of the mandatory areas of Public Transport, Road Safety and Sustainability of Transport Policies and the optional areas of Parking Strategy and Travel to School Strategy. In addition brief overviews of other areas such as cycling and walking are also included.

Background

5. The City's Local Transport Plan bid identifying the proposed strategy for the next five years was submitted to the DfT in 2000 and was funded from April 2001 onwards. York's bid for funding was well received by the DfT and the funding allocated was one of the highest in the country relative to the city's population.

Delivery Report Summary

6. Nearly £100m (£60m Capital and £37m Revenue) has been invested in improvements to the transport infrastructure and maintenance of the highway network in York over the last 5 years. This includes nearly £43m spent on highway maintenance and management and £56m on Integrated Transport. Over £5m has been invested in Park and Ride sites, £22m on bus infrastructure and vehicles including £15m invested by First York in partnership with the Council and nearly £6m on Safety and Safe Routes to Schools Schemes.
7. York has made good progress against the Governments Core Targets relating to road condition, road safety, bus patronage and rural access to bus services. The cycling target was set against a relatively high base level and has not been achieved although the trend is upwards. There have been increases in the numbers of people cycling and there are a number of positive items in this area which show encouraging signs for the future.
8. Ambitious targets were set for 66 indicators in the original LTP document. Targets have been met for over half of the 65 local indicators, still being monitored, with nearly 90% of the other indicators showing substantial improvement from the baseline position.
9. York has, over the last 5 years, greatly benefited from the increased investment in transport that the government has made through the LTP process and together with increased funding from the Council's own Capital and Revenue resources and contributions from developers and partners it has delivered:
 - A bus partnership which has attracted over £15 million of investment from the private sector.
 - The best park and ride service in the country which has grown from 1.1 to 2.6 million passengers each year and produces an income of over £100k per year to the council.
 - Bus patronage growth of 45% in 5 years, which is unseen anywhere else in the country outside London.
 - A reduction in congestion in the peak hours relative to 1999 levels against increases nationally.
 - Cycling levels well above the national average and the maintenance of the city's status as the UK's top cycling city (ERCDDT assessment 2004).
 - A State of the Art Traffic Management System with the pioneering Traffic Congestion Management System (TCMS) and Bus Location Information Sub-System (BLISS) systems;
 - A significant reduction (over 20%) in accidents to below the levels needed to achieve the governments targets for 2010
 - A doubling of the number of children cycling to school to 11%
 - Significant improvements in the condition of the roads and footways to within government target levels and with substantially higher customer satisfaction ratings.

10. The Delivery Report provides further information on the difference the LTP has made to York, key achievements, key schemes, the contribution to the City's wider objectives, progress against the core transport targets and a summary of the delivery of key LTP strategies.

Key Achievements

11. The key achievements in the main strategy areas are summarised below.

Public Transport

12. There has been an increase in bus patronage of over 45% since 2001 to nearly 15million passengers per year as a result of the partnership working with the bus operators and investment in infrastructure improvements. The patronage increases are predominantly due to the introduction of the high frequency Metro bus routes and the increased Park and Ride patronage as a result of the demand management measures undertaken in the city centre.
13. Bus priority measures have been constructed on Hull Road, the Mount and Malton Rd and in other areas where there is restricted road space the Bus Location and Information Sub-System (BLISS) has allowed the provision of priorities at traffic signals. The BLISS system has also enabled the provision of real time bus information at 34 bus stops.
14. The numbers of people using bus services with a rural element, including those part subsidised by the council, have more than doubled during the LTP period. In addition the demand responsive 'dial and ride' bus service has enabled nearly 7,000 trips per year to be made directly from peoples homes. The provision of concessionary fares was greatly enhanced during the LTP period with over £7m provided to give travel concessions to people over 60 and people with disabilities to discounted travel around the city.
15. In March 2005 First Group launched **ftr** as new concept in public transport in the UK. The strong partnership between the council and First York meant that the city was invited to pilot this innovative new concept in public transport, a plan that came to fruition in little over one year. **ftr** is a hybrid mode that takes the best from the bus in terms of affordability, accessibility and flexibility and merges this with the best from the tram in terms of image and perceived reliability.
16. In developing the project the council improved access by extending accessible bus stops to accommodate **ftr** vehicles and provide DDA access, providing bus priority through the BLISS system, removing on street parking and widening junctions to provide better access. The council's commitment to the project has led to the investment by First in 11 new Street Car vehicles at a cost of over £330k each. **ftr** entered into service in May 2006 with an expectation to develop a 30% increase in patronage over the life of the new plan period

Park & Ride

17. Park and Ride, linked with parking demand management in the city centre, is a cornerstone of York's transport policy. York's Park and Ride provision is widely recognized as one of the best in the country. At the beginning of the

plan period four sites were operational. Following the expansion of Rawcliffe Bar in 2001/02, introduction of bus priorities at the Designer Outlet in 2003/04 and the construction of a new site at Monks Cross, opened in July 2004, the council now have a total of five operational sites and over 3500 Park & Ride spaces available representing an increase of 30% during LTP1. Park and Ride services in the city now carries 2.6 million passengers per year keeping more than 1 million cars out of the city centre and provides an income of over £100k per year for use on other transport projects.

Parking

18. As a result of the council's policy to encourage residents and visitors to use alternative travel modes to gain access to the city centre to reduce congestion the number of cars parked in the council's 15 car parks has fallen over the period of the LTP from a total patronage of 2.26m in 2001/02 down to 1.62m in 2005/06. The number of council operated city centre car parking spaces has reduced by approximately 10% down to 3509 but there has been an increase of approximately 30% in the number of park and ride spaces to 3500. The overall level of parking in city council operated car parks, including the park and ride sites has fallen by approximately 500,000 per annum over the LTP period. However the reduction in numbers parking has more than been offset by the large increase in bus and rail passengers, suggesting that the policies have encouraged a shift to more sustainable modes without reducing the number of people visiting the city centre. The quality of the car parks and direction information has been improved by the provision of CCTV, leading to a 75% reduction in car park related crimes, and signage with real time availability displays to ensure motorists are directed to the nearest available car park.

Traffic Management and Air Quality.

19. Over the period of LTP1, traffic volumes within the main urban area of the City have remained static overall, reduced in peak periods and increased in off peak periods. In the am peak period traffic flows on all roads in the main urban area are approximately 1% below the 1999 level and nearly 5% below the 1999 levels in the pm peak.
20. Throughout the LTP period the Traffic Congestion Management System (TCMS) has been developed, as part of the Urban Traffic Management Control (UTMC) project. TCMS provides drivers with up to the minute electronic information through variable message signing, the Internet or WAP enabled telephones. Information about traffic problems and parking capacity is displayed on Variable Message Signs on the main Radial Routes and on the Inner and Outer Ring Roads. This helps motorists to make choices that will lead to better use of the existing highway space and reduce journey times. The UTMC system links all of the main city centre traffic signals on the inner ring road and main radials and ensures that the maximum traffic flow is achieved within the constraints of the road layout.
21. During the LTP1 period the first Air Quality Action Plan (AQAP1) for York was drawn up. This followed the declaration of an Air Quality Management Area AQMA in 2000 due to predicted exceedances of the NO₂ annual average objective at 5 locations around the Inner Ring Road. Most of the LTP1

measures which were included in AQAP1 have been implemented or are approaching completion. The main exceptions to this are the 6th Park and Ride site and the air quality part of the TCMS project which will be progressed through the LTP2 period. Air quality monitoring undertaken throughout LTP period has indicated that, in general, air quality is improving across the city but there remain a small number of areas of concern which will be addressed during LTP2.

Safety

22. From a relatively low base York has still managed to achieve significant reductions in the number of people Killed and Seriously Injured (KSI) on the authority's roads. The provisional figure of 101 for 2005, compared to the 1994-98 average of 137, indicates that the authority is on target to achieve the stretched target of 45% reduction in casualties by 2010. No children were killed on the Authority's roads over the 5 years from 2001 to 2005 and the number of child serious injuries has fallen by 14% (last 5 year average compared to 1994-98 average). There was an increase in serious casualties recorded in 2004 however this is considered to be a statistical blip and the trend is downwards. These reductions have been achieved by the re-engineering of accident black spots, tackling speeding by the provision of traffic calming and other measures, undertaking campaigns targeting particular drivers and providing training at schools.

Travel to School

23. A key aim of the first LTP was to encourage more people to use sustainable transport modes to travel to school. By investing nearly £3m in capital funding in School Safety Zones, Safe Routes to School and School Cycle Parking and working with schools preparing travel plans and continuing the nationally recognised cycling training a significant shift in travel mode has been achieved. The proportion of school children who cycle to school has doubled to 11% in 2005 and the percentage travelling by car has reduced to 25%.

Cycling

24. Ambitious targets were set for cycling against an already high level in York. The modal split for cycling to the City Centre measured every year in February has shown that the proportion of cyclists has increased from 5.6% to 6.3% (Target 6.8%). The core target for cycling of increasing the number of cyclists travelling into the City Centre in the am peak by 33% has not been achieved however an increase of 13% was recorded and it is known that a significant number of cyclists now use the Millennium Bridge and other off road routes to avoid city centre traffic. The number of cyclists crossing the Millennium Bridge in 2005/06 was 40% higher than in the year after opening and is now on average over 1000 per day in the summer months. It appears that the improved bus service has provided a more attractive option and fewer people have transferred to cycling. Cycle parking has increased at the railway station by 19% to an average of 239 per day indicating that the provision of secure undercover cycle parking and improved cycle routes encourages the integration of sustainable transport modes.

Rail

25. Progress on rail schemes has been much slower than anticipated owing to the changes in the structure of the rail industry and cost of delivering schemes. Improvements have been made to the provision of parking and customer information at Poppleton Station. A footbridge extension at York Station has opened up access to rail from the west of the city. Following extensive investigation of the options for a number of stations in the York area an exceptional bid for funding for the only location with a convincing business case, Haxby, was submitted in July 2005 -- the outcome of the bid is awaited. York has also been acting in partnership with a number of local authorities and West Yorkshire Metro to investigate the upgrade of the Leeds-Harrogate-York line.

Travel Awareness

26. A number of 'soft measures' were progressed during the period to encourage the public to use more sustainable transport modes. A key part of this approach was the introduction of travel plans for existing and new employers across the city. These travel plans now cover an estimated 28% of the workforce at 33 main employers. A recent survey of travel patterns undertaken in 2006 shows that 58.5% of the workforce at the employment sites monitored now use non-car modes to travel to work.
27. Campaigns were also run to highlight the travel alternatives available to the general public. 'How far will you go' and 'Walk on by' campaigns promoted cycling and walking. A car sharing website www.carshareyork.com was launched in partnership with the city's main employers. As part of the council's travel plan employees were offered incentives to leave their car at home. In addition to the travel plans produced for existing employment sites York continues to secure more travel plans and sustainable transport initiatives such as Car Clubs as part of the planning process across the city.

Highway Maintenance

28. At the end of LTP1, City of York Council has achieved compliance with all the DfT benchmark standards for good condition of roads. This is echoed by a significant improvement in public satisfaction from 47% to 54%. Structural Resurfacing of over 130 roads/streets (97km) has been undertaken in the LTP1 period reducing the percentage of roads needing attention to below the DfT target level of 12%.
29. Approximately 55% of the Council's capital contribution has been spent on footway reconstruction which together with the revenue funding has helped to significantly improve the condition of the pavements. Footways in over 100 streets (37km) have been fully reconstructed in the 5 year period. The percentage of footways requiring repair has fallen from 35% in 2002/03 down to 11% in 2005/06. There has been a corresponding increase in customer satisfaction from 44% to 57%.

Publication

30. The Delivery Report will be submitted to the DfT on 28th July. A draft of the report will be available for members at the Executive meeting and will be published on the council's website.

Consultation

31. Extensive consultation was undertaken during the development of the first Local Transport Plan. Consultation is not required for the Delivery Report as it is a record of what has been achieved rather than a proposal for future work.

Options

32. This report is for information only – no options are presented.

Analysis

33. This report is for information only – no analysis is presented.

Corporate Priorities

34. The Delivery Report records the achievements against the Local Transport Plan which was approved by the Council in 2000.
35. The packages of work and measures included in the LTP also support the following Corporate Aims and Objectives included in the Council Plan
36. Corporate Aim 1: Take Pride in the City, by improving quality and sustainability, creating a clean and safe environment.

Objective 1.3 Make getting around York easier, more reliable and less damaging to the environment. – this is a fundamental objective of the LTP and improvements have been achieved during LTP1 by the introduction of improved park and ride and public transport services leading to a reduction in city centre traffic levels.

Objective 1.4 Protect residents and our environment from pollution and other public health and safety hazards, and act as a role model in the sustainable use of resources. – e.g. Continuation of improvements to public transport provision.

37. Corporate Aim 4: Create a safe City through transparent partnership working with other agencies and the local community.

Objective 4.7 Make York's roads safer for all types of user – Reductions in the number of road casualties has been achieved

through a programme of Local Safety Schemes, Speed Management, Education and Training.

38. Corporate Aim 5: Work with others to improve the health, well-being and independence of York residents.

Objective 5.7 Increase participation in sport and active leisure and promote active lifestyles – The Delivery report describes progress in the provision of Safe Routes to School and School Cycle Parking to complement cycle training which has lead to doubling of cycling to school.

Implications

39. The Financial Implications of the report are identified below. There are no other implications of this report.

- **Financial** – See below
- **Human Resources (HR)** – There are no human resources implications
- **Equalities** – There are no equalities implications
- **Legal** – There are no legal implications
- **Crime and Disorder** – There are no crime and disorder implications
- **Information Technology (IT)** – There are no IT implications
- **Property** – There are no property implications
- **Other** – There are no other implications

Financial Implications

40. The Delivery Report is used by the Department for Transport to assess the performance of the Council against the objectives of the Local Transport Plan. This assessment, combined with the review of the final LTP document submitted in March 2006, is used by the DfT to finalise the settlement for future years. A poor assessment may lead to a reduction in the indicative funding allocated to York.

Risk Management

41. The Delivery Report records progress against the objectives of the LTP. Although the assessment may be influenced by the quality of the report the settlement allocations, which will be notified in December 2006, will be based on what has been achieved over the last 5 years. There is a risk that despite achieving most of the core targets there may be a reduction in the overall score due to the number of local targets which were not fully met. There is a consequential risk that the funding for York will be reduced if the assessment of the delivery report and final LTP2 submission is poor.
42. It is essential that over the LTP2 period efforts are focussed on the indicators and in particular areas where the targets were not achieved in LTP1 to ensure that we receive the highest possible settlement in future years.

Recommendations

43. The Executive is recommended to:

a) Note that the Delivery Report has been prepared (draft copy in members library) and will be submitted to the Department for Transport at the end of July.

Reason: For Information

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Chief Officer Responsible for the report:

Bill Woolley
Director of City Strategy

Report Approved *tick* **Date** *Insert Date*

Chief Officer's name
Title

Report Approved *tick* **Date** *Insert Date*

Specialist Implications Officer(s) N/A

Wards Affected:

All

For further information please contact the author of the report

Background Papers:

Local Transport Plan 2001/02 to 2005/06
Local Transport Plan Annual Progress Reports

Annexes

None

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