



Notice of meeting of

Executive

To:	Councillors Waller (Chair), Steve Galloway, Sue Galloway, Jamieson-Ball, Reid, Runciman and Vassie
Date:	Tuesday, 29 July 2008
Time:	2.00 pm
Venue:	The Guildhall, York

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 28 July 2008, if an item is called in *before* a decision is taken, *or*

4:00 pm on Thursday 31 July 2008, 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 the exclusion of the press and public from the meeting during consideration of the following:

Annex 4 to Agenda Item 13 on the grounds that it contains information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under the authority. This information is classed as exempt under paragraph 4 of Schedule 12A to Section 100A of the Local Government Act 1972 (as revised by The Local Government (Access to Information) (Variation) Order 2006).

3. Minutes (Pages 3 - 12)

To approve and sign the minutes of the Executive (Calling In) meeting held on 8 July 2008 and the Executive meeting held on 15 July 2008.

4. Public Participation / Other Speakers

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 **5:00 pm on Monday 28 July 2008**.

5. Executive Forward Plan (Pages 13 - 16)

To receive details of those items that are listed on the Executive Forward Plan for the next two meetings.

6. Web-casting of Council Meetings (Pages 17 - 36)

This report asks Members to consider the benefits of web-casting Council meetings and the cost effectiveness of such an exercise.

7. Access York Phase 1 Park & Ride development - Programme and Consultation Plan (Pages 37 - 70)

This report seeks approval for proposals to progress a major scheme bid to the Department for Transport for three new Park & Ride sites, with associated alterations to the highway infrastructure, bus corridor works and the fully operational bus services to be in

place by 2011, following the success of the Council's application to the Regional Transport Board for Regional Funding Allocation.

8. Subsidised Public Bus Services (Pages 71 - 82)

This report asks Members to note the short term arrangements put in place to maintain services for bus routes 22 and 18 and seeks approval for a package of measures to modify and maintain subsidised bus services until the outcomes of the Subsidised Bus Service Review are known and new arrangements can be implemented.

9. Tang Hall Area Asset Management Plan Ad-hoc Scrutiny Committee – Final Report (Pages 83 - 102)

This report presents the final report of the Tang Hall Area Asset Management Plan Ad-hoc Scrutiny Review and asks Members to approve the recommendations previously agreed by Scrutiny Management Committee.

10. Tang Hall Area Asset Management Plan (Pages 103 - 184)

This report asks Members to approve the Area Asset Management Plan for Tang Hall which combines the strategic direction and priorities set by the Corporate Asset Management Plan and the priorities and requirements identified in individual council service plans and by the community at a local, location specific, level. The report states options for improvement and change proposals, funding and sets out an action plan and timescales for delivery.

11. Former Family Centre, Sixth Avenue, Heworth (Pages 185 - 194)

This report presents options for the future of the former Family Centre at Sixth Avenue, Heworth, and asks Members to decide whether to dispose of the property or retain it for an identified service need.

12. Appropriation of Property (Pages 195 - 206)

This report seeks approval for the appropriation and transfer of property held in the Housing Revenue Account or the General Fund Revenue Account to the General Fund Revenue Account or Housing General Fund, as appropriate.

13. Update on Carry Forward Issues and Key Considerations in the Allocation of Surplus Resources (Pages 207 - 228)

This report provides an update on carry forward issues that were deferred by the Executive at its meeting on 30th June 2008 and provides Members with information on the levels of the Council's reserves over the next three years including the underspend from 2007/08 in order to consider if any of these reserves should be used for specific purposes in 2008/09.

Note: The above report was published with this agenda on Monday, 21 July 2008.

14. Urgent Business

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

Democracy Officer:

Name: Fiona Young

Contact details:

- Telephone – (01904) 551027
- 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.

About City of York Council Meetings

Would you like to speak at this meeting?

If you would, you will need to:

- register by contacting the Democracy Officer (whose name and contact details can be found on the agenda for the meeting) **no later than 5.00 pm** on the last working day before the meeting;
- ensure that what you want to say speak relates to an item of business on the agenda or an issue which the committee has power to consider (speak to the Democracy Officer for advice on this);
- find out about the rules for public speaking from the Democracy Officer.

A leaflet on public participation is available on the Council's website or from Democratic Services by telephoning York (01904) 551088

Further information about what's being discussed at this meeting

All the reports which Members will be considering are available for viewing online on the Council's website. Alternatively, copies of individual reports or the full agenda are available from Democratic Services. Contact the Democracy Officer whose name and contact details are given on the agenda for the meeting. **Please note a small charge may be made for full copies of the agenda requested to cover administration costs.**

Access Arrangements

We will make every effort to make the meeting accessible to you. The meeting will usually be held in a wheelchair accessible venue with an induction hearing loop. We can provide the agenda or reports in large print, electronically (computer disk or by email), in Braille or on audio tape. Some formats will take longer than others so please give as much notice as possible (at least 48 hours for Braille or audio tape).

If you have any further access requirements such as parking close-by or a sign language interpreter then please let us know. Contact the Democracy Officer whose name and contact details are given on the order of business for the meeting.

Every effort will also be made to make information available in another language, either by providing translated information or an interpreter providing sufficient advance notice is given. Telephone York (01904) 551550 for this service.

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Holding the Executive to Account

The majority of councillors are not appointed to the Executive (38 out of 47). Any 3 non-Executive councillors can 'call-in' an item of business from a published Executive (or Executive Member Advisory Panel (EMAP)) agenda. The Executive will still discuss the 'called in' business on the published date and will set out its views for consideration by a specially convened Scrutiny Management Committee (SMC). That SMC meeting will then make its recommendations to the next scheduled Executive meeting in the following week, where a final decision on the 'called-in' business will be made.

Scrutiny Committees

The purpose of all scrutiny and ad-hoc scrutiny committees appointed by the Council is to:

- Monitor the performance and effectiveness of services;
- Review existing policies and assist in the development of new ones, as necessary; and
- Monitor best value continuous service improvement plans

Who Gets Agenda and Reports for our Meetings?

- Councillors get copies of all agenda and reports for the committees to which they are appointed by the Council;
- Relevant Council Officers get copies of relevant agenda and reports for the committees which they report to;
- Public libraries get copies of **all** public agenda/reports.

City of York Council

Committee Minutes

MEETING	EXECUTIVE (CALLING IN)
DATE	8 JULY 2008
PRESENT	COUNCILLORS WALLER (CHAIR), STEVE GALLOWAY, JAMIESON-BALL, REID, RUNCIMAN AND VASSIE
APOLOGIES	COUNCILLOR SUE GALLOWAY

1. **DECLARATIONS OF INTEREST**

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

2. **EXCLUSION OF PRESS AND PUBLIC**

RESOLVED: That the press and public be excluded from the meeting should any discussion arise on part of Annex B to the report associated with agenda item 4 (Called-in Item – York Racecourse), on the grounds that it contains information relating to the financial or 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).

3. **PUBLIC PARTICIPATION**

It was reported that there had been no registrations to speak at the meeting under the Council's Public Participation Scheme.

With the Chair's permission, a letter received from a member of the public, commenting on the minute of the Executive's decision on 30 June 2008, was circulated to Members.

4. **CALLED-IN ITEM - YORK RACECOURSE: APPLICATION FOR LEASE EXTENSION AND AMENDMENTS - REPORT BACK ON ON THE RESULTS OF FURTHER NEGOTIATIONS**

Members re-considered the decisions they had taken at the Executive meeting on 30 June 2008 with regard to the granting of a new lease to York Racecourse, following completion of the further negotiations between Officers and the Racecourse requested at an earlier meeting.

The Executive decisions on this item had been called in by Cllrs Fraser, Gunnell and Merrett and subsequently considered by the Scrutiny Management Committee (SMC) (Calling In) at a meeting on 7 July 2008. The SMC (Calling In) had resolved:

“That Option B be approved and the decisions referred back to the Executive for reconsideration, with a recommendation that they:

- a) confirm their original decision to grant the new lease, in accordance with Resolution (i) from the meeting on 30 June;*
- b) recognise the contribution of York Racecourse to the economy of the City;*
- c) resolve that monies be provided by the Council, either from the lease income or by other financial provision, to combat anti-social behaviour by race-goers, including littering and toilets, and to provide proper policing;*
- d) resolve that a Traffic Masterplan be prepared to examine traffic issues for the whole area around the Racecourse, taking into account the new development at the Terrys factory site and the potential new community stadium.”*

Having taken advice from Officers responsible for Property Services, City Strategy and Neighbourhood Services and debated the issues, it was

RESOLVED: (i) That the decisions taken by the Executive on this item on 30 June 2008 be confirmed.¹

REASON: To enable the lease to be entered into without further delay and for the reasons already recorded in respect of those decisions.

(ii) That recommendations (a) (b) and (d) of the Scrutiny Management Committee (Calling In) be accepted and endorsed.

REASON: Recommendations (a) and (b) do not conflict with the original decisions, while recommendation (d) can be dealt with under existing traffic planning processes, including the Traffic Management Plan for the Racecourse area, which is regularly reviewed and updated to reflect changing circumstances.

(iii) That, with regard to recommendation (c) of the Scrutiny Management Committee (Calling In):

- a) the issues of toilet provision and littering be referred to Officers to consider how performance can be improved in these areas, with the option of funding the provision of temporary toilets on Race Days out of reserves in the current year, if feasible;²
- b) the issue of policing standards be the subject of further discussions with the local force commander.³

REASON: a) These matters are already being dealt with by Officers in Neighbourhood Services, working in conjunction with York Racecourse.

b) York citizens already pay a precept to cover the cost of policing and it would not be desirable to set a precedent requiring additional payments to cover sporting events.

A Waller, Chair

[The meeting started at 2.00 pm and finished at 2.25 pm].

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MEETING	EXECUTIVE
DATE	15 JULY 2008
PRESENT	COUNCILLORS WALLER (CHAIR), JAMIESON-BALL, REID, RUNCIMAN AND VASSIE
APOLOGIES	COUNCILLORS STEVE GALLOWAY AND SUE GALLOWAY

PART A - MATTERS DEALT WITH UNDER DELEGATED POWERS**28. DECLARATIONS OF INTEREST**

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

29. EXCLUSION OF PRESS AND PUBLIC

RESOLVED: That the press and public be excluded from the meeting during consideration of those parts of agenda item 9 (Community Stadium) that relate to the financial or business affairs of particular persons (including the authority holding that information), on the grounds that this information 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).

30. MINUTES

RESOLVED: That the minutes of the Executive meeting held on 30 June 2008 be approved and signed by the Chair as a correct record.

31. PUBLIC PARTICIPATION

It was reported that there had been no registrations to speak at the meeting under the Council's Public Participation Scheme.

32. EXECUTIVE FORWARD PLAN

Members received and noted details of those items that were listed on the Executive Forward Plan for the next two Executive meetings.

33. REVIEW OF SUB-NATIONAL ECONOMIC DEVELOPMENT AND REGENERATION

Members considered a report which asked them to endorse a response to the Government's consultation on the Sub-National Review of economic development and regeneration (SNR), and to support a Multi-Area Agreement (MAA) submitted by the Leeds City Region.

The consultation covered developing stronger partnerships for regional growth, integrating regional strategies to promote growth, and the role of local authorities in strengthening sub-regional economies. The response, attached as Annex A to the report, had been sent to meet the deadline of 20 June 2008, following circulation to all elected Members for comment.

In February 2008, the Executive had approved a series of actions to support the priorities of the City of York within the city region context. These had included endorsing Officer support for the preparation of a Multi-Area Agreement focused on skills, labour market mobility and transport. The latest version of the MAA, which the Chair and Chief Officer of the Leeds City Region had authority to finalise for submission by 30 June, was attached as Annex B.

Having noted the comments of the Shadow Executive on this item, it was

RESOLVED: (i) That the response to Government regarding the consultation on the Sub-National Review of Economic Development and Regeneration, as set out in Annex A to the report, be endorsed.

(ii) That the Executive expresses its concern regarding the loss of democratic accountability in the planning process that would result from the proposals in the SNR.

(iii) That the Multi-Area Agreement for the Leeds City Region, as set out in Annex B, be supported.

REASON: To help shape the effectiveness of future action, in line with the Council's Corporate Priorities and the objectives of the Sustainable Community Strategy.

34. FUTURE OF YORK AS A 'THRIVING CITY': PART B, LOCAL MEASURES TO RETAIN YORK AS A 'THRIVING CITY'

Members considered a report which suggested actions to help ensure that York remained a 'Thriving and Inclusive' city during the difficult economic period currently facing the country.

As demonstrated in the Future York Group (FYG) report, York's economy in recent times had out-performed those regionally and nationally. This trend was likely to continue, subject to a number of constraints already being addressed. However, business and consumer confidence needed to

be strengthened in order to achieve growth and minimise the impact of a downturn.

The report proposed options for package of measures, building upon actions already taken by the Council for the benefit of businesses and individuals. These would be subject to a process of consultation with business, the voluntary sector, key partnerships and other leaders in the City. They included options to enhance consumer confidence, support local business and help those hardest hit by economic downturn, usually the poorest. Details were set out in paragraph 11 of the report. Consultation would take place over the summer, with the aim of bringing a costed set of proposals to the Executive in September.

Having noted the comments of the Shadow Executive on this item, it was

RESOLVED: (i) That the package of actions contained in paragraph 8 of the report be approved for consultation.¹

(ii) That a progress report be brought back to the Executive in September.²

REASON: To help ensure that York remains a Thriving and Inclusive City during a difficult economic period and to keep Members informed of progress.

Action Required

1. Carry out consultation on these proposals. JB
2. Enter item on Forward Plan for September meeting. JB

35. APPROVAL OF THE HOMELESS STRATEGY 2008 TO 2013

Members considered a report which sought approval for a draft Homeless Strategy for the period 2008-2013, prior to its submission to Communities and Local Government to meet the deadline of 31 July 2008.

The draft Strategy, attached as Annex A to the report, had been endorsed by the Executive Member for Housing and Adult Social Services at the EMAP meeting on 2 June 2008. Development of the Strategy had been overseen by a multi-agency Homeless Strategy Steering Group and had been informed by consultation with stakeholders and customers. Its overarching aim was to eradicate the use of emergency accommodation and move away from a reactive approach to homelessness.

A revised version of the draft Strategy, incorporating an Action Plan, was circulated at the meeting.

Having noted the comments of the Shadow Executive on this item, it was

RESOLVED: That the draft Strategy be approved for submission to the Communities and Local Government Department by 31 July 2008.¹

REASON: In accordance with the legal requirement for the Council to have a Homeless Strategy.

Action Required

1. Submit draft Strategy to Communities and Local Government Department. LE

36. URGENT BUSINESS - RECOMMENDATIONS OF THE STRATEGIC POLICY PANEL MEETING ON 14 JULY 2008

Members considered the recommendations made by the Strategic Policy Panel (SPP), at their meeting on 14 July 2008, with regard to York Racecourse's application for an extension and amendments to their lease.

The Chair had agreed to deal with this matter as urgent business, on the basis that a final decision on this matter, which originally came before the Executive on 30 June 2008, should be taken without delay.

The SPP had considered the decisions taken at the Executive (Calling In) meeting on 8 July 2008, in respect of the their original decisions on 30 June regarding the Racecourse item. They had recommended that the Executive confirm those decisions.

RESOLVED: That the decisions taken at the Executive (Calling In) meeting on 8 July 2008 in respect of the York Racecourse lease be confirmed.¹

REASON: In accordance with the recommendations of the Strategic Policy Panel.

Action Required

1. Action the decisions taken by the Executive (Calling In) on 8 July 2008. SA

PART B - MATTERS REFERRED TO COUNCIL

37. COMMUNITY STADIUM

Members considered a report which provided an update on progress made following the meeting of the Staffing and Urgency Committee on 21 May 2008, when the matter of the 'Community Stadium' was discussed, and sought approval for a proposed loan to the York City Football Club (YCFC), to enable it to repay its £2.1m loan from the Football Foundation (FF).

The objective of a new community stadium had been identified as a short term imperative in the Council's 2007-2011 Corporate Strategy. It would be delivered as a partnership between the Council, YCFC and York Knights Rugby League Club. With reference to Resolution (v) of the

Staffing and Urgency Committee, a report had been commissioned from Deloitte commenting on YCFC's annual financial projections up to June 2012, outlining key issues and risks associated with the project and illustrating how other local authorities had been involved in new stadium development in the UK over the past ten years. Deloitte's key findings were summarised in paragraph 4.

Members considered the following options, as outlined in the report:

Option 1 – proceed with the loan to YCFC, which would be repaid on the sale of Bootham Crescent when the new stadium was provided by 2012. Repayment would be dependent upon the success of the stadium project.

Option 2 – service YCFC's existing FF loan, with the advance of interest to be repaid on the sale of Bootham Crescent. This could negatively affect future partnership working, given the expectation that the Council would take on the loan, and the Council would be unable to secure first charge on the Bootham ground.

Option 3 – do not provide a loan to YCFC. This could jeopardise the community stadium project if it caused the club to go out of business and the Council was unable to provide the additional support required for the project.

Having noted the comments of the Shadow Executive on this item, it was

RECOMMENDED: That the Council make a loan of £2.1 million to York City Football Club (YCFC), to replace the existing loan of £2.1 million made by the Football Foundation, subject to the conditions set out in paragraphs 9 and 10 of the report and including the following conditions:¹

- a) Further financial investigation into YCFC, Bootham Crescent Holdings and JM Packaging that clarifies the ownership structure, number and value of calls on a capital receipt from the sale of Bootham Crescent and the financial position of the parties involved, and confirms that such a loan and interest could be repaid in full from the value of Bootham Crescent.
- b) The Council loan to be subject to a charge on the Bootham Crescent ground, such charge taking precedent over all other calls on the asset.
- c) Written confirmation to be obtained that the Football Foundation guarantees that YCFC would receive a £2 million Football Stadia Improvement Fund (FSIF) grant, to be applied to the development of a new community stadium.
- d) A legal agreement to be obtained from YCFC that they will work in partnership with City of York Council (and potentially other partners) to deliver a community stadium (including agreements on the use and allocation for access to the facility by

groups and the community) by contributing equity from both the FSIF grant and the sale of Bootham Crescent.

- e) The interest payable from the loan to be set at a commercial rate (currently 6.25%), reflecting the likely return the Council would achieve if invested on the money markets.
- f) The interest to be payable with the balance of the loan at the end of the period projected in June 2012. During this period the interest would be compounded.
- g) Confirmation that the final terms of the loan meet the legal requirements set out in paragraph 19 of the report.

REASON: To enable YCFC to pay off their loan and to progress the community stadium project, whilst ensuring that Council taxpayers money is safeguarded.

RESOLVED: That an update report on the progress towards a community stadium be brought to the Executive meeting on 9 September.²

REASON: So that the Executive can be satisfied that progress is being made with the project before the matter is considered at full Council.

Action Required

- 1. Refer recommendations to Full Council on 25 September 2008. KS
- 2. Include item on Forward Plan for Executive meeting on 9 September. JB

A Waller, Chair

[The meeting started at 2.05 pm and finished at 2.55 pm].

EXECUTIVE FORWARD PLAN

Table 1: Items scheduled on the Forward Plan for the Executive Meeting on 9 September 2008		
Title & Description	Author	Portfolio Holder
<p>Museum Gardens Public Toilets</p> <p><i>Members are asked to approve a leasehold disposal of the public toilet block and Lendal Tower store building to a Helmsley Group company to build a restaurant on the site. The scheme has been granted planning permission.</i></p>	John Urwin	Executive Member for Corporate Services
<p>Income Policy Framework</p> <p><i>Members are asked to: Approve the income policy framework. The income policy framework covers all aspects of income collection by the City of York Council.</i></p>	Sian Hansom	Executive Member for Corporate Services
<p>A Big Screen for York</p> <p><i>Purpose of report: To ask Members' views on the siting and funding of a Big Screen in the city centre at some point during the period 2009-11.</i></p> <p><i>Members are asked to: Agree where a Big Screen may be sited and agree funding for the installation costs.</i></p>	Charlie Croft	Executive Member for Leisure, Culture & Social Inclusion

Table 2: Items scheduled on the Forward Plan for the Executive Meeting on 23 September 2008

Title & Description	Author	Portfolio Holder
<p>Waste Strategy</p> <p><i>To update Members on the revised waste strategy for York.</i></p>	John Goodyear	Executive Member for Neighbourhood Services
<p>Customer Strategy</p> <p><i>To consult Members on the revised Customer Strategy and advise them of the proposed timeline for consultation with customers and final approval. The strategy will set the framework for the physical, organisational and business process design for identifying and responding to customers needs and delivering high quality customer-focussed service across all Council services in the new Customer Centre at Hungate.</i></p>	Jane Collingwood	Executive Member for Corporate Services
<p>Meals Provision in Elderly Persons' Homes</p> <p><i>To inform members of the proposal to change the meals service within Elderly Persons Homes with effect from 1st April 2009. This will affect residents of elderly persons homes.</i></p> <p><i>Members are asked to: Approve the recommendations in the report to change the provision of an dprocurement of meals and catering within EPHs.</i></p>	Val Sutton	Executive Member for Housing and Adult Social Services
<p>Review and Strategy for the Commercial Services Portfolio – Future Investment Strategy</p> <p><i>The main Review and Strategy was approved by Corporate Services EMAP on 30th October 2007 and Executive on 20th November. These reports contained a recommendation that some properties could be sold, and the proceeds re-invested in other property that more closely followed the council's Corporate Strategy and also gave a better balance to the Portfolio - eg less retail, more business space.</i></p> <p><i>The Executive delegated the detail of the Strategy to Corporate Services EMAP and this report sets out the necessary further detail.</i></p> <p><i>In addition to being re-presented to Members of CS EMAP this report is also being brought back to the Executive.</i></p>	David Baren	Executive Member for Corporate Services

<i>Table 3: Items slipped on the Forward Plan with the agreement of the Group Leaders</i>					
Title & Description	Author	Portfolio Holder	Original Date	Revised Date	Reason for Slippage
None					

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Meeting of the Executive

29 July 2008

Report of the Head of Civic, Democratic & Legal Services

Web Casting of Council Meetings

Summary

1. This report asks Members to consider the benefits of web-casting council meetings and the cost effectiveness of such an exercise.

Background to Report

2. At a meeting of full Council on 10 April 2008, the following Motion was moved by Cllr Scott:

“Council notes the increasing use of technology by public institutions to communicate with the public. Such developments can be evidenced in every public sector organisation in the country. Mainstream political parties have taken advantage of new forms of communication such as YouTube and MySpace websites, as well as social networking websites such as Facebook and Bebo.

Council believes that technological developments in the public sector should not be limited to exercises such as consultations and voter registrations. The public should be given every opportunity to engage with the decision-making process and, more specifically, meetings of Full Council. This could open up the decision-making process to a whole new section of the local population, making it more inclusive and transparent. Not only will this enable the public to witness elected Members debating local issues, it could also prompt better communication between councillor and constituent, strengthening local democracy.”

To this end, Council requested that:

- i. Officers prepare a report on the feasibility of web-casting meetings of Full Council, as well as other Council meetings, which considered:
 - The various options, from contracting outside services to providing services ‘in house’.
 - The cost effectiveness of such an exercise, based on overall cost against numbers likely to view web-casts from outside City of York Council.
 - The feasibility of recordings being placed on the Council’s website and other hosting websites.
- ii. Officers present the report to the Executive not later than 17 June, in order that the issue can be referred to the 30 June meeting of Full Council.

Background to Webbased Multimedia Tools (Webcasting) – What is it?

3. Multimedia can be described as any audio visual form of communication. When using the internet as the transmission medium, audio visual multimedia is called 'Webcasting' or streaming. Anyone with access to the Internet, an appropriate viewing tool (Real Player, Windows Media Player,), and speakers/soundcard on their PC can then view such transmissions 'live'.
4. Because the video signal is digital, such transmissions can also be captured (archived) and viewed at a later date. The audio video transmissions can be viewed via the Internet or an Intranet. The size of the picture can vary depending on the distributor and indeed the viewer, but traditionally the actual picture is about 3" square which is seen as the right quality combined with the expected functionality on a webpage i.e. this is not TV but internet where the viewer expects to do more than just watch. What is key is that even at the lower encoding rates the movement is smooth and, more importantly, the sound quality is good¹. Although access to the transmitted content would be via the Councils website (or the Intranet for staff / Members), this would simply provide a link to a specialised website from which the video would be streamed.
5. The two main key features of webcasting are:
 - the ability to stream both live and archive (on demand) content - this makes it an extremely effective communication tool as it enables viewers to look at content where and when they want.
 - by using the internet as the transmission medium it is also possible to attach or link related information to the webcast to enhance the viewing experience e.g. agendas, reports and minutes.
6. The system installed can be either fixed or mobile and will consist of cameras and a control/encoding station. The cameras capture the proceedings under the control of an operator from the control station. The audio is captured from the Councils existing audio system (or, with the mobile system, from its own audio system) it is then synchronised to the video and encoded for transmission. The encoding of these feeds is then done using either Real Player or MS Media Player both being the most widely available webcasting software packages.
7. The Control PC also allows the operator to include details such as speaker names, agendas and presentations within the webcast. The encoded feed is then 'transmitted' through a sufficient internet connection (normally an ISDN or ADSL line) into the supplier's network where it is placed on a transmission (viewers) page. The supplier will 'host' (hold the webcast on file for any viewer to call to view) for an agreed period and provide sufficient bandwidth for unlimited viewers to the webcast during this period. A viewer will access the webcast from a link provided on the Councils website into the transmission page.

¹ It should be noted that, sometimes, organisations claim to be webcasting if they have one or more fixed cameras at a variety of locations showing a particular view which is updated every few minutes. This is normally known as a 'webcam' and is different to 'webcasting'.

8. In addition the system will automatically archive the webcast including inserting key jump points such as speaker names or each agenda item, for ease of viewing at any time after the live webcast. The system thus avoids lengthy post production editing by the operator.

Consultation

9. The Head of ITT Operational Services has been fully involved in sourcing the available systems capable of providing webcasting to City of York Council, and has advised that in-house resources are currently insufficient to provide the required services.
10. Information on the introduction of webcasting at other Councils has been looked at. Overall councils seem to regularly achieve viewing numbers of between 500 and 1000 per month. Interestingly 3 of the top 10 council websites (as determined by their usage) include councils that incorporate multimedia on their site. Examples of councils using a webcasting service detailing how they promoted their service initially, what ongoing promotion they do and their average viewing figures are detailed in Annex A.
11. It is recognised nationally that when compared with the previous 'attendance' at meetings, the regular virtual attendance has been deemed to exceed expectations and certainly far exceeds the physical attendance capacity in most council chambers.

Options

12. Having considered the information contained within this report, Members may decide:
 - i) not to introduce a webcasting facility;
 - ii) to proceed with the introduction of a webcasting facility either by leasing a system on an 'out-hosted' basis – this means that we would not need ICT to support the system either through direct management/support or server infrastructure, or purchasing a system to run in-house (subject to further investigation). If this option is pursued, the Council could choose to:
 - a) test the current market by means of a tender process. The difficulty with a tendering procedure may be finding a sufficient number of companies that can provide a service in this niche market. The Council would need to be satisfied that such a service provider could meet all the requirements of the Council, not just some of them. A project team would need to be set up to oversee the tender process which, of necessity would need to run alongside an ITT development bid for the funding that would be required. The Council could still decide not to accept any tender.
 - b) Seek a negotiated contract – if there are a limited number of companies (three or less) who are able to provide a system that would meet our requirements, it may be necessary to seek a waiver of standing orders in order to pursue a negotiated contract. However, without an

assessment of the market by way of tender or seeking expressions of interest it is difficult to assess whether enough viable suppliers exist.

- iii) If a decision is taken to lease an 'out-hosted' system, agree whether or not to proceed on the basis of a 1-year pilot period.

Analysis

13. There are a number of arguments in favour of web-based multimedia:

External Benefits

- a. It encourages eParticipation:

- The eDemocracy landscape is still being defined however web based multimedia is being consistently mentioned as part of the emerging picture. The EU's eTEN, eEurope eGovernment and i2010 objectives encourage public bodies to implement and benefit from a full range of eParticipation tools to broaden the participation of citizens in the democratic process.
- A increasing number of leading Councils are already using the technology and have identified the following as key points in their reasoning:
 - i. Seamless transmission of meetings/events/briefings makes the council more accessible and transparent to its citizens.
 - ii. There is a clear case for showing that webcasting encourages eParticipation by giving citizens access to core council business without the intermediary of Council minutes or media coverage .
- It provides the ultimate record of a meeting ensuring full transparency to all of the process.
- A recent EU project called 'eParticipate'², evidenced not only an increase in virtual attendance but also an increase in physical attendance and this increase was seen as a result of the increase in publicity about the democratic process.

- b. It is a flexible medium which delivers value for money:

- Webcasting is not limited to formal meetings and as such can deliver additional value for money. Other content that has been webcast by local authorities includes:
 - i. Events (internal and external within the community) e.g. in late April 2007, the West Essex PCT held a number of road shows about their emerging strategy for healthcare in West Essex. The Epping road show was held at the Civic Offices and was webcast live by Epping Forest District Council. The PCT were recharged for the event at cost. Promotion of the event was the responsibility of the PCT, and as no effective publicity was undertaken by the PCT, very few people attended. Having said that, the webcast was subsequently viewed by over 200 people so could be seen as having reached significantly more people than could have been accommodated at a public meeting. This was a valuable lesson in planning events with third party organisations.

² eParticipate: Webcasting by Local Authorities -

<http://www.public-i.info/documents/eParticipate%20Validation-Evaluation%20Report%202006.pdf>

- ii. Community news programmes
 - iii. Internal and external briefings
 - iv. Promotional content (e.g. tourism videos)
 - v. Training content
- c. It is a strategic communication tool which provides content in a format people respond to:
- Today's younger generation use web-based services providing a means to interest this group in local politics.
 - Multimedia can make a website more visually exciting compelling and engaging and therefore informative
 - Viewers have growing expectations of the functionality they will find on websites. Multimedia content is the next level of quality and functionality increasingly expected
 - It allows a council to communicate without the mediation of the media
 - The public increasingly gets its information from multimedia sources, in particular television. Web based multimedia (e.g. webcasting) communicates with people using a medium that they are increasingly familiar with and trust
14. There are also a range of potential ideas which could enhance the information provided through a website by incorporating Multimedia. For example one of the more innovative uses has been the creation of frequent community news programmes of events and news from within a council region. By capturing video footage either from the community or from within the council an informative news programme could easily be developed.
15. Internal Benefits
It has a wide application within a Councils communication strategy. For example it can be a useful internal communication tool to enable officers and members to keep up to date with current debate or issues and for providing internal briefings. Maximising internal communications would realise value:
- webcasting and archiving staff briefings for those who cannot attend would be one way to use webcasting to enhance and improve communication with staff
 - enabling live transmissions to be delivered to numerous staff instantly at their desks.
 - Training such as Members Code of Conduct or other such statutory training could also be considered.
16. Other Benefits
The Audit Commission has given a positive rating to the communication benefits of webcasting within the CPA process. Indeed, a recent MORI survey³ found that 'higher rated CPA authorities are more likely to use webcasts'. In addition, the 'PARSOL Better Planning Operating Standards'⁴ defined the webcasting of planning meetings as one of the graded standards for the delivery of better planning services in an e-enabled environment.

³ eDemocracy Survey 2005 – Local authorities experiences of democracy on and off line. www.e-democracy.gov.uk

⁴ PARSOL Better Planning Operating Standards <http://www.pas.gov.uk/pas/aio/30692>

17. Content is undoubtedly key to the success of any multimedia project and not just content in the video but the contextual information linked to the video. To achieve the best value from the project and a good take up, a planned programme of meetings and events would need to be considered. These events should be based on those likely to improve communication both with the community and with staff, engage citizens, boost use of the service, and create a positive PR image.
18. Concerns
Whilst webcasting clearly increases the viewing potential for meetings, making the experience more widely transparent, it would be difficult to prove that webcasting leads to increased opportunities for residents to 'influence' or contribute to decision-making by Members.
19. Any contractual arrangements would need to provide sufficient hours viewing time, as the length of some meetings is unpredictable. It would be essential to ensure viewing time was maximised and uninterrupted.

What's Right for York?

20. In-house or not?
The benefit of a system that is not run in-house is that the infrastructure that would be needed to be installed and supported is not a drain on the Council's ICT Service. On demand video streaming requires dedicated ICT resources and equipment that is not cost effective to provide in house. Specialist software would also be needed to run a content management system and operators console.
21. The alternative, is to lease a system. For example, a company called Public-i, based in Hove in Sussex (the main market leader in the supply of web casting facilities to local authorities), offers a service that includes the hosting of the system (the video files and microsite are run by them) thus minimizing the impact the system has on the Council's IT resources. At each webcast meeting their staff monitor the recording and the operator has messenger contact with them during the meeting which means that the continued streaming of the webcast can be ensured. An annual contract with Public-I would include annual service charges, leasing costs and a maintenance/fault resolution Service Level Agreement (SLA).
22. Static or Portable Units?
A fixed static system would require substantial cabling work in the Council Chamber. This would require careful consideration in order to achieve minimal damage to the chamber including consultation with English Heritage.
23. Portable versions do exist but whilst smaller in design, the equipment is still bulky and heavy and would require a number of staff to move it within the building and the use of a Council vehicle to take it off site. There is also the health and safety issue of the cables running around a room. The benefit of a portable unit is that it could be used to service Committee Rooms 1-4 as well, and could be used off site for special events.
24. Another alternative would be to use video cameras to capture content instead of a webcast unit. This has proved successful for some Councils as video cameras are often a more viable option for less formal events. This would not allow for 'live' webcasting as capturing events via video camera does mean that an element of

editing is required to ensure that content uploaded to the website is of a good standard, and some further minor investment in software would be required to facilitate this.

Other Considerations

25. Compatibility

Any webcasting system introduced would need to be compatible with the audio system within the Council Chamber, and in order to enable this, it may be that the current audio system would need to be upgraded or replaced.

26. It should be noted that the Public-i system is compatible with our Committee Management System and therefore would provide an integrated approach to council meetings. The cost of their system is detailed in Annex B together with comparison figures from another company.

27. Internal Support

Members need to consider how this multimedia work can be supported by the authority i.e. it is a good example of a multi-service project. For example:

- Some work would be required from the website team to ensure a high level of integration within the website to webcasts from Council news and content pages. This would involve the insertion of many entry points into webcast content from different website pages and the linking of news stories to webcast content.
- It would require a very high level of commitment from staff in Democratic Services with support from colleagues in ICT. Staff responsibilities would need to be formally recognised and integrated into job descriptions as necessary.

28. Potential Cost Savings

A cost benefit analysis is difficult to conduct. However, an increase in viewing numbers compared with previous attendance at most council's is significant on its own. There will be the initial cost for purchasing and installing a system and then there is the cost per hour for 'Live' web casting. Obviously, the more hours of 'Live' web casting, the more expensive it is. On the other hand, there are some potential cost savings as follows:

- Time and travel savings for residents (i.e. can 'attend from home')
- Time and travel savings for Officers / members (reduction in need to pay travel expenses)
- Recording of meetings. Ability for Officers to complete minutes during normal working hours
- Reduction in printed matter required to communicate with residents, officers and Members
- Reduction in telephone costs to brief staff

29. Advertising

Successful webcasting is invariably dependant upon the publicity of the facility combined with the content. Even for formal statutory Council meetings significant increases in viewing numbers has been evidenced and sustained by other

Authorities. However, ongoing success requires ongoing publicity and planning to ensure the webcast provides suitable content in an easily accessible manner. This can be achieved with minimal cost by limiting the advertising to the Council website and via relevant council correspondence e.g. in the case of a contentious planning application that is due to be dealt with at a webcasted meeting, any letters issued relating to the application could include a reference to the forthcoming webcast.

Corporate Priorities

30. The introduction of webcasting as a way of allowing the public to access of decision-making process is in line with our the following direction statements:

‘Our ambition is to be clear about what we will do to meet the needs of our communities, and then to deliver the best quality services that we can afford’

‘We will be an outward looking council, working across boundaries for the people of York’

31. It is also in line with our value statement – ‘Encouraging improvement in everything we do’.

Implications

32. **Financial** – In order to introduce webcasting, an ITT Development bid would need to be made. The bid would need to be rated against other bids in order to guarantee the availability of the necessary funding. It should be noted that the first round of bids has already taken place. Alternatively, it may be possible to acquire funding through the provision of a growth bid as part of the forthcoming budget round for 2009-10.
33. An outline of the costs of a webcasting system are outlined in Annex B. If a decision is taken to install a static system in Committee Rooms 1-4 then there will be further costs incurred for the additional cameras and cabling work.
34. **Legal** – The electronic record may stand as evidence in a court or tribunal.
35. **Information Technology** – there will be ITT implications associated with Options (ii) & (iii) in the report to a greater or lesser extent. These will need to be explored in more detail at tender stage, should a decision be taken to proceed.
36. **Equalities** – The introduction of a webcasting system would benefit those members of the public who are otherwise unable to attend a public meeting due to physical disability and/or issues of accessibility.
37. **Other** – There are two issues that will need to be addressed:
- Data Protection - Annex C contains an extract from an agenda which shows how another Council has dealt with this issue.
 - Freedom of Information - Some Councils have received requests from the public for copies of recordings of meetings. These requests were considered to be Freedom of Information requests and CD’s of the meetings were sent to

those requesting them with a letter asserting copyright, indicating that copying or commercial use was not allowed without permission

37. There are no known HR, Crime & Disorder or Property implications associated with the recommendations within this report.

Risk Management

38. If a decision is taken not to proceed with webcasting of council meetings the opportunity to further improve transparency in our decision-making and our equality aims may be missed.

Recommendations

39. Members are asked to:

- Note the contents of the report
- Identify their preferred option as outlined in paragraph 10 and refer the motion and this report to the meeting of Full Council in September 2008.

Contact Details

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Report Approved **Date** 14 July 2008

Specialist Implications Officer(s)

Financial Implications
Patrick Looker
Finance Manager
Tel No. 01904 551633

ITT Implications
Roy Grant
Head of ITT Operational Services
Tel No. 01904 551966

Wards Affected:

All



For further information please contact the author of the report

Background Papers: None

Annexes

Annex A – Information on other Authorities using webcasting

Annex B – Costing Comparison Figures

Annex C – Extract from another council's agenda front sheet showing data protection information

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Council	Viewing Figures	Advertising Campaign
<p>Epping Forest District Council</p> <ul style="list-style-type: none"> - Started web casting in September 2006 - Web cast live all meetings in Council Chamber & Committee Room 1 - Plus, a portable unit which can record meetings held elsewhere & civic events etc - these recordings are then uploaded for viewing at a later stage via the archive - Council has previously produced films on the Environment & their local Museums – these have also been uploaded to the archive for viewing 	<p>September 2006 – 387 May 2007 – 1416 May 2008 – 1813</p> <p>Majority of hits are on the archived recordings and not the 'live' events</p>	<p>Publicity Photos Recorded a number of events as dry runs prior to going live</p> <p>Initially promoted via local press and on Council website</p> <p>Link to live events and archived footage on Council website homepage</p>
<p>Bristol City Council</p> <ul style="list-style-type: none"> - Started web casting in September 2007 - Web cast Full Council and Cabinet meetings plus 1No. Select Committee & any contentious Development Control meetings - Static unit in Council Chamber & 1 mobile unit - can be viewed live or via archive - Archive kept for 12 months - System requires one person to operate it (not a technical expert) 	<p>September 2007 – 495 October 2007 – 1456 November 2007 – 1708 May 2008 – 3530</p> <p>Majority of hits are on the archived recordings and not the 'live' events</p>	<p>Initial promotion through local newspaper and council website</p> <p>Link to live events and archived footage on Council website homepage</p> <p>Local newspaper shows web casts on their website as well</p> <p>Meetings being web cast are distinguishable on-line by a clapperboard symbol next to name of meeting</p> <p>Development Control refer to web casting in any letters/paperwork they send out relating to contentious issues</p>

<p>Wirral Metropolitan Borough Council</p> <ul style="list-style-type: none"> - Started web casting at beginning of 2007 - Static unit fitted in one committee room - Limited web casting carried out - only planning meetings - Can be viewed live or via archive - Archive only kept for six months 	On average 450 – 600 per month	<p>Initial promotion via local press</p> <p>Now only advertised via Council website</p>
<p>Lancashire County Council</p> <ul style="list-style-type: none"> - Started web casting in - What meetings? 	1200 – 1500 per month	Advertised on their Council website only
<p>Hull City Council</p> <ul style="list-style-type: none"> - Started web casting in January 2004 - Web cast Full Council meetings only - Plan to upgrade system to enable web casting of Cabinet meetings and any meetings dealing with contentious issues via a mobile unit - 3No. static cameras in Council Chamber - Can be viewed live or via archive - Archive kept for six months 	<p>January 2004 - 168</p> <p>Now averaging 600-800 per month</p>	<p>Initial promotion via council website and local newspaper</p> <p>Advertised now via Council paper - 'Hull In Print' and Council website</p>

Public-I	1 Room Setup Hardware / Services	Based on 40 hours per month / 480 hours per year	Based on 35 hours per month / 420 hours per year	Based on 30 hours per month / 360 hours per year	Based on 25 hours per month / 300 hours per year	Based on 20 hours per month / 240 hours per year	Based on 15 hours per month / 180 hours per year	Based on 10 hours per month / 120 hours per year	Based on 5 hours per month / 60 hours per year
Purchase Costs									
F600 with 4 Cameras Configured Encoder Video-Switcher DVD Recorder Headphones Flat Screen Monitor Keyboard & Mouse Sony EV1-D100p Cameras, with bracket and cabling	£7,269								
Operating Services Hosting & Streaming / Software licence (provided by Public-i)		£12,480	£11,670	£10,860	£10,050	£9,240	£8,430	£7,960	£6,810
Support Prices Hardware installation / Software training / Equipment upgrade & maintenance Based on 2 days site survey; 2 days Installation; 2 days training and on site launch. On going time expected at 2 days per annum equipment maintenance		£2,645	£2,645	£2,645	£2,645	£2,645	£2,645	£2,645	£2,645
Webcast Monitoring / Customer Support		£11,655	£10,242	£8,829	£7,416	£6,003	£4,590	£2,837	£1,764
Total	£7,269	£26,780	£24,557	£22,334	£20,111	£17,888	£15,665	£13,442	£11,219

DATA / POWER CABLING	One-off cost		On-going costs	
Data cabling (Electron)	£	2,500.00		
Power cabling (CYC)	£	3,000.00		
Dedicated broadband connection (recommended &	£	1,000.00	£	2,000.00

More extensive site survey by cabling people to confirm the routing of the cable and York Heritage giving authorisation to run cables via the route identified.

CAVEATS

Proper site survey by solution provider required for final quote

More extensive site survey by cabling people to confirm the routing of the cable and York Heritage giving authorisation to run cables via the route identified.

A more detailed scope of how the service will be used including frequency of meetings and duration would be required.

CYC staffing costs to operate during meetings not included as this could be done by the Democracy Officer at no extra cost

Additional Committee Rooms will require audio equipment as only the Council Chamber has Auditel

If a decision is taken to proceed with installing a static system in Committee Rooms 1-4 then additional cabling costs will be incurred and additional cameras will be required etc

- Council Chamber assumed 4 cameras
- Smaller committee rooms may require fewer cameras

Media on Demand

	Costs		First Year Cost	
Hardware				
StreamPac:				
Rack Mount Unit inc. installation & training	£	4,250.00	£	4,250.00
HP Laptop with Adobe Premier Pro 2	£	1,350.00	£	1,350.00
Sony EVID70P Remote control camera	£	735.00	£	2,940.00
Audio Mixer - 10 input	£	50.00	£	50.00
Headphones, cables & accessories	£	140.00	£	140.00
Hosting/Leasing				
Streampac software licensing per month	£	500.00	£	6,000.00
- Site Management				
- Council branding				
- 4 hours content per month				
- Archive hosting for 1 Year				
Services				
Auditel integration	£	3,500.00	£	3,500.00
1 day training (2 people)	£	495.00	£	990.00
Total			£	19,220.00

DATA / POWER CABLING

		One-off cost	On-going costs
Data cabling (Electron)	£	2,500.00	
Power cabling (CYC)	£	3,000.00	
Dedicated broadband connection (recommended & TBC)	£	1,000.00	£ 2,000.00

CAVEATS

Proper site survey by solution provider required for final quote

More extensive site survey by cabling people to confirm the routing of the cable and York Heritage giving authorisation to run cables via the route identified.

A more detailed scope of how the service will be used including frequency of meetings and duration would be required. Currently costs based on a total 4 to 5 hours streaming session per month). Additional streaming hours £75 / hour (Media on Demand)

CYC staffing costs to operate during meetings not included as this could be done by the Democracy Officer at no extra cost

Additional Committee Rooms will require audio equipment as only the Council Chamber has Auditel

If a decision is taken to proceed with installing a static system in Committee Rooms 1-4 then additional cabling costs will be incurred and additional cameras will be required etc

- Council Chamber assumed 4 cameras
- Smaller committee rooms may require fewer cameras

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Extraordinary Overview and Scrutiny Committee Thursday, 2nd August, 2007

Place: Council Chamber, Civic Offices, High Street, Epping

Time: 7.30 pm

Democratic Services Officer: Simon Hill, Senior Democratic Services Officer
email: shill@eppingforestdc.gov.uk Tel: 01992 564249

Members:

Councillors R Morgan (Chairman), K Angold-Stephens (Vice-Chairman), D Bateman, R Church, M Colling, R D'Souza, Mrs A Haigh, Mrs H Harding, J Hart, D Kelly, G Mohindra and Mrs P Richardson

PLEASE NOTE THAT THIS MEETING IS OPEN TO ALL MEMBERS TO ATTEND

Webcasting Notice

Please note: this meeting may be filmed for live or subsequent broadcast via the Council's internet site - at the start of the meeting the Chairman will confirm if all or part of the meeting is being filmed.

You should be aware that the Council is a Data Controller under the Data Protection Act. Data collected during this webcast will be retained in accordance with the Council's published policy and copies made available to those that request it.

Therefore by entering the Chamber and using the lower public seating area, you are consenting to being filmed and to the possible use of those images and sound recordings for web casting and/or training purposes. If members of the public do not wish to have their image captured they should sit in the upper council chamber public gallery area.

If you have any queries regarding this, please contact the Democratic Services Officer on xxxxxxxxxxxxxxxx.

1. WEBCASTING INTRODUCTION

1. This meeting is to be webcast. Members are reminded of the need to activate their microphones before speaking.
2. The Chairman will read the following announcement:
“I would like to remind everyone present that this meeting will be broadcast live to the Internet and will be capable of repeated viewing and copies of the recording could be made available for those that request it.

If you are seated in the lower public seating area it is likely that the recording cameras will capture your image and this will result in the possibility that your image will become part of the broadcast.

This may infringe your human and data protection rights and if you wish to avoid this you should move to the upper public gallery”

Webcasting Council Meetings - Briefing Note

This briefing note is in support of the report of the Head of Civic, Democratic & Legal Services and in response to the points raised at EBS on Tuesday 22nd July 2008,

Impacts on staff resources and other projects if the proposal to introduce web casting was approved?

- 1) There are resource implications for Democratic Services, Corporate Procurement, Neighbourhood Services and ITT to establish and then manage web casting services from within the Council Chamber.
- 2) Staff resource time would be required to manage the cabling and additional electrical point installation, arrange a dedicated connection into the Guildhall and to work with the Corporate Procurement team to manage the procurement quotation stage and agree a contract.
- 3) A full requirements specification will need to be drawn up and agreed to issue to a minimum of three suppliers to provide responses and costs.
- 4) The full quotation stage will take around 8 weeks in total from issuing the quotation documents to contract signature and this will require approx 6 days of procurement officers time, 8 days of a business development officers time and 6 days of democratic officers time.
- 5) This requirement is not currently in either the business development or the corporate procurement teams work plan, and the impacts of this procurement will need to be assessed in accordance with both to identify any risks to the delivery of existing projects based upon when the work on this project if approved and funded would commence. But in terms of other IT Development projects, this proposal would have minimal impacts given the low number of days required from ITT.
- 6) The on going resource implications would be 1x Democratic Services officer required to control and manage the recording of the meetings
- 7) All of the above implications are based upon the option of procuring a managed and hosted service as outlined in the report of the Head of Civic, Democratic & Legal Services

Impacts of delivering the solution/service internally?

- 8) The option to deliver this service internally would introduce risks to the overall solution design and service provision as Council staff have no knowledge or experience of designing or providing these very specialised broadcasting services. These risks include;

- A fragmented procurement of the different components required could lead to compatibility or integration problems.
 - Any fault investigation and resolution would be more problematic and protracted.
- 9) Internal delivery of the service would also require upgrades to the Council's infrastructure that would need further investigation to provide accurate costs for the items identified below, but as a guide, some recent work to explore the costs of the increasing the Council's internet provided costs of approx £25K connection charge and an ongoing additional revenue cost of approx £40K per annum. This would need some in-depth design work before we could provide a definitive price
- A significant upgrade to the Council's internet link to cope with the increased demand.
 - Additional server and storage capacity to deliver the new service from and to store recordings including archived material.

Breakdown of the take up of this service at other Council's?

- 10) It's impossible to identify where the viewers of this service are based, as their pc id would be linked back to their internet provider. But this information could be secured through an on line web site survey or customer surveys if required.
- 11) Another Council who are already providing web casting services confirmed that their Planning meetings are attracting the most interest to date.

Secure experience/involvement from local organisations

- 12) Officers have noted this request and have started the engagement process to establish if there are some benefits or experiences to be gained from any collaborative working with our local organisations that may have already deployed this service.

Contact Details

Author

Roy Grant

Head of ITT Operational Services

Tel: 01904 551966



Executive**29 July 2008**

Report of the Director of City Strategy

**ACCESS YORK PHASE 1 PARK & RIDE DEVELOPMENT –
PROGRAMME AND CONSULTATION PLAN****Summary**

1. The Council has been successful with its application to the Regional Transport Board for Regional Funding Allocation (RFA) of £21million (total £24million). The Council can now make an application to the Department for Transport (DfT) for a major scheme bid. This bid is for three new Park & Ride sites, with associated alterations to the highway infrastructure, bus corridor works and the fully operational bus services to be in place by 2011.
2. The project requires considerable management and the appropriate level of resources to ensure that the major scheme bid process is successful, that consultation and planning approvals are satisfactory completed and that land acquisition, procurement, construction and handover of fully operational sites is achieved on time and within budget. This report examines the outline programme and proposals to enable this to take place.

Background

3. Within the Second Local Transport Plan the Access York project for improvements to the Park & Ride service, bus priority measures and capacity of the Outer Ring Road was identified as a scheme that would be submitted to the region and DfT for major scheme funding. The Regional Spatial Strategy (RSS) recognises York as a growth point within the region and identifies improved access to the city centre as one of the regional transport priorities. Further background to the development of the Access York concept is detailed in Annex A.
4. In February 2008 The Executive approved the submission of the Access York Phase 1 (Park & Ride) bid to the Regional Transport Board. In April 2008 the Council was informed that its submission had been successful, allowing the Park & Ride element of the project to progress to the next stage. Later that month the Executive was formally informed of the decision and agreed to the release of £164k from council reserves to progress the Major Scheme Bid for the development of the Park & Ride sites and the preparation of a bid for the

remainder of the Access York project to be submitted to the Regional Transport Board later in the year.

5. The Park & Ride project will enable further development of the successful existing service in York, increasing the number of sites to seven and covering all main radial routes by:
 - relocating and enlarging the existing site at Askham Bar (1250 spaces)
 - providing a new site on the A59 Boroughbridge Road (750 spaces) and
 - constructing a new site on the B1363 Wigginton Road (500 spaces)
6. The total number of Park & Ride spaces will increase from 3,750 to 5,700 giving York one of the largest bus-based Park & Ride operations in the country. Bus priorities would be provided on each route and significant infrastructure work will also be required at the congested A59/A1237 roundabout adjacent to the A59 site to enhance its capacity.
7. The York Northwest site, with approximately 75ha of developable brownfield land, will be the focus of York's growth over the next 20 years and, as identified in the RSS, is important regionally. The development policies for this site are currently being established in the York Northwest Area Action Plan, as part of the city's emerging Local Development Framework. Transport modelling indicates that there will be an increase of approximately 25% in the number of vehicles entering the new Park & Ride sites in 2021 with the York Northwest development compared to the situation without the development. The A59 site in particular would need to be expanded up to a projected capacity of 1250 spaces when the York Northwest development is progressed. All of the proposed Park & Ride sites are at locations, which could accommodate expansion up to the increased capacity if required. There are also tram-train possibilities at these locations, depending on the position of the actual site.
8. The Access York concept has been split into two phases with Phase 1 being the subject of this report. Phase 2 concentrates on the bid for funding to implement improvements to the Outer Ring Road. Work on this is in progress and a report is expected to be available in September 2008.

Programme

9. The Regional Transport Board approved the inclusion of the Park & Ride bid into the Regional Funding Allocation Programme with expenditure planned over three years up to 2011/12. The DfT would, subject to the Secretary of State's confirmed acceptance of its inclusion in the programme, approve the release of funds to meet this timescale following the assessment of a detailed Major Scheme Bid.
10. The DfT approval system for a Major Scheme Bid involves three main stages:
 - Programme Entry
 - Conditional Approval
 - Final Approval

11. It has been agreed with the DfT that a single bid for the entire three site package will be submitted at the Programme Entry Stage but separate bids will be submitted for each site for the Conditional and Final Approval stages, as this will give greater delivery flexibility. Conditional Approval can only be obtained once the sites have received planning consent therefore separate applications will enable the sites to be delivered more quickly. Final Approval is obtained once the construction prices have been received and if there has been no change in the value for money assessment for the scheme.
12. If the development of the planning application was delayed until Programme Entry was received then it is likely that the funding timetable would be missed by over a year. It is proposed, therefore, to progress the planning application and Major Scheme Bid processes concurrently.
13. The detailed Gantt chart, showing the whole programme, is provided in Annex B but a simplified table with the key milestones identified, is as shown below.

Activity	Timescale	Key Milestones
Develop MSB for DfT Programme Entry submission	April 2008 to October 2008	
Seek CYC Executive approval to submit	September/October 2008	
Submit MSB for Programme Entry	October/November 2008	
Programme Entry assessment by DfT	October/November 2008 to April/May 2009	
Planning Applications Submitted (3 separate applications)	December 2008 – June 2009	
Programme Entry expected to be confirmed	April/May 2009	Successful outcome re Programme Entry
Separate Bids progressed for each site after Programme Entry (Dates for First Site – Last Site identified)		
Planning Consent Granted	June 2009 - December 2009	
Submit Conditional Approval Bid to DfT	July 2009 to January 2010	Gain approval of Executive prior to submission
Procurement of works on a site by site basis or as a complete package (still to be determined)	Tenders Received September 2009 - February 2010	
Submit Final Approval Bid to DfT	December 2009 - June 2010	Gain approval of Executive prior to submission
Commence Construction	February 2010 - July 2010	
Complete Construction	March 2011 - August 2011	Successful completion of the works and hand over for operational use

Key Risks

14. A project of this magnitude carries a number of risks i.e. those that are generic to all large construction projects and those that are specific to this one in particular. Those that are significant and specific to this project are:
 - DfT approval is required in three stages namely, Programme Entry, Conditional Approval and then Final Approval before any works can commence.
 - Considerable expenditure will have to be incurred, at risk, up to the point where DfT grants Programme Entry Approval to financially support the project. 100% of the costs of funding the preparatory work for the bid up to Programme Entry acceptance has to be found from Council resources and would be abortive if the bid was not accepted. Delaying progressing the development of the planning application would reduce the preparatory costs to be funded entirely from the Council however the project could not be delivered in the required timescale and there would be a significant risk that funding would not be available within the Regional Funding programme.
 - Following Programme Entry the DfT will fund 50% of the subsequent development costs (the other 50% will have to be funded from local resources and would be abortive expenditure if the scheme did not progress).
 - The project requires planning approval for each of the three Park & Ride sites and this puts at risk the cost of the work up to Programme Entry.
 - Progressing to Final Approval on a site by site basis has the benefit that any difficulties with one site, resulting in slowing the process down, will not affect Final Approval for other sites but it means that this phased approach will not lend itself to a procurement for the construction of all sites simultaneously and the economies of scale this could bring; conversely,
 - Progressing to Final Approval with all sites packaged together may allow a weakness in one site to adversely affect the progress of the full package, thereby delaying the whole process.
15. At this stage it is not possible to state with absolute certainty that the project can be delivered but it is believed that the risks are manageable and the Project Team will prepare, and continuously review, the risk register with mitigating actions to limit the impact of these risks.

Project Delivery

16. A project of this magnitude and importance, running over a 3-year period to 2011, requires a Project Board, a Project Team and a dedicated Project Manager.
17. It is proposed to set up a Project Board to meet on a 3 monthly basis to consider progress, forward programmes, costs and resources. The Project Board will receive reports from the Project Team, presented by the Project Manager. These reports will then form the basis of further reports to the

Executive to ensure that there is effective governance of the project. It is proposed that the Project Board will be comprised of

- The Executive Member for City Strategy
- The Shadow Executive Member for City Strategy
- The Director of City Strategy
- The Assistant Director of City Strategy (City Development and Transport)
- The Project Manager

18. The Project Team will have a dedicated Project Manager for the term of the project. This manager will be supported by two further dedicated officers, experienced in highway engineering design and construction as well as transport planning. Further support will be available from in-house teams namely:

- Engineering Consultancy
- Transport Planning Unit
- Property
- Finance
- Legal
- Insurance
- Procurement
- Planning

19. However, this project cannot be delivered solely with in-house expertise and there will be an ongoing requirement to bring in external agencies to cover a range of issues. Halcrow will be assisting under the remit of their term consultancy contract with the Council. It is also intended to engage a planning consultant using the procurement arrangements already in place. This will not only provide the required experienced approach but also introduce an element of clarity and independence to the process, where planning approval is being sought on behalf of the Council.

20. To allow the project to stay on track work has already had to begin on the preliminary design works and on a range of surveys, particularly the ecological surveys where certain investigations are limited to the time of year, such as the surveys for Great Crested Newts.

21. More detailed information about the Project Team, its method of operation for delivering the project and the linkages with internal teams and external agencies will be reported to the Project Board.

22. The funding for the project has the necessary allowances for staff and consultants.

Financial Information

23. The DfT approves funding for Major Schemes on the basis that at least 10% of the funding is locally sourced. The local funds could be from the LTP settlement, developer contributions or Council resources. To progress the Park & Ride sites approximately £3.6m (including the non DfT funded preparatory

costs) spread over 4 years would need to be contributed from local sources. The projected total costs, as approved by the Regional Transport Board and excluding Optimism Bias are identified in the table below.

	2008/09	2009/10	2010/11	2011/12	2012/13	Total
	£000s	£000s	£000s	£000s	£000s	£000s
CYC	350	1,186	1,402	642	0	3,580
RFA	0	2,452	12,622	5,781	0	20,855
Total	350	3,638	14,024	6,423	0	24,435

24. Preparatory costs incurred prior to the acceptance of the scheme by the DfT are not recoverable through the Major Scheme Bid process and would need to be provided from Council sources. The proposed funding sources are indicated in the table below. Capital funds are not appropriate for bid preparation, however, they can legitimately be used for funding the preliminary design and planning process for specific sites. To enable the project to progress in accordance with the Regional programme, funding up to £650k is required in 2008/09.
25. In April 2008 the Executive approved the release of £164k of reserves to fund the development of the Park & Ride Major Scheme Bid and the preparation of the Outer Ring Road bid to the Regional Transport Board. It is anticipated that £110k will be required for the Park & Ride Bid from this source. It is proposed to fund the remaining £540k from the City Strategy Capital Programme. At this stage the anticipated requirement is a coarse estimate heavily dependent on the extent of survey work required for the planning application. An initial £400k of funding has been allocated within the City Strategy Capital Programme to cover the development costs. It is proposed to monitor the projected level of expenditure throughout the year and adjust the allocation using the over programming levels in the City Strategy Capital Programme as necessary at each monitor report.

Proposed Funding Source	Park & Ride Major Scheme Bid Preparation	Preliminary Design and Planning	Total
	£000s	£000s	£000s
Revenue (Revenue Reserves)	110		110
Capital (Local Transport Plan)		540	540
Total	110	540	650

26. There will be further financial implications to the Council relating to the operation of the new sites. Currently a licence fee is paid to the Council by the operator of the service. The contract for the operation of the new sites would need to be procured in accordance with the Council's financial regulations which may result in a lower rate being received for the new sites owing to the risk associated with patronage numbers in the early years of operation. Members should be aware that there is a risk that additional Council revenue

resources may be required if it is not possible to procure the service provision contract with a licence fee payment to the Council. Members will have an opportunity at each stage of the scheme development process to take account of this risk

Options and Appraisal

27. The Council has the option to progress with this MSB or to decide not to do so. However, without this bid there is little prospect of being able to fund any of the new Park & Ride sites and therefore achieve the benefits that these will bring in terms of reduced volumes of traffic entering the city, improvements in air quality and the provision of an excellent P&R service to increase the 'offer' provided by the city for its residents, businesses and tourists. There are costs, which will be incurred at risk, but this risk is manageable and the proposal is to proceed with the project.
28. Should Members decide to proceed then there are options to consider regarding the various sites for consultation. To set this out in the most logical way in the report, the next section on consultation examines the site options and consultation proposals.

Consultation

29. It is proposed that each site will be the subject of a separate planning application and it is expected that each of these applications will be considered as a major application, given the scale of the development and the level of community interest. With major applications, wider community involvement is needed at the pre-application stage before any application is drawn up and submitted to the Council. Pre-application consultation will be undertaken in accordance with the Local Development Framework Statement of Community Involvement.
30. The proposals for community involvement and consultation on the proposed sites will be discussed in detail with the Planning Officer. The potential site locations are included on the plans in Annexes C to E and in general terms the proposed methods of community involvement are:
 - Publicity
 - A public event
 - Contacts with Parish Councils, local community or amenity groups
 - Contacts with City Councillors for the Ward concerned
31. In addition to these consultation methods, a system similar to that successfully employed with the recent Fulford Road bus corridor consultation will be used, where signs will be displayed drawing drivers' attention to a consultation website.
32. The next section of this report examines the more specific proposals affecting consultation.

Askham Bar

33. There is a high demand at the existing Park & Ride at Askham Bar and it is often full before the end of the am peak. The existing site does not have sufficient car parking capacity and improvements to increase this are required. The preferred location for a new 1250 space site is on an area of land between Tadcaster Road and the Railway. The proposed location is a former waste disposal site which is predominantly owned by the Council. It is also proposed to provide additional bus priority measures along Tadcaster Road to reduce journey times for vehicles at peak periods.
34. The site has the potential for excellent links with the A64 and it is adjacent to the East Coast Main line and rail lines to Leeds, so it could, in the longer-term, provide a Park & Rail facility utilising tram-train technology. There are, however, significant operational risks to rail services and infrastructure implications to be resolved before such a scheme can be implemented. In addition, the bus priority measures associated with the relocated Park & Ride site could provide wider traffic management benefits at other locations in the city, particularly along Tadcaster Road and Blossom Street.

Proposal

35. It is proposed to develop the identified site as the other potential locations in the immediate A64/Tadcaster Road junction area all have transport and/or environmental drawbacks. The other sites will be assessed and considered in accordance with the requirements of the planning process during the preparation of the planning application. In the absence of any other more suitable alternative sites it is proposed to undertake detailed consultation on one site only.
36. The local community, Askham Bryan Parish Council and Dringhouses and Woodthorpe Ward Committee will be consulted during the pre-application phase.

A59 Boroughbridge Road

37. The proposed Park & Ride service for the Harrogate Road corridor involves the provision of a 750 space site close to the A59, improvements to the A59/A1237 Roundabout and bus priority measures along Boroughbridge Road into the city centre.
38. The improvements to the A59/A1237 Roundabout will be developed to tie in with the overall enhancements to the Outer Ring Road which will be the subject of a separate report to the Executive in September. It is currently anticipated that the required improvements can be undertaken within the highway boundary. Consultation on the proposals will be undertaken with local residents/businesses, parish councils and ward committees.

39. The bus priority measures will be the subject of a separate transport study and consultation with local residents and businesses will be undertaken in a similar manner to the Fulford Road scheme currently being progressed.
40. Extensive investigation and consultation has been undertaken on the proposed Park & Ride Service on the A59 corridor over a number of years. Following preliminary investigation to determine suitable locations for the Park & Ride site reported to members in October 2002 citywide consultation was undertaken later in 2002 and reported to members in March 2003. Additional more detailed consultation was undertaken in the west of the city in 2004 and reported to the Executive on 9th November 2004.
41. All potential sites in the area were with a number discarded due to green belt, planning, environmental, transport and access issues. The following sites were considered in detail by Atkins consultants in 2002:
- Site 1 - East of the A1237 and north of the A59 (now the site of the new Manor Road school)
 - Site 2 - Southwest of A59/A1237 junction & adjacent to the A59, west of Northfield Lane (current proposed site)
 - Site 3 - North of Moor Lane & south of Northminster Business Park
 - Site 4 - South of the A59 between Hodgson Lane and Black Dike Lane
 - Site 5 - Either north or south of A59 west of Hodgson Lane junction
42. All these sites were taken forward as part of the public consultation exercise in 2004. The response to the consultation indicated that locations 1, 2, and 3 were approximately equally favoured as being the most suitable sites. Locations 4 and 5 were less favoured. The response also identified that the largest proportion of respondents (relative to the other sites) indicated that they strongly disagreed that location 1 was a suitable location for the park and ride. As the public consultation was inconclusive the officer recommendations to the Executive in November 2004 gave options for the acceptance of site 1 or sites 2 or 3. The Executive deferred a decision on identifying a site until the York Central Transport Study had been completed.
43. The York Central Transport Study was reported to members in January 2006 but did not identify any preferred Park & Ride site location. In February 2006 the Executive decided to allocate Site 1 to the relocated Manor School, leaving two remaining sites as possible locations North & South of Northminster Business Park.
44. The following paragraphs detail the transport advantages and disadvantages of the two remaining sites.

Site 2 (Adjacent to A59) – Transport advantages

- The site is closer to desire line for vehicles arriving on the A59 with 738 vehicles in the morning peak inbound from the Harrogate direction.
- The site intercepts trips on the A59 from Harrogate prior to the A1237 junction, removing traffic from the Ring Road junction.

- Land is available to provide an appropriate access, which maintains separation between buses and other vehicles and reduces conflict.
- A left turn only exit onto the A59 can be provided reducing traffic flows through the A59/Northfield Lane junction.
- The site is located away from residential properties.
- The site is visible from the A59 which would encourage usage.
- It allows for expansion of the Northminster business park whilst still enabling sustainable access to the business park.
- There is an opportunity for a future link to tram-train services.

Site 2 – Transport disadvantages

- The site is less attractive to vehicles arriving from the A1237 as vehicles arriving from the A1237 (North & South) would be required to pass through the A59 Roundabout.
- Significant works will be needed at the A59/Station Road/Northfield Lane Junction to provide access to the site.

Site 3 (South of Northminster Business Park) – Transport advantages

- The site is easily accessible to northbound traffic from the A1237 and would reduce traffic flows through the A59/A1237 junction.
- It would intercept trips from the A59 prior to the A1237/ORR junction subject to upgrading of the whole of North Field Lane.
- It is adjacent to Business Park.

Site 3 – Transport disadvantages

- The site is remote from the desire line of vehicles arriving from the North and West, which is the predominant flow of traffic.
- The site is less visible from the A59 and less likely to attract passing traffic.
- Unless a new roundabout was constructed at the A1237/Northfield Lane Junction all exiting traffic would be required to travel north to the A59 and pass through the A59/A1237 roundabout.
- Upgrading of Northfield Lane could create a rat run from the A1237 to the A59 as it would be difficult to prevent vehicles using it.
- There would be the additional cost of upgrading Northfield Lane and a substantial increase in the numbers of vehicles passing the existing residential properties.

Justification for not progressing direct access to A1237

- Without providing a new roundabout at the A1237/Northfield Lane junction all traffic leaving the Park & Ride sites would have to travel north along Northfield Lane.
- Queuing traffic issues

- A rat-run would be established on Northfield Lane whereby increased traffic flows would be experienced to avoid use of the A59/A1237 roundabout junction. Traffic should more appropriately be kept on the main A1237.
- Whilst it would be advantageous to provide access from the A1237 to the sites (particularly for site 3) it would be difficult to control and therefore would not be used exclusively by Park & Ride customers.

Proposal

45. Subject to availability site 2 is the preferred site for development. The advantages of the site 2 adjacent to the A59 are significant when compared to the alternative site (3). It captures the main market from Harrogate, allows for easy dispersal of traffic west from the site, does not create a rat-run along Northfield Lane, has potential to reduce traffic on the A59/A1237 junction, enables sustainable links to be established with the business park and keeps open the option for a potential future link with tram-train. For these reasons it is proposed to consult publicly on Site 2 (without direct access from the A1237) only.
46. It is proposed to consult the local community, Upper Poppleton and Nether Poppleton Parish Councils and the Rural West Ward Committee on the detail of the proposals for the site.

A59 Subway

47. A subway to allow pedestrians and cyclists to cross the Outer Ring Road north of the A59 roundabout was included in the Regional Transport Board funding bid. However owing to the substantial cost a review of the need for the subway has been undertaken to allow Members to make an informed decision on whether to proceed with this item. The decision to be made regarding the delivery of a cyclist/pedestrian subway at the A59/A1237 junction is based on whether the additional cost to the project of providing the subway, estimated to be £700,000, can be justified on policy, use and potential demand for the facility.

Outline of the policy position

48. The aims of the LTP include:
 - Reduce the need to travel, especially by car and encourage essential journeys to be undertaken by more sustainable means
 - Reduce levels of congestion
 - Reduce levels of perceived and actual safety problems
 - To improve the health of those who live, work in, or visit York
 - To reduce the impact of traffic and travel on the environment.
49. Pedestrians and cyclists are at the top of the hierarchy of road users (as set out in the LTP) and as such must be considered and included wherever practicable

in the design, build and delivery of schemes. A number of strategies and policies contained within the LTP support these aims.

50. The aims of the cycling strategy are to:

- Increase the absolute number of cycle trips, and
- Increase the modal share of cycling

51. The aims of the accessibility strategy are to:

- Better meet the needs of those who do not have access to a car, and
- Improve transport choice for those who already have access to a car

52. The aims of the walking strategy are to:

- Increase the absolute number of walking trips, and
- Increase the modal share of walking

Additional influences

53. In addition, City of York has been designated as a cycling demonstration town by Cycling England in June 2008. This means that the Council will be signing up to a strategy and workplan that will attempt to revolutionise cycling in the city. Proposals in the successful bid include improving cycling infrastructure such as dedicated cycle lanes, increasing bike parking provision and cycle training and promoting the benefits of cycling. It also aims to provide joined-up cycle facilities that enable and encourage journeys to be made by cycle and enable them to be made in a direct, comfortable and convenient way.

54. As a comparison for a similar situation the use of the existing underpass at Rawcliffe was monitored during week commencing 30th June 2008. Results of the survey are shown in the table below.

Pedestrian and cycle journeys

	Am peak	Pm peak	Total during day
Into the city	56	67	188
Out of the city	18	76	144

Am peak = 7-10

Pm peak = 4-6

55. A survey of current cyclist and pedestrian movements at the A59/A1237 junction was undertaken in week commencing 16th June 2008. The results of the survey are shown in the table below. Whilst these figures appear low (when compared to the Rawcliffe survey) they do not take into account latent demand, which is difficult to measure. Comparison with the Rawcliffe site suggests that there is potential to increase the number of journeys made on foot and bicycle at this location.

Pedestrian and cycle journeys

	Am peak	Pm peak	Total during day
Into the city	14	41	80
Out of the city	30	18	74

Am peak = 7-10

Pm peak = 4-6

Arguments for providing a subway

- The flows on the ORR are forecast to increase substantially by 2021, making it more difficult for vulnerable road users to cross the ORR at a time when the Council is being held up as an example of how to deliver cycle improvements.
- Capacity improvements to the roundabout will increase traffic speeds and potentially make it more difficult to cross the road.
- Not providing a subway increases conflict at the junction, which has the potential to result in an increase in accidents and casualties.
- The cost of the scheme should be seen in a wider context. The cost of a fatal accident on the ORR would be in the region of £1million and therefore in excess of the provision of the subway.
- The wider context also includes the advantages to cyclists and pedestrians not associated with Park & Ride. The provision of a subway would enable journeys to be made from Poppleton into Acomb more easily. Acomb has been highlighted in the LTP as one of the city's service sub-centres, which means that residents do not need to travel into the city centre in order to access the services that they require.
- When considering the longer-term options for transport and development in the city, the potential for the link with tram-train needs to be taken into account. Encouraging more trips on tram-train will be supported by safe and continuous links between the city and the tram-train link.
- A subway would also enable and encourage more journeys to be made by train from Poppleton station, particularly from the west of the city as it will make the journey to the station easier and provide another option for the starting point for train travel whilst removing the need for commuters and residents to travel into the city centre in order to catch the train.
- There is a wider policy implication for the environment and sustainability in promoting and being able to make journeys from the Park & Ride site into the city by cycle. Cycle lockers are being provided at all three new sites. To provide a facility to encourage cycling at the Park & Ride site, but not the infrastructure to make the journey safely and easily, is not presenting a coherent and cohesive policy implementation.

- Latent demand is difficult to quantify but without building new facilities it cannot be expected that residents and commuters will, of their own accord, elect to undertake difficult or time consuming journeys without some encouragement. This has particular relevance to the business park adjacent to the proposed site.

Arguments for not providing a subway

- The cost, at current estimates of £700,000 is a significant sum but will have a relatively small influence and impact on use of the P&R. It is therefore an expensive addition to the project.
- Latent demand is difficult to quantify and it has not yet been proven that there is demand for the facility.
- Additional cycle lanes will need to be provided to link into the city network to ensure the maximum usage of the subway.

Proposal

56. The need for the subway will continue to be assessed and will be included in the pre-application consultation process.

Wigginton Road Sites

57. There are three sites under consideration at the Wigginton Road/A1237 junction. These sites are:
Site 1 - Immediately to the northwest of the junction
Site 2 - North of the junction and to the east of Wigginton Road
Site 3 - Southeast of the junction
58. The detailed transport implications for these sites is currently being assessed. No previous consultation has been undertaken for Park & Ride sites in this area and so it is proposed, subject to the satisfactory conclusion of the technical assessment of the potential sites, to proceed to public consultation on all three sites. Early stage modelling and design work is being undertaken for the sites to ensure that it is physically possible to provide an operational P&R from each of the sites prior to undertaking consultation. To assist in the consultation process the transport advantages and disadvantages of the sites are being considered.

Transport considerations

- Currently all other P&R sites (except the Designer Outlet) are located inside the ORR. This is primarily to provide advantage to bus journey time reliability and reduce delay when trying to cross the ORR. In addition P&R users perceive delay once on the bus as having a greater cost than delay in reaching the P&R site i.e. delay in their car
- Initial modelling of the junction suggests that overall vehicle delay through the junction is reduced when either of the sites outside the ORR is selected.

This is because flows on the A1237 are higher and the sites north of the ORR capture vehicles prior to reaching the junction, whereas to reach the site inside the ORR, all vehicles must pass through the junction.

- Whilst overall delay at the junction is a consideration, bus delay must also be taken into account. Bus delay is likely to be increased for either of the sites beyond the ORR.
- Design of the sites will also need to consider access points and whether there is adequate distance between the access/exit points and the roundabout for queuing traffic on Wigginton Road.
- A bus gate north of the ORR may need to be considered as part of the scheme to enable buses leaving the sites to reach the roundabout ahead of queuing traffic.
- Site 3 provides an opportunity for a future link to a tram-train service.
- Site 3 also has the potential to be more attractive to residents to the west of Wigginton Road as a bus service, thereby encouraging car trips to the P&R site from the city. This is less likely with the sites north of the ORR as residents will be less likely to accept delay in crossing the ORR.

Summary

59. Sites 1 & 2

- Reduced overall vehicle delay at the ORR/Wigginton Road junction
- Potential for increased bus delay and reduced journey time reliability
- Additional bus priority required north of ORR

60. Site 3

- Potential to reduce bus delay and improve bus journey time reliability
- Access/egress to site does not create highway problem as stacking of vehicles occurs inside the site
- Potential for future link with tram-train
- Increased overall vehicle delay
- Likely to attract trips from adjacent residential areas

Proposal

61. Based on this information it is not possible, on transport grounds, to eliminate any of the sites at this stage. It is likely that further detailed work on land purchase, design and cost implications may well assist in ranking the desirability of these sites. However, at present this is not yet fully available and consultation is proposed to be undertaken on all three sites.

62. The scale of this consultation will be with local residents and businesses, including the hospital, as well as targeting the vehicle drivers using the Wigginton Road to gain access to the city as this Park & Ride site should be more attractive to drivers from further afield. Consultation will be carried out with adjacent Parish Councils but as there is already a well established 10 minute frequency bus service from Wigginton and Haxby into the city, this ought to be more attractive to many of these residents than driving to the Park & Ride site to catch a bus.
63. Following the initial consultation and further feasibility work a further report will be submitted to members recommending the preferred site to be progressed through the planning process.

Corporate Priorities

64. The development of the Park & Ride service and improvements to the Outer Ring Road are key elements of the Council's transport strategy set down in the Local Transport Plan. In addition the proposals support the Council's Corporate Priority 'to increase the use of public and environmentally friendly modes of transport'.

Implications

Financial

65. As highlighted in paragraph 23 a contribution from Council resources will be required if the scheme gains approval from the DfT. The £3.6m contribution could be funded from LTP funds but this would have a negative impact on the delivery of the LTP programme. It is suggested at this early stage that a proportion of the receipt available from the disposal of the current Askham Bar site be used to contribute to the Major Scheme Bid. The mechanism by which this would work would be a bid made through the 2009/10 Capital Resource Allocation Model (CRAM) process with the existing site needing to be approved for disposal by Council.

Human Resources (HR)

66. There are no HR implications identified in this report. As much work as possible in the delivery of the project will be accommodated through the Project Team using existing staff resources but beyond this it will be necessary to use external agencies. The role of the Park & Ride monitoring officer will change in due course to include the additional sites.

Equalities

67. The work carried out will benefit everyone in the community, either because of the opportunity to use the new Park & Ride sites or because of the benefit of reduced congestion on the roads and improved air quality. There are no equalities implications.

Legal

68. There are no legal implications.

Crime and Disorder

69. There are no crime and disorder issues.

Information Technology (IT)

70. There are no IT implications.

Property

71. The construction of the new sites will increase the Council's properties assets. It is intended to provide the most sustainable assets possible with routine maintenance and operation being included in the Park & Ride service contract.
72. If a new site at Askham Bar is constructed then the existing site, owned by the Council, would be vacated and become available for possible sale. A proportion of the capital receipt may be needed to ensure adequate resources are available for the local contribution to the Major Scheme Bid.

Other

73. There are no other implications.

Risk Management

74. In compliance with the Council's risk management strategy the main risks that have been identified in this report are those which could lead to financial loss, non-compliance with legislation, damage to the Council's image and reputation and failure to meet stakeholders' expectations. However, measured in terms of impact and likelihood, the net score for all risks has been assessed at less than 16. This means that at this point the risks need only to be monitored as they do not provide a real threat to the achievement of the objectives of this report.
75. At this stage in the bid process the Council does not commit to funding or underwriting the construction of the new sites. Separate reports will be submitted to the Executive as the bid progresses indicating the financial commitment and level of risk at each stage.

Recommendation

76. Members are recommended to:
1. Instruct officers to proceed with the project, bringing reports back to the Executive at key stages
 2. Approve the delivery arrangements and the creation of the Project Broad
 3. Approve the consultation process on the basis of a single site at Askham Bar

4. Approve the consultation process based on the A59 site adjacent to Boroughbridge Road previously identified as Site 2 and shown as such on the plan in Annex D
5. Include the possibility of a subway at the A59/ORR in the pre-application consultation
6. Approve the initial consultation process based on all three sites at Wigginton Road as identified on the plan in Annex E

Reason: To enable the Major Scheme Bid to progress.

Contact Details

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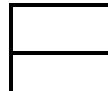
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**Report
Approved**



Date 18-07-08

**Report
Approved**



Date

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Wards Affected:

All

For further information please contact the author of the report

Background Papers:

Result of Regional Transport Board Capital Bids and Application for Use of Contingency Funds – to the Executive on 22 April 2008

Access York Phase 1: Park & Ride Development - to the Executive on 12 February 2008

Annexes

Annex A – Why Access York Phase 1?

Annex B – Access York Phase 1 – Detailed Programme – Gantt Chart

Annexes C – E - Plans

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Why Access York Phase 1?

Background

1. Traffic congestion, and its associated air quality and safety problems, is the single most important issue facing York. The causes for this congestion are numerous but can be attributed to the property price boom over the past decade, the recent low levels of family housing construction in York, and the dispersion of businesses to the outskirts of the city, which have made it increasingly difficult to live near to places of employment. This, added to the expansion of car ownership and generally decreasing motoring costs (up until the recent increase in fuel prices), is leading to greater population dispersion. Recent figures show that 22,500 workers commute into York from surrounding areas in comparison to 17,000 travelling out of the city for work. The need to relocate to more peripheral locations has necessitated longer journeys to work, which are often less suited to non-car options. Outside the main urban area, journeys are becoming increasingly more difficult to serve by public transport due to their varied nature serving a wider number of origins and destinations, along with reduced opportunities to satisfy needs locally due to a lack of local facilities and funding to provide public transport services.
2. The city's Local Transport Plan 2001-2006 sought to address some of the issues by widening travel choice and had some notable successes, including:
 - Peak period traffic levels limited to 1999 levels;
 - Bus patronage up by 49%;
 - Over 1.9 million Park & Ride passengers (in 2003/04);
 - 21% reduction in killed and seriously injured road casualties;
 - Achieving the status of the UK's top cycling city in 2004;
 - Achieving walking targets four years ahead of schedule;
 - Pioneering TCMS and BLISS systems; and
 - Selected by DEFRA to produce an Exemplar Public Rights of Way Improvement Plan.
3. Despite the undoubted success that this first LTP brought, without further significant action to encourage greater use of alternative modes of travel and tackling the increasing use of the car, the city faces a future with an increasingly congested road network. Modelling undertaken has shown that, in the absence of suitable measures to tackle congestion, traffic levels will increase by 14% in 2011, with a further doubling by 2021.
4. Much of this growth is attributable to the demand arising from future committed and anticipated development within the city. This is acknowledged in the Regional Spatial Strategy (RSS), which states that the Leeds City Region, (which includes York), is likely to remain the most significant economic driver of the [Yorkshire and Humber] Region's

economy. The role of York, in relation to the region's and York sub-area's economy, is stated in Policy Y1 for the York sub area as 'Diversify and grow York as a key driver of the Leeds city Region economy.....'

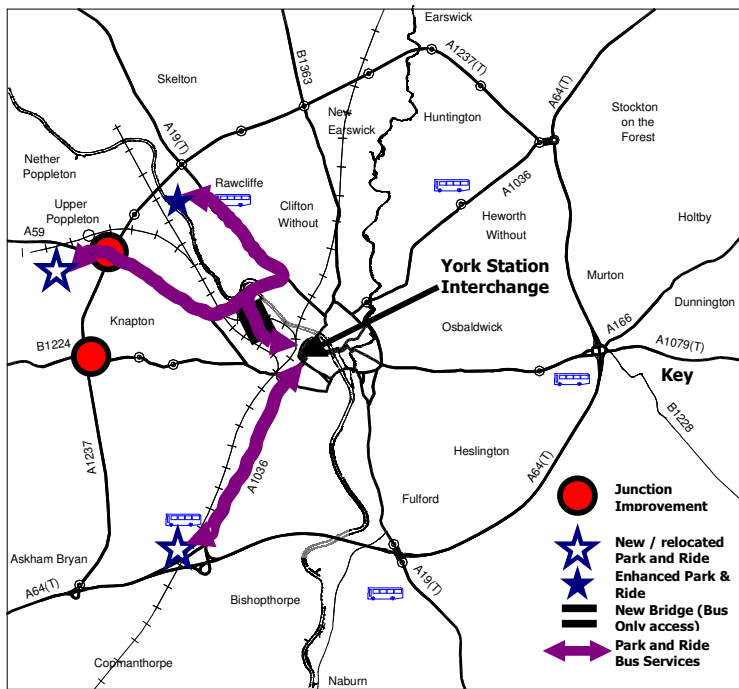
5. To realise this policy the RSS has set out future growth rates for employment and housing to 2130 jobs per annum and 850 dwellings per annum in the York Sub-Area. This would indicate that employment growth is expected to outstrip housing provision, thereby, leading to more and longer commutes into the city.
6. The main opportunity for renaissance activity for the city centre is the 'York Central' development, which will provide a substantial area of land for mixed use development within the city centre adjacent to the rail station. In addition to this, the closure of the British Sugar works to the north-west of the York Central site provides a nearby, but more distant from the city centre, development opportunity of similar scale. The policies for the development of these two sites are currently being established in the emerging York Northwest Area Action Plan as part of the City's Local Development Framework. Furthermore, Holgate Business Park, on the site of former rail works off Poppleton Road, is also a prime focus for economic development in this area of the city.
7. There are also other major development opportunities within the city, such as Osbaldwick, Germany Beck, the expansion of the University, and the redevelopment of the Nestlé (partial) and Terry's (full) confectionery works that will contribute to the anticipated 19,000 plus jobs likely to be created in the York sub-area by 2021.
8. The high level of economic growth within York will generate significant traffic movements within the city and the sub-region, as it is likely that the majority of jobs created will be highly skilled and likely to attract potential employees from far afield, if not recruited locally. Whilst supporting the transformation of the economy of York to safeguard its reputation as a centre of research, innovation and learning and thereby securing its economic future and that of the region, it is essential to preserve its unique character.
9. In March 2006, the City of York's Local Transport Plan 2006-2011 (LTP2) was published. It set out the Council's aspirations, policies and measures for transport over a 5-year period in the context of a 20-year horizon. It is based on the success of the first Local Transport Plan, with a greater emphasis on the key themes of tackling congestion and improving accessibility, safety and air quality, as well as contributing to wider objectives such as supporting the local economy.
10. It contains an action plan for implementing projects in the short term (2006-2011) and in the longer-term (2011-2021) in relation to each of the key themes. The action plan included the following measures:

- Improvements to the outer Ring road (e.g. Moor Lane / Hopgrove Roundabouts);
 - Expansion of Park & Ride;
 - Public transport enhancements (buses/rail/information);
 - Highway capacity reallocation (e.g. bus lanes);
 - Roll-out of BLISS/TCMS;
 - Pedestrian/cycle route improvements;
 - Engineering/education/enforcement for improving road safety
11. Park & Ride has continued to make a significant impact on capturing trips to the city, that would have otherwise been made by private car. In 2007 more than 3 million passengers were carried on the city's Park & Ride services removing approximately 1.3 million vehicles from the city's roads. However, the demand for using the Park & Ride service is getting closer to its capacity to deliver. Some sites are full early in the morning, which reduces the offer available to the city's visitors arriving later in the day.
12. If this success is to continue more capacity needs to be built in to the Park & Ride service through the introduction of new, relocated or enlarged sites, as shown in the action plan, for the short and longer-term. In addition to the new sites, new infrastructure such as bus priority lanes or new dedicated routes are required to minimise bus delays and thereby make the services frequent and reliable. Despite LTP2 achieving an 'Excellent' grading by the Department for Transport (DfT), the level of funding allocated by DfT to York's LTP2 is insufficient for all the measures within it to be realised. Consequently, schemes had to be prioritised within the Capital Programme to suit the level of funding available and other funding opportunities pursued to implement those schemes that were not in the Capital Programme.

York Central and the concept for 'Access York' within LTP2

13. The council is currently working in partnership with Network Rail, the National Museum of Science and Industry (NMSI) and Yorkshire Forward, to create a major, mixed-use development on a 35-hectare site of 'brownfield' land adjacent to the railway station. The York Central development will provide a new modern central business district for the city, with high quality residential and tourist facilities in the heart of the city. It is possible that, subject to confirmation of site constraints, York Central will lead to the creation of up to 9,000 jobs and provide up to 3,000 dwellings, as well as extensive leisure facilities.

The 'Access York' Concept (from LTP2)



14. The concept for Access York is shown in the above figure.

The key transport element required to open up this site is the provision of access bridges across the East Coast Main Line and the Freight Avoiding Line. Other transport measures required include high quality public transport links into the site from across the city, particularly from the north-west and south-west quadrants, linking to the surrounding region. This is to be realised by the introduction of a further Park & Ride (P & R) site located on the A59 Harrogate Road corridor, to intercept traffic that otherwise has to travel on one of the busiest sections of the A1237 Outer Ring Road to the P & R facilities at Rawcliffe Bar and Askham Bar. Demand for these existing P & R facilities frequently exceeds their capacity and they will need either expanding (Rawcliffe Bar) or relocating and enlarging (Askham Bar) to accommodate York Central and other city centre developments.

15. It is also envisaged that selective improvements to the A1237 Outer Ring Road will be implemented to relieve congestion in the vicinity of the new and enhanced P & R sites, together with the establishment of a multi-modal transport interchange at York Rail Station. The transport interchange will provide the opportunity to link the western P & R services with the P & R services operating to the east of the city. These could also connect with train services from Leeds and other towns such as Haxby, thereby maximising access by public transport to York Central, the rest of the city centre and edge of city employment sites, such as Monks Cross, York Business Park and the University.
16. Since the initial concept for 'Access York', within LTP2, a further Park & Ride site near Clifton Moor on Wigginton Road, was introduced to capture traffic on the B1363 corridor (complementing the Park & Ride sites at Rawcliffe and Monk's Cross). This would provide additional Park

& Ride capacity and improve accessibility for communities in the northern area of the city.

Contribution of Access York Phase 1 to the LTP2 Objectives

17. Access York Phase I will contribute to the local transport shared priorities and LTP objectives in the following ways:
 - Tackling Congestion: by providing better public transport links, these schemes will reduce the number of cars on the road, thereby reducing congestion levels.
 - Improving Accessibility for All: improved public transport links will make access to services and jobs easier for people without a car.
 - Safer Roads: by removing a number of journeys from the roads, there is likely to be an associated fall in casualty levels.
 - Improving Air Quality: a reduction in the number of cars on the roads will reduce vehicle emissions, contributing to the aims of the Air Quality Action Plan.
 - Improving the Quality of Life: the schemes will assist in providing better access to various services and facilities, and seek to increase levels of physical activity through encouraging trips by non-motorised means (including journeys to bus stops).
 - Supporting the Local Economy: improved accessibility to training and employment opportunities along with alleviating congestion through removal of some private car trips.

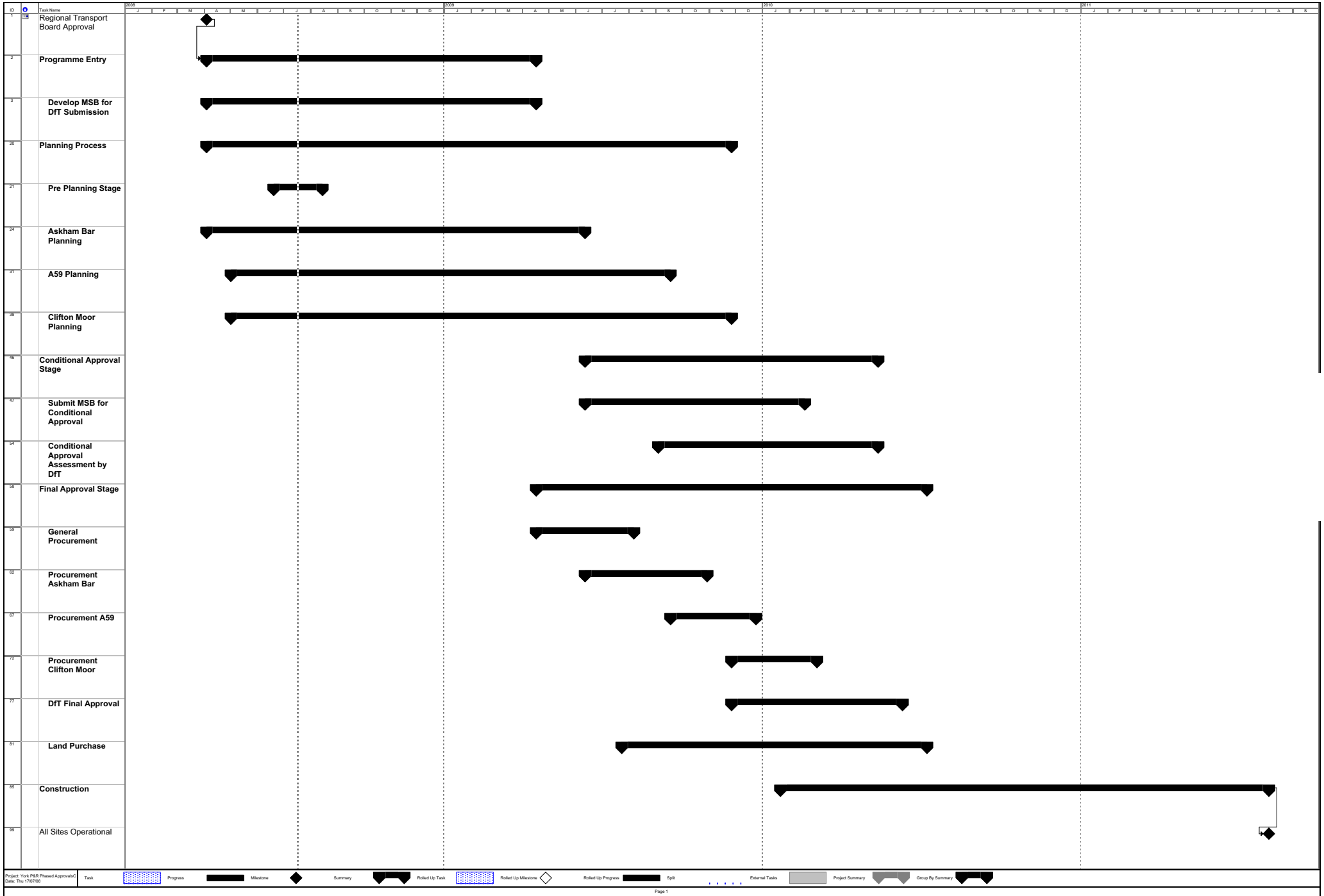
Funding Opportunities

18. With the addition of the Wigginton Road Park & Ride site, there is an even more pressing need to seek alternative funding to the LTP2 allocation for implementing Access York. One such opportunity is through The Regional Transport Board (RTB), which makes recommendations to the Secretary of State (SoS) for transport on how the £842 million 10-year Regional Funding Allocation (RFA) for transport schemes across the region should be spent. Currently the RFA programme has degree of expenditure 'Headroom' within it, which may allow additional schemes to be submitted to make best use of the funding available within the period 2008-2012. Schemes that are approved by the RTB and, subsequently by the SoS, can be taken forward to bid for funding.
19. In order to present the best case to the RTB for funding Access York, the concept was split into two phases. Phase I concentrated on the further development of Park & Ride services, together with associated bus priority measures, and Phase II would bid for funding to implement the major infrastructure improvements. Phase I was submitted to the RTB in February 2008 and was successfully approved for inclusion in the programme. It is intended, therefore, to submit a Major Scheme bid for Access York Phase I later this year

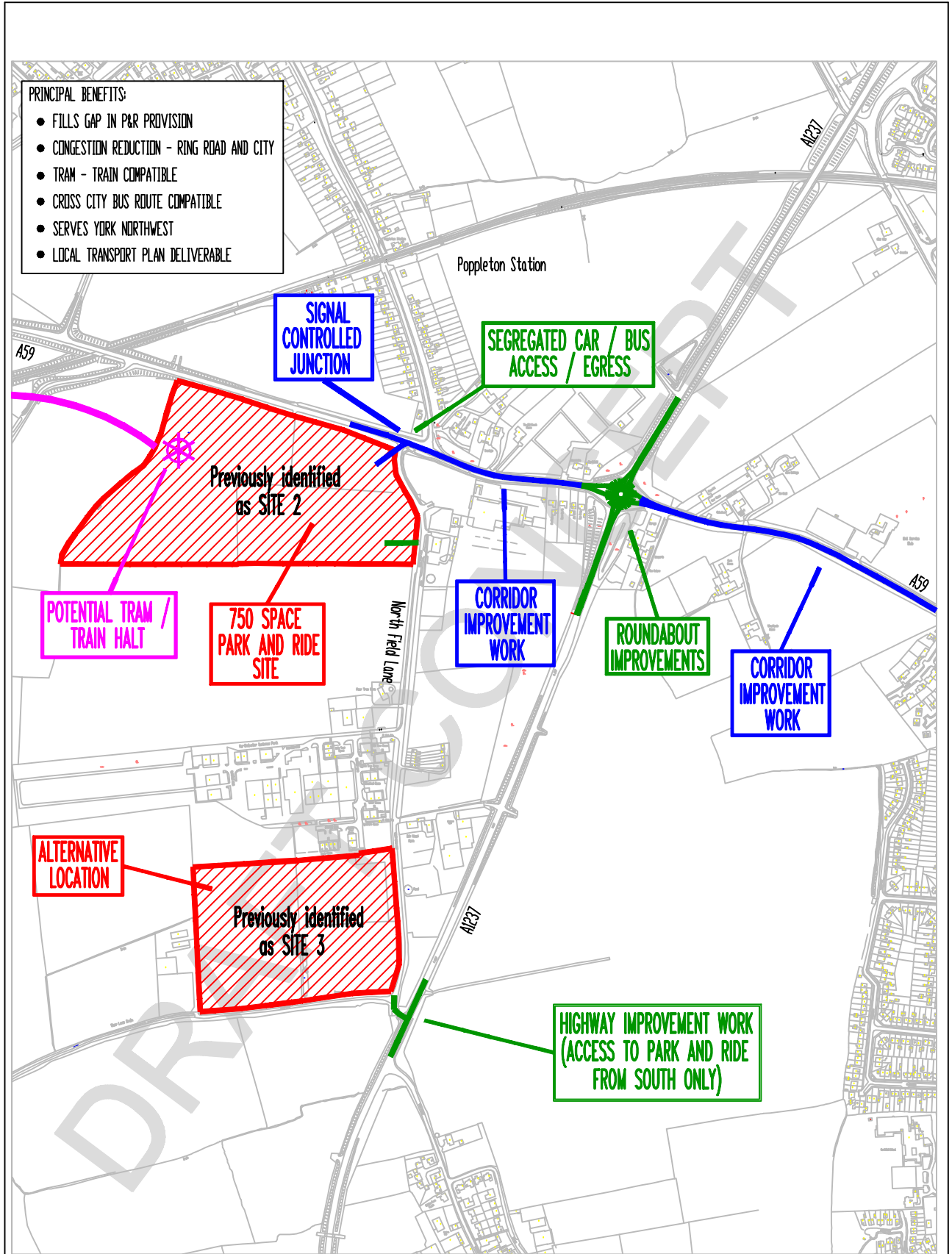
20. Other funding for the infrastructure required, could come from a variety of sources. These include: developer contributions, regional development agency (Yorkshire Forward) funding and funding through the National Productivity element of the Transport Innovation Fund.

Implications for York and the Region if Access York is Not Implemented

21. If the vision of creating 19,000 (plus) high quality jobs in the York area, with attendant increases in population, is to be realised, the infrastructure and service improvements envisaged in 'Access York' are essential. The key opportunity provided by York Central for the potential generation of up to 9,000 jobs and 3,000 dwellings in a city centre location together with the former British Sugar site would enable an exemplar integrated transport scheme of regional significance and national, if not international, best practice to be implemented.
22. Failure to invest in this project would place a severe constraint on the ability for York Central and other development in the city to be accommodated as the demand for travel, mainly by private car, would be more than the capacity of the transport network, leading to intolerable levels of congestion and may even prohibit development. This would be a major missed opportunity and would damage the economic prospects of the City of York, the Leeds City Region and Yorkshire and Humber Region in an ever more competitive world.



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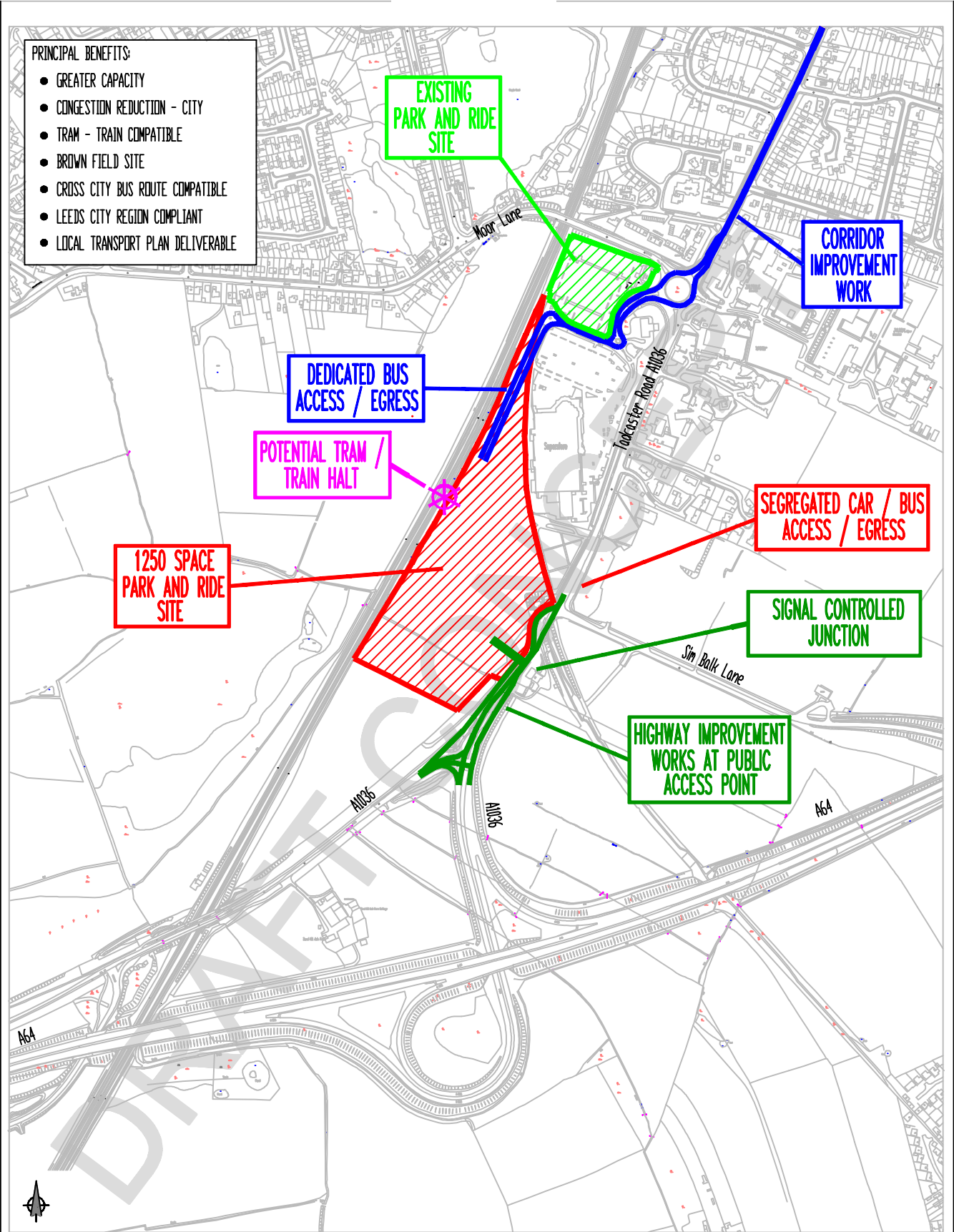




- PRINCIPAL BENEFITS:**
- FILLS GAP IN P&R PROVISION
 - CONGESTION REDUCTION - RING ROAD AND CITY
 - TRAM - TRAIN COMPATIBLE
 - CROSS CITY BUS ROUTE COMPATIBLE
 - SERVES YORK NORTHWEST
 - LOCAL TRANSPORT PLAN DELIVERABLE

<p>York Consultancy Consultants of first choice</p>	<p>CITY OF YORK COUNCIL</p>	<p>ACCESS YORK - PHASE 1 A59 (POPPLETON) DRAFT CONCEPT</p>		<p>ANNEX D</p>	
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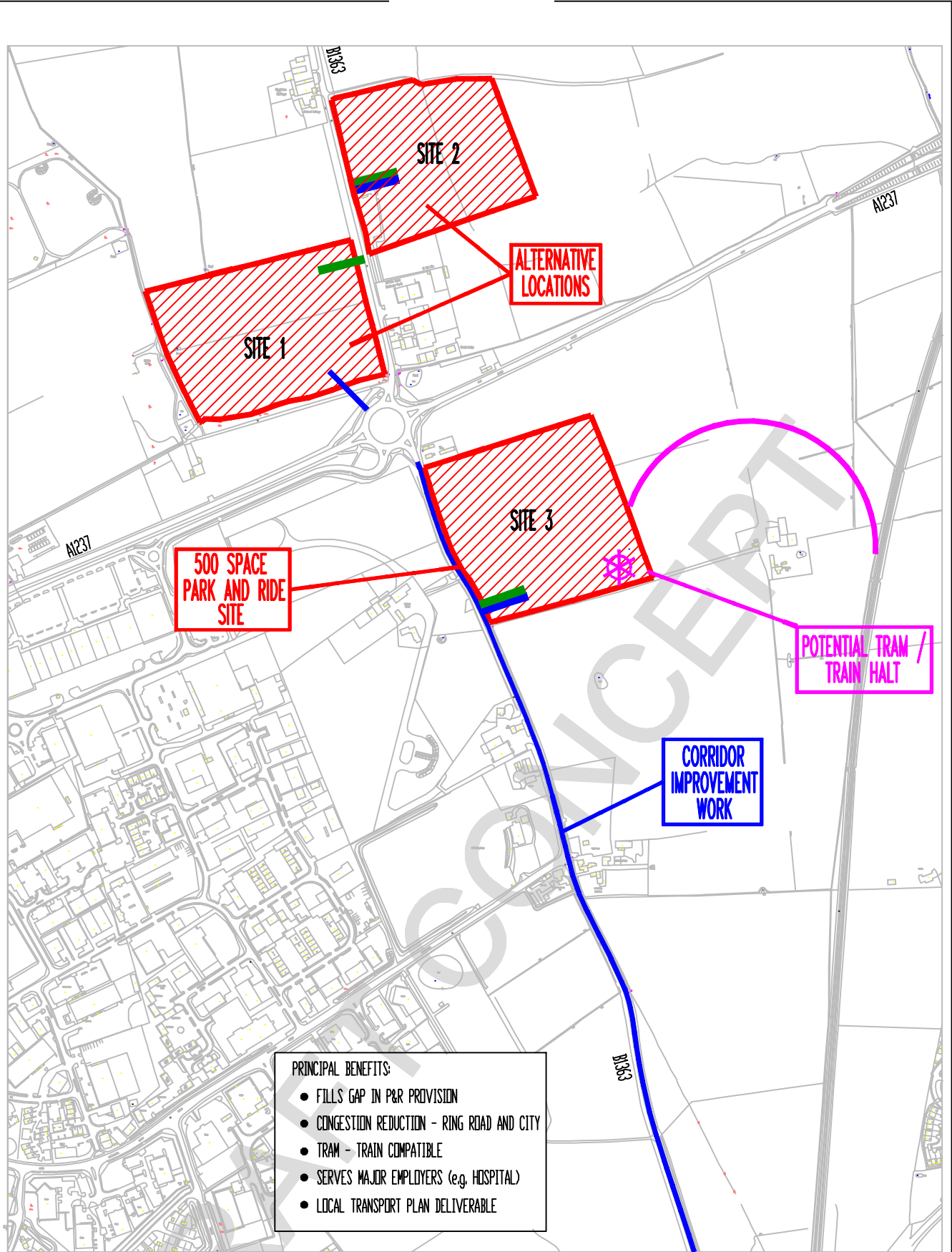
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 <p>York Consultancy Consultants of first choice</p>	 <p>CITY OF YORK COUNCIL</p>	<p>ACCESS YORK - PHASE 1 ASKHAM BAR DRAFT CONCEPT</p>		<p>ANNEX C</p>	
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500 SPACE
PARK AND RIDE
SITE

ALTERNATIVE
LOCATIONS

POTENTIAL TRAM /
TRAIN HALT

CORRIDOR
IMPROVEMENT
WORK

- PRINCIPAL BENEFITS:**
- FILLS GAP IN P&R PROVISION
 - CONGESTION REDUCTION - RING ROAD AND CITY
 - TRAM - TRAIN COMPATIBLE
 - SERVES MAJOR EMPLOYERS (e.g. HOSPITAL)
 - LOCAL TRANSPORT PLAN DELIVERABLE



**ACCESS YORK - PHASE 1
WIGGINGTON ROAD DRAFT CONCEPT**

ANNEX E

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Executive**29 July 2008**

Report of the Director of City Strategy

Subsidised Public Bus Services**Summary**

1. With the announcement by First York that they were withdrawing service 22 and 23, short term arrangements were put in place to maintain services for route 22. Similarly when the contract for Service 18 (jointly funded with East Riding & NYCC) was surrendered by First York Ltd., and East Riding withdrew funding from jointly funded Service 196, short term arrangements were again put in place to maintain the service. Members are asked to note the short term changes.
2. A tendering exercise for contracts due to expire at the end of August 2008 and in April 2009 was completed in May. Those tenders were well in excess of the current budget and short term arrangements have been provisionally arranged to maintain the services until the outcomes of the Subsidised Bus Service Review are known.
3. The recommendation is that the Executive approve a package of measures that modify the service in the short term until the outcomes of the review are known and new arrangements can be implemented.

Background

4. The legislation under which subsidised public bus services can be provided is included in Transport Acts of 1985 and 2000.
5. The Council currently has a budget of £636,500, which is almost fully allocated to the support of subsidised bus services for which it considers there to be a social need, but which do not generate sufficient income from fares to make them commercially attractive to bus companies. The services concerned are supported to fill gaps in the City's network of commercially provided services, as part of a Strategy to achieve the Council's Transport Policy goals and to address social exclusion issues.
6. There are 27 subsidised services and it is projected that they will carry approximately 600,000 fare paying passengers in 2008/9.
7. Most services were tendered in 2006 for a 5 year period. Funding was insufficient to support the new contracts and so it was necessary to withdraw some services. Some services were subsequently provided by

the bus companies on a commercial basis whilst others had to be renegotiated to achieve similar services at similar costs.

8. There is a small group of contracts, for cross boundary services into neighbouring Council areas, which run out on 31 August 2008 or 25 April 2009, which has recently been tendered. Remaining contracts for which York is the only or lead authority expire in 2011.
9. Costs of providing public transport services have been rising steadily, at a faster rate than published inflation indices, for some years now. Until now, the Council has largely managed to control the impact of this on bus service subsidy requirements.
10. At Budget Council it was agreed that a review of subsidised services and their suitability for rural transport should be undertaken during 2008/9. Members have expressed concerns that, particularly in rural parts of the city, funding support for existing bus services may not achieve best value for the expenditure involved. Discussions are already on going with consultants and it is expected that this review will be completed by the end of the calendar year.

Policy Framework

11. Within the LTP the bus strategy includes sections on both rural bus services and supported bus services. Whilst it is recognised that both these service areas are essential for providing accessibility to communities that do not have regular commercial services the effectiveness of solutions adopted are limited by the funding that is available.
12. The current level and type of services provided has evolved over time mainly responding to Member and customer pressures.
13. In 1996 a review was undertaken of subsidised bus services and the following basic position was adopted.
 - Services should be within 400m walking (urban), 800m (rural)
 - Below 11 passengers / bus hour, not supported
 - Above 31 passengers / bus hour, not supported, commercial service
 - The subsidy / passenger journey should represent value for money

Service Pressures

14. The cost of providing the bus services has in recent years increased beyond normal levels of inflation, mainly due to recent increases in fuel and labour costs. This puts pressure on the bus companies who seek additional reimbursement from the Council.

15. The number of providers in York is limited. Some of the providers are in a fragile state in terms of their engagement in York. If some subsidised services were removed then these providers could well reconsider their total operation in York and therefore further reduce the services being provided.
16. First York gave notice of plans to scale back their commercial services from 11 May 2008 which, most significantly, included:
 - A substantial reduction to the weekday daytime services on Service 22 between York and Skelton including the AM and PM peak services.
 - The complete withdrawal of Service 23 between York – Leeman Road – Rawcliffe – Clifton Moor.
17. In April, First York advised that they were unable to maintain the Service 18 between York – Wheldrake – Holme on Spalding Moor, on the current level of subsidy. This service is jointly funded by NYCC and East Riding. For the same reasons, they surrendered the contract to provide evening and Sunday services on Route 22.
18. In April those contracts due to expire in August 2008 or April 2009 were tendered. The services tendered were :
 - 18 (York – Wheldrake – Holme on Spalding Moor; jointly funded with East Riding and North Yorkshire County Councils)
 - C1 (Askham Bar – Acaster Malbis – Tadcaster; jointly funded with North Yorkshire CC)
 - 28/29 (Monks Cross – Huntington Road – University, and Monks Cross – Heworth – University; jointly funded with a small contribution from York University).
 - 195 (York – Elvington – Pocklington; off peak journeys to supplement commercial and East Riding funded service)
 - 22 (York – Skelton; weekday evenings and Sundays)
19. The outcome of this tendering round, and other cost pressures, was that the cost of maintaining the existing subsidised bus service from August had risen by a total of £99,595.
20. East Riding of Yorkshire Council advised it was withdrawing funding from Service 196 (York – Elvington – Aughton) from 14 June 2008. The cost of continuing to providing this service at the current level will be £12,133 in 2008/9.

Action to Date

Service 22

21. Following discussions with First York it was agreed that the following action would be taken to maintain the service.
- First York agreed to a temporary arrangement to provide a reduced 22 service to operate until 31 January 2009.
 - The evening service 22 was discontinued from 7.15pm (6.15pm Sunday). Daytime services to be operated 7 days a week.
 - The resultant total cost increase of service 22 for 2008/9 is £25,154. The increase was to be managed from within the overall budget.

Service 18

22. In the case of Service 18, a temporary arrangement was agreed with First York, at a significantly higher price, shared between the three funding authorities, whilst a tendering process is conducted. The additional cost to York for 2008/9 is £6,016.

Service 196

23. The Council had been part funding this service with East Riding until June 2008. Agreement was made to fully fund the service until 31 August 2008, pending a decision on the long term future of public transport provision for Elvington. The additional cost for operating the service to the end of 2008/09 would be £10,795.

Consultation

24. No formal public consultation has been carried out in respect of Services 18, 28/29, 195 and 196. Tenders were invited for continuation of the existing services without modification, although options were included to explore the cost of some improvements suggested in unsolicited correspondence.

Service 22 / 23

25. There was a significant number of objections received by Officers when it was announced by First York that day time services were being withdrawn.

Proposed Service 21 (formally C1 & 21)

26. Parishes served by this service were consulted, because significant changes were envisaged, combining elements of Service C1 with Service 21 (Acaster Malbis – Middlethorpe Grove – South Bank – City Centre) to provide a more efficient, attractive, and better performing service.

27. Acaster Malbis responded, indicating it wished both services to remain as they currently are. Copmanthorpe Parish Council responded, expressing concerns that the proposal for a revised service does not cater for residents of the Temple Lane area of the village.
28. Dialogue is also being maintained with neighbouring local authorities, which share funding for Services 18 and C1.

Options

29. There are two options for addressing the service and cost pressures :

A Maintain services pending the review

Maintain all of the current subsidised services until the outcomes of the review are known and new arrangements are implemented.

B Modifications to Services from September

Modifying the number and routing of some of the subsidised services being provided from the beginning of September 2008 until the outcomes of the review are known and new arrangements are implemented.

Analysis

Option A – Maintain services pending the review

30. This option will retain all subsidised bus services at their current levels until the outcomes of the review are known and the new arrangements are implemented. The advantages of this option are that no loss of service will occur during the intervening period. However there is a significant cost attached to this option when some of the services do not meet the Council's policy. This is not recommended.

Option B – Modification to Services from September

31. This option will see a modification in services based upon the policy framework as outlined earlier in the report. This is recommended.
32. The proposal is :

Service	Proposal	Possible savings in 2008/09
22 (evenings),	Discontinue 31/08/08 at end of current contract, lack of patronage.	-£17,202
22 (day)	Service maintained	
C1 and 21	Discontinued from 31/01/09 (allowing for six months notice to be given on the contracts), replaced by modified service 21, limited patronage, poor	-£10,300

	value for money	
C3	Discontinue from 31/01/09 (allowing for six months notice to be given on the contracts), limited patronage, poor value for money	-£4,600
195	Discontinue 31/08/08 at end of current contract, limited patronage, poor value for money	£-10,305
196	Discontinue 31/08/08 at end of current contract, limited patronage, poor value for money	£-7,077
28/29	Discontinue 31/08/08 at end of current contract, not value for money, alternatives available for many current users.	-£35,428
18	Service maintained	
Total		-£84,912

33. Annex A sets out the bus services which the Council currently subsidises, either wholly or in conjunction with partner authorities, together with summary data on costs and performance.

Service 22

34. To continue the evening services would cost an additional £21,000 in the current year and £46,000 in a full year on the basis of tender bid prices. These services are poorly used and have previously been put forward for Members to consider withdrawal of support.
35. The daytime 22 service will continue until 19:15 from York (18:19 on Sundays) and alternative weekday evening services (29A/31X), subsidised by North Yorkshire County Council, are provided along the A19. It is not recommended therefore that evening services on Route 22 are continued.

Service C1/21

36. Service C1 is jointly funded by the Council and North Yorkshire County Council, providing transport links to Tadcaster and Askham Bar from villages along the route.
37. Currently, services C1 and 21 both serve Acaster Malbis splitting a limited demand between the two. For this reason a proposal has been developed, in conjunction with North Yorkshire County Council, to combine the best of both services C1 and 21.

The following desirable and well patronised features will be retained:

- Journeys to Askham Bar at peak times.
 - Inter-peak journeys between Bolton Percy and York City Centre
38. A handful of passengers travelling to and from Tadcaster and between Temple Lane, Copmanthorpe and Askham Bar would be left with no service. The proposal is designed, however, to improve overall patronage performance.

Service C3

39. Service C3 forms part of the same contract as Service 21, utilising the same vehicle. As well as conveying villagers between Askham Bryan, Askham Richard, Bilbrough and Askham Bar, the service has carried school children entitled to free travel between Askham Bryan and Askham Richard, and between Copmanthorpe, Acomb Park and Manor School.
40. Many journeys between the villages and Askham Bar run empty. LCCS are making alternative arrangements for entitled school children. Council subsidised Service 26 can meet the needs of non-entitled school children with slight retiming of selected journeys.

Service 195/196

41. Journeys on Services 195/6 form a significant part of the skeletal bus service through Elvington. Their subsidy per passenger is high and their passengers per bus hour is low. In the case of Service 195, the passengers per bus hour figure is less than 5. Without these services, however, villagers in Elvington and across the East Riding border would have a much reduced public transport service, which would be of little usefulness for most journey purposes. Despite this, it is recommended that funding of these services is discontinued subject to the findings of the subsidised bus review outlined earlier in the report.

Service 28/29

42. Services 28 and 29 were introduced in Autumn 2000, funded by University of York with money raised from charges to staff for parking on Campus, to improve public transport access to the Heslington Campus. After their initial two year commitment, the University decided not to continue funding the services, as they did not consider them sufficiently successful.
43. A limited service has continued since 2003 with a steadily increasing subsidy. Analysis of sample passenger surveys suggests 15% of passengers have no alternative bus service for their journey. A further 45% do have an alternative, mostly involving a change of service in the City Centre. The remaining 40% are making journeys which could be catered for by other bus services on common sections of route.
44. It is therefore proposed that consideration is given to discontinuation of support for this service. Whilst the withdrawal of these services will

cause inconvenience and make bus use a less attractive option for some journeys, less hardship is likely to be caused than withdrawal of other services where most passengers have no alternative service readily available.

Corporate Priorities

45. Council involvement in the provision of bus services contributes towards the following Council's Corporate Aims as set out in the Council Plan. In particular, it contributes towards the "Sustainable City" and "Inclusive City" strategic objectives in the Community Strategy and Corporate Aim 1.3 to "make getting around York, easier, more reliable, and less damaging to the environment".
46. Council involvement also contributes towards achievement of the objectives embodied in the Council's Second Local Transport Plan; to reduce congestion, improve safety, improve air quality, improve accessibility, and improve other aspects of quality of life.
47. Reductions in the network of bus routes and extent of services can only work against these aims, unless the same outcomes can be achieved by alternative strategies.

Implications

48. Implications for the proposals are :

Financial

Option A

To award contracts for all the recently tendered services and interim measures identified in the report would cost £749k compared to a budget of £636.5k. This would be £112.5k above the budget. The implications in a full year would be an increase of £192.2k. There is currently no identified budget to support this.

If Members wish to fund all these increases it would need to release a supplementary estimate from contingency. It should be noted however that the cost of bus tenders was not an item identified as a potential call on the contingency.

The General Contingency for 2008/09 was set at £800k. Potential areas that might require funding during the year were identified as part of the budget process, and totalled over £2m, which included £750k for costs connected with the Highways PFI bid. To date £34k has been released leaving £766k available. It is too early to know yet how many of the identified areas of financial pressure will be brought before Members for funding. The key pressures identified where there may be a need for additional funding included within the £2m, are: downturn in parking penalty charge notice income, concessionary fares and children's social

care costs. This issue was not included in the £1.989m identified as possible recurring pressures in the budget. Any release from the contingency will obviously reduce sums available for distribution during the remainder of the year. The balance available, if Members wish to subsidise the services at a cost of £112.5k, will be £653.5k.

It should be noted that this request is for a part year in 2008/09 only. There will be consequential costs in 2009/10 and future years of £79.7k. This funding requirement would have to be considered as part of the budget process.

Option B

Should Members agree option B the total cost of subsidised services within 2008/09 would total £664k. This is an increase of £27.5k against the budget. However in a full year the cost of these services is estimated to be £632.7k which is within the current budget. Should Members agree to this option it is recommended that the additional costs in 2008/09 are funded from reserves.

The Council has reserves that can be used to fund non-recurring expenditure, which will leave the contingency available to fund recurring items. It is important that the Council maintain a minimum level of revenue reserves to deal with any unforeseen events. The value of the minimum level of these reserves is determined by a risk assessment undertaken by the Director of Resources and included in the annual Revenue Budget report. For 2008/09 the minimum recommended level is £5.222m. It is estimated that there will be approximately £1.376m of other revenue reserves available, thus the level of the general fund balance should not fall below £3.846m. The current forecast level of the general fund balance at the end of 2008/09 is £6.784m, although there are also potential needs to net use in future years amounting to £1.366m. The balance available, if this application for £27.5k is approved will be £6.756m.

- **Human Resources (HR)** - None
- **Equalities** – Withdrawal of bus services will disadvantage those who depend on them for mobility and access to services. It will cause most disadvantage to those without the means to make their own travel arrangements, including people on low incomes, some elderly people, and some people with mobility handicaps.
- **Legal** – None, provided action is taken in accordance with contractual commitments.
- **Crime and Disorder** - None
- **Information Technology (IT)** - None
- **Property** - None

Risk Management

49. The risks associated with the recommendations of this report are assessed at a net level below 16.

Recommendations

50. That Members note the short term measures implemented as described in paragraphs 21, 22 and 23.

Reason : As far as possible to maintain the services until the results of the review are known.

51. Approve option B to modify services as described in paragraphs 31 to 44.

Reason : To keep the service within the overall budget.

Contact Details

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Chief Officer Responsible for the report:

Bill Woolley
Director of City Strategy

Report Approved

Date 17 July 2008

Wards Affected: List wards or tick box to indicate all

All

For further information please contact the author of the report

Background Papers:

None

Annexes

1. Table of Subsidised Bus Services

Table of Subsidised Bus Services

Service No	Terminal 1	Terminal 2	Days/Period	Frequency	Budget annual Subsidy	Estimated subsidy for 2008/09	Estimated subsidy 2009/10	Subsidy / Bus hr	Passengers / Bus hr	Expected Subsidy / pass'r 08/09
11	City Centre	Bishopthorpe	Weekday evenings	hourly	*£21,594	*£21,594	*£21,594	£14.13	12	£1.26
24	City Centre	Fulford	Fri/Sat evenings	one journey	Inc.with 11	Inc.with 11	Inc.with 11	Inc.with 11	Inc.with 11	
11	City Centre	Bishopthorpe	Sundays	hourly	*£4,110	*£4,110	*£4,110	£11.01	21	£0.55
12	City Centre	Acomb Park	Weekday evenings	hourly	*£20,904	*£20,904	*£20,904	£17.74	13	£1.46
12	Haxby	Acomb Park	Sundays	hourly	*£17,376	*£17,376	*£17,376	£10.47	14	£0.78
13	Monks Cross	Copmanthorpe	Sundays	hourly	*£7,884	*£7,884	*£7,884	£10.96	20	£0.57
14,14A	City Centre	Clifton	Weekday daytime	hourly off peak +	*£25,315	*£25,315	*£25,315	£11.12	14	£0.78
18	City Centre	Holme on SM	Weekday daytime	two hourly +	£6,684	£12,700	£14,697	£1.26	17	£0.39
18A	City Centre	Holme on SM	Sundays	two hourly	*£1,895	*£1,895	*£1,895	£4.28	7	£2.57
20, 20A	Monks Cross	Askham Bar	Daily daytime	hourly	*£105,439	*£105,439	*£105,439	£15.10	12	£1.21
21	City Centre	Acaster Malbis	Tue/Thur/Fri	two h'rly off peak	*£21,840	*£21,840	*£21,840	£28.38	8	£2.77
22	City Centre	Skelton	Weekday evenings	hourly	*£29,490	*£29,490	£32,073	£23.47	9	£3.07
22	City Centre	Skelton	Sundays	hourly	*£12,390	*£9,127	£14,290	£19.11	9	£2.28
22	City Centre	Skelton	Daytime	hourly	nil	£48,780	£59,384			
26	City Centre	Askham Bar	Weekday daytime	hourly	*£73,200	*£76,017	*£76,017	£8.38	15	£0.59
24,27,27A	City Centre	Fulford	Weekday daytime	hourly/sch.times	*£97,770	*£97,770	*£97,770	£21.68	21	£1.21
28,29	Monks Cross	University	Mon-Fri daytime	hourly	*£60,734	*£71,733	£109,430	£15.83	14	£1.35
42	City Centre	Selby	Daily daytime	hourly	*£7,200	*£7,200	*£7,200	£0.88	16	£0.19
142	City Centre	Ripon	Weekday daytime	hourly	*£9,464	*£9,464	*£9,464	£1.00	11	£1.46
195	City Centre	Pocklington	Sat	occasional	*£242	*£242	*£242	£2.00	16	£0.62
195	City Centre	Pocklington	Various	occasional	£17,666	£17,930	£18,494	£24.24	4	£5.20
196	City Centre	Bubwith	Thur/Sat	occasional	£1,338	£12,133	£13,928			
412,413	City Centre	Wetherby	Weekday daytime	hourly	*£30,753	*£30,753	*£30,753	£5.06	9	£1.45
415	City Centre	Selby	Bank Holidays	half hourly	£165	£165	£165			
746	City Centre	Pocklington	Weekday a.m.	one journey	*£4,680	*£4,680	*£4680	£30.08	11	£2.85
C1	Askham Bar	Tadcaster	Weekday daytime	approx.hourly	*£40,785	*£40,785	£42,420	£10.15	6	£2.30
C3	Askham Bar	Askhams	Weekday peak	occasional peak	*£18,400	*£38,587	*£48,800	£23.22	6	£8.24
TOTAL					£634,318	£733,913	£806,164	-	-	-
- *Totals subject to possible price increases @ 3% PA (estimate)					£643,490	£748,953	£828,724	-	-	-

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Executive**29 July 2008**

Report of the Democratic Services Manager

Tanghall Area Asset Management Plan Ad-hoc Scrutiny Committee – Final Report**Summary**

1. This report presents the final report of the Tanghall Area Asset Management Plan Ad-hoc Scrutiny Review and asks Members to approve the recommendations previously agreed by Scrutiny Management Committee.

Background

2. At a meeting in October 2006 Scrutiny Management Committee (SMC) agreed to proceed with a review of topic No.091 and an Ad-hoc Scrutiny Committee was established and the following remit agreed:
 - To decide the boundary of the area to which this review refers and carry out an audit of council owned property within that boundary
 - To carry out a local scrutiny review aimed at making better use of council owned land and buildings in the area in both community and resource terms.
 - To evaluate the options for resolving these issues
 - To make recommendations that will inform the pilot Area Asset Management Plan being prepared for this area.
3. In July 2007, SMC considered the final report arising from this scrutiny review and approved the recommendations. They also agreed that it would be beneficial to delay the presentation of this final report to the Executive in order that it could be considered at the same time as the report on the Tanghall Asset Management Plan (as presented elsewhere on the agenda for this meeting).

Consultation

4. Members held consultations with residents at the Heworth and Hull Road Ward Committees in January and February 2007 (the Tang Hall area covers parts of both these Wards). A summary of their comments was then discussed with

pupils at Tang Hall Primary School during a Citizenship lesson. Finally the Committee consulted with officers from Property Services on the findings from the community meetings completed as part of this review.

Options

5. Having considered the findings contained within this report and associated annexes, Members may choose to support all, some or none of the recommendations proposed as a result of this review.

Analysis

6. In regard to the aims and objectives of the review, the final report and annexes attached, detail all of the information gathered and the arising issues.

Summary of Recommendations Arising From the Review

7. The recommendations arising from the review which were subsequently approved by SMC were:
 - i) That officers should adopt an appropriate range of the relevant research and consultation methodologies proposed in the model in paragraph 15 of the final report when developing future Area Asset Management Plans. Area based consultation at appropriate location(s) within the community, involving residents and key stakeholders, and Ward Committee consultation should be included as standard in all instances. The cost effectiveness of the consultation method and the particular circumstances of the area being considered should be taken into account when making the decision in each case.
 - ii) The Executive be asked to ensure the specific areas of need identified through this scrutiny review in paragraph 21 of the report are considered, as part of any future Area Asset Management Plan for Tang Hall.
 - iii) As standard practice, Ward Members should be included in the formulation of consultation plans from the start of the process for any future Area Asset Management Plans.

Corporate Direction & Priorities

8. This review is relevant to the following direction statement:

‘We will listen to communities and ensure that people have a greater say in deciding local priorities’
9. It is also relevant to the following priority for improvement:

‘Improve the actual and perceived condition and appearance of the city’s streets, housing estates and publicly accessible spaces.’

Implications

10. Members recognised that there is likely to be financial and property implications associated with Recommendation (ii) arising from the review (as shown in paragraph 7), should the issues identified as part of this review, be addressed in any future Area Asset Management Plan for the Tanghall area.
11. There are no known Legal, HR, Equalities, Crime and Disorder, ITT or Other implications associated with the recommendations arising from this review.

Risk Management

12. The risk associated with not implementing recommendations (ii) & (iii) is that ward Members and local residents would not be consulted on the decisions taken which affect their local community. This is contrary to the Council's direction statement of 'listening to communities and ensuring that people have a greater say in deciding local priorities'.

Recommendations

13. Members are asked to:
 - Note the contents of the attached final report and annexes
 - Approve the recommendations arising from the review as detailed in paragraphs 7 above
 - Take the findings and recommendations from this review into account, when considering the proposed Tang Hall Area Asset Management Plan that is presented elsewhere on the agenda for this meeting

Reason: To enable the Executive to introduce appropriate changes to working practices and/or Council policy and procedures.

Contact Details

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Chief Officer Responsible for the report:

Dawn Steel
Democratic Services Manager

Report Approved



Date 9 July 2008

Wards Affected: List wards or tick box to indicate all

All

For further information please contact the author of the report

Background Papers: None

Annexes:

Annex A – Final Report

Annex Aa - Summary of comments from consultation meetings

Annex Ab - Comments of pupils from Tang Hall Primary School

Annex Ac - Research options and costs

Annex Ad - Suggested structure of Area Asset Management Plan

Scrutiny Management Committee**18 June 2007****Final Report of the Scrutiny review of use of Council owned land at Tang Hall****Background**

1. In December 2003 a scrutiny topic was registered by Cllrs Looker, Kind and Potter to look at Council owned land in Tang Hall. This topic was put on hold by Scrutiny Management Committee as the Executive had commissioned a feasibility study relating to development of this area and Members wished to avoid any duplication of work. In March 2004 the Assistant Director of Property Services presented a progress report to SMC to enable them to decide whether a scrutiny panel should be established to assist with the Tang Hall School Land Project.
2. It was suggested that scrutiny could be involved with this process, particularly in terms of consulting with the local community to identify their aspirations for the area and to ensure that these were real, robust, affordable and prioritised. Members also emphasised the need for any scrutiny to complement, rather than duplicate, work done elsewhere. The Head of Property Services informed the Committee of the intention to project manage the development and use Tang Hall as a pilot Area Asset Management Plan and a detailed report on how this might be achieved was submitted to the SMC on 28 June 2004.
3. In April 2005 SMC considered a report which provided an update on the potential development of Tang Hall and the piloting of an Area Asset Management Plan. Further updates were received throughout 2005 and in March 2006 SMC considered a report, which advised them of the progress being made to produce the pilot Area Asset Management Plan for Tang Hall and set out proposals for the next steps including the involvement of ward and other members.
4. The remit for this Scrutiny was agreed at Scrutiny Management Committee on 23 October 2006 and the sub-committee established. An interim report on the work of this sub-committee was considered at Scrutiny Management Committee on 26 March 2007 and the sub-committee was asked to consider if their work was completed and agree their final recommendations.

5. The sub-committee met for the final time on 24 April 2007 and agreed the final amendments to their recommendations.

Corporate Priorities

6. This could be considered to be relevant to corporate priority 3 – improve the actual and perceived condition and appearance of the city's streets, housing estates and publicly accessible spaces.

Options

7. Members can support all, some or none of the recommendations proposed as a result of this review, for submission to the Executive.

Remit

8. In coming to a decision to review this topic, the Scrutiny Management Team agreed that the scope of the review would be to decide the boundary of the area to which this review refers and carry out an audit of council owned property within that boundary and as part of the remit set the following key objectives:
 - ◆ To carry out a local scrutiny review aimed at making better use of council owned land and buildings in the area in both community and resource terms.
 - ◆ To evaluate the options for resolving these issues
 - ◆ To make recommendations which will inform the pilot Area Asset Management Plan being prepared for this area.

To carry out a local scrutiny review aimed at making better use of council owned land and buildings in the area in both community and resource terms.

Consultation

9. Members held consultations with residents at the Heworth and Hull Road Ward Committees in January and February 2007. This was because the Tang Hall area covers parts of both these Wards (see 13 below). Representatives of this Sub-Committee, together with officers from Scrutiny Services and Property Services attended the meetings with a small display of maps of the Tang Hall area and discussed the possibilities with residents. These consultations were publicised in the preceding Ward Newsletter which informed residents that Scrutiny Sub-Committee members would be available at the Ward Committees to listen to their views.
10. A special meeting was held in Tang Hall Community Centre on 13 February 2007 to which representatives of all community groups which operate in the

Tang Hall area were invited. Notices had been sent to all community groups who were known about by Sub-Committee and Ward members, posters placed in library, community centre etc and articles were published in the local press which informed people that the event was to take place.

Information Gathered

11. A summary of the comments made by local residents at the consultation meetings is attached at Annex A. They highlight how the community would like council owned land and buildings in the area to be used and developed.
12. As a Ward Member, Cllr Ruth Potter discussed these comments with pupils at Tang Hall Primary School during a Citizenship lesson that she was contributing to. A summary of what they would like to see in the Tang Hall area is attached at Annex B.
13. It was recognised that the boundary of the Tang Hall area to which this review refers lies across two wards – Heworth and Hull Road. The core area that forms the focus of this review was shown on a map which also highlighted the Council-owned property in the area. This was the same area that was agreed as making up Tang Hall by ward members at a meeting with Property Services officers in June 2006.

Issues

14. Members recognised that further and more extensive consultation could take place. This might include postal surveys of all or selected addresses within the wards, phone surveys, leaflet distribution, on-street or online surveys or focus group discussions. There would be considerable financial implications if these methods were employed – see Annex C.
15. Members discussed establishing a model for consultation processes in relation to future Area Asset Management Plans (AAMPs) that may be produced. Such a model might include a selection of the methods used as part of this review, wherever considered appropriate e.g. :
 - Area based consultation at appropriate location(s) within the community, involving residents and key stakeholders
 - Ward Committee consultation
 - A questionnaire delivered to every house within the ward (postal survey)
 - Questions asked via the Councils citywide consultation tool 'Talkabout' to ensure that local decisions affecting the City as whole are consulted on.
 - Phone surveys aimed at contacting 1 in 6 residents to get a representative view from ward based residents.
 - On street interviews conducted at geographic sites of possible change.
 - Leaflet distribution (see 3 alternative methods set out in Annex A)
 - On-Line Survey
 - Focus Group discussions
16. However the advice of Property Services was that the circumstances surrounding any future AAMPs could be widely different from that of Tang

Hall with less Council owned buildings being affected. Members acknowledged their advice but agreed that some if not all of the above could be employed to consult in any area of the city and therefore a model could assist depending on the individual circumstances.

Recommendation

17. That Members ask Officers to adopt an appropriate range of the relevant research and consultation methodologies proposed in the model in paragraph 15 of the report when developing future Area Asset Management Plans. Area based consultation at appropriate location(s) within the community, involving residents and key stakeholders, and Ward Committee consultation are to be included as standard in all instances. The cost effectiveness of the consultation method and the particular circumstances of the area being considered will be taken into account when making the decision in each case.

Implications

18. There are no known financial, HR, Equalities, Legal, Crime & Disorder, IT, Property or other implications associated with this recommendation.

To evaluate the options for resolving these issues

Consultation

19. Information is given on the type of consultation carried out in paragraphs 9-12 above.

Information Gathered

20. Three main areas of concern were revealed by the consultation events and liaison with ward members. These were:
 - ◆ The provision and retention of open space with the area.
 - ◆ The provision of play and leisure facilities for older children and teenagers.
 - ◆ The identification of sites which could be used for affordable housing.

Issues

21. In considering these three areas Members recognised the following issues:
 - a. Members were keen that the playing fields site should continue to be predominantly open space, but recognised that part of the site may need to be sold to raise capital which could be used to enhance the remainder. It would be possible for this to be managed by the Community Centre if appropriate financial arrangements were made. Enhanced landscaping in this area could allow it to become part of the “green corridor” and cycle

track which would link Heworth Holme and St Nicholas Fields with Osbaldwick.

- b. Considerable investment is being made in the integrated children's centre, however members were of the opinion that there was still a need for leisure opportunities for older young people. It would be important to work with Leisure Services to source suitable facilities, however members suggested the use of a mobile skateboard park which could perhaps be located at Burnholme Community College, as well as Tang Hall Primary School for younger children. Also the possibility of play areas on the former Family Centre site or in the St Nicholas complex.
 - c. Members discussed the possibility of using part of the allotment site as well as four other small sites which may meet housing needs.
22. Members acknowledged that the implementation of any of these options would be subject to the necessary consents and funding being available.

Recommendation

23. The Executive be asked to ensure the specific areas of need identified through this scrutiny review in paragraph 21 of the report are considered, as part of any future Area Asset Management Plan for Tang Hall.

Implications

24. Although there are no direct implications associated with this recommendation, Members recognised that there will be financial and property implications should these issues be addressed as part of a future Area Asset Management Plan for this area.

To make recommendations that will inform the process of creating the pilot Area Asset Management Plan which is being prepared for this area.

Consultation

25. Members consulted with officers from Property Services on the findings from the community meetings completed as part of this review, as set out in paragraphs 9 & 10 of this report.

Information Gathered

26. Officers from Property Services found the input of the Scrutiny Sub-Committee to be useful. They also received input from Ward Members, the Executive Member and other relevant officers during their production of the suggested structure of the Area Asset Management Plan for Tang Hall. A draft of the plan was expected to be complete by the end of June 2007. This will be circulated to Ward Committees and the Corporate Asset Management Group and community groups (hopefully by July 2007 with approval by the Executive later in 2007). The suggested structure for the Area Asset Management Plan is enclosed at Annex D.

Issues arising

- 27. Members were concerned that the draft plan be circulated more widely, for example to allotment holders, Tang Hall and Heworth Residents' Association, Tang Hall Community Centre, York Community Church, Glen Lodge, Alex Lyon House, Tang Hall Library, Friends of Heworth Holme, Friends of Glen Gardens. They were also anxious that Ward members be involved in the planning of consultation procedures for any future Area Asset Management Plans.

Recommendation

- 28. As standard practice, Ward Members should be included in the formulation of consultation plans from the start of the process for any future Area Asset Management Plans.

Implications

- 29. There are no known financial, HR, Equalities, Legal, Crime & Disorder, IT, Property or other implications associated with this recommendation.

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**Final Draft Report
Approved**

Date

Wards Affected:

For further information please contact the author of the report

All

Background Papers – None

Annexes

- Annex Aa – Summary of comments from consultation meetings
- Annex Ab – Comments of pupils from Tang Hall Primary School
- Annex Ac – Research options and costs
- Annex Ad – Suggested structure of Area Asset Management Plan

Feedback from Consultation Meetings with Tang Hall Residents

The following were issues of concern to residents or changes to provision that they would like to see. They are printed in no particular order.

Improved youth facilities, e.g. a skate park

Improvements to the Library which is part of two communities, Tang Hall and Osbaldwick.

A greater profile for Glen Gardens.

A swimming pool on the family centre site.

There are currently few open spaces in Hull Road Ward.

A sports centre on Melrosegate playing fields with an all-weather football pitch on part of the site.

More plots needed on the allotment site.

Part of the playing fields could be used for houses.

The Heworth family centre site could be used for health or social services.

Improvements and refurbishment of Community Centre and development of field as a games area.

Children's play area on playing field.

Youth workers in the area.

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Tang Hall Primary School Year 5

Things we would like to see in Tang Hall

- More things in the park
- More walks
- More plants more playgroups
- Mini motor raceway
- BMX park
- Play area
- More swings in Glen park
- Make Yearsley swimming pool bigger
- Trampoline area
- Swimming pool in tang hall school
- Trees next to playing field into houses
- Wardens at Alex Lyons house working weekends
- New road down Askwith Ave
- More fun grown up things to play on
- Cut grass more regularly
- More play equipment at school
- Climbing frames for small and bigger children
- Fix more roads
- Improve St Nicks park and Glen gardens
- More sweet and cookie shops
- More swings and slides
- Swimming pool on playing field
- Better meals in school
- No workmen who dig up roads because they have nothing to do

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**Area Asset Management Plan
Research options and costs**

1.0 Introduction

This document outlines the possible research methodologies and costings for a consultation in Hull Road and Heworth ward areas. The research would assess the use of council buildings and land.

There are approximately 9,500 households in these two wards:

Ward Area	No. of Households
Heworth	5,484
Hull Road	4,017

All costs are approximate, a more detailed brief would be required to provide more accurate quotations. All costs are based on the assumption that a 4pg A5 booklet would be sufficient to ask all the questions required.

2.0 Postal survey

2.1 Census

Each household in Heworth and Hull Road would be sent a postal questionnaire and a postage paid return envelope. All those who did not respond would be sent a reminder letter.

Advantages	Disadvantages
<ul style="list-style-type: none"> • Good response rate: <ul style="list-style-type: none"> ○ Can send out reminder letters to those who do not respond ○ Can send out return freepost envelopes ○ Personalised letters • Reaches all households in Hull Rd and Heworth 	<ul style="list-style-type: none"> • Expensive • Would need to know specific names addresses [May incur a cost from electoral roll]. • Longer fieldwork period

The table below illustrates the costs, I have assumed a 20% response rate would be achieved. [Sample size of 1,900]

Action	Cost (£)
Envelopes	600.00
Printing (4pg A5 booklet)	400.00
Postage - original mail out	2,185.00
Postage - return	456.00
Postage - reminder mail out	1,967.00
Envelope stuffing, printing of personalised letter, address labels, delivery to post office.	2,166.00
Data analysis & tabular report	1,045.00
Total cost: [Ex VAT]	£8,819.00

2.2 Sample

A random sample of households in Hull Road and Heworth would be selected. They would receive a personalised letter, questionnaire and postage page return envelope. Those who did not respond would receive a reminder letter.

Advantages	Disadvantages
<ul style="list-style-type: none"> • Good response rate: <ul style="list-style-type: none"> ○ Can send out reminder letters to those who do not respond ○ Can send out return freepost envelopes ○ Personalised letters • Less expensive than census 	<ul style="list-style-type: none"> • Does not allow all residents to take part • Would need to know specific names addresses [May incur a cost from electoral roll]. • Longer fieldwork period

The costs assume that a 20% response rate would be achieved.

Action	Cost (£) Mail out 5,000	Cost (£) Mail out 4,000	Cost (£) Mail out 3,000
Envelopes	380.00	320.00	300.00
Printing (4pg A5 booklet)	300.00	270.00	250.00
Postage - original mail out	1150.00	920.00	690.00
Postage - return	240.00	192.00	144.00
Postage - reminder mail out	1035.00	828.00	621.00
Envelope stuffing, printing of personalised letter, address labels.	1140.00	912.00	684.00
Data analysis & tabular report	550.00	440.00	330.00
Total cost: [Ex VAT]	£4,795.00	£3,882.00	£3,019.00

3.0 Leaflet distribution

A consultation leaflet would be produced and delivered to all household in the Hull Road and Heworth ward areas. Residents would be asked to complete the questions then send back using their own envelope to a free post address.

Advantages	Disadvantages
<ul style="list-style-type: none"> • Cost • Reaches all households in Hull Road and Heworth wards 	<ul style="list-style-type: none"> • Lower response rate than postal survey <ul style="list-style-type: none"> ○ Not personalised ○ No opportunity for a reminder letter ○ No return envelope

The costs assume that a 15% response rate would be achieved [sample size of 1,425]

Action	Cost (£)
Leaflet printing and design [4pg A5 booklet, full colour]	400.00
Leaflet distribution	900.00
Return postage	342.00
Data analysis and tabular report	785.00
Total cost: [Ex VAT]	£2,427.00

4.0 Leaflet as an insert in ward newsletter

A consultation leaflet would be added to the ward newsletters. The respondents would be asked to complete the questions and send back using their own envelope to a free post address.

Advantages	Disadvantages
<ul style="list-style-type: none"> • Cost • Reaches all households in Hull Road and Heworth wards 	<ul style="list-style-type: none"> • Lower response rate than postal survey <ul style="list-style-type: none"> ○ Not personalised ○ No opportunity for a reminder letter ○ No return envelope ○ Lower impact as an insert • Next newsletter after the election

The estimated costs, assuming a 10% response rate are as follows:

Action	Cost (£)
Leaflet printing and design [4Pg A5 booklet, full colour]	400.00
Leaflet distribution with ward news letter	315.00
Return postage	342.00
Data analysis and tabular report	785.00
Total cost: [Ex VAT]	£1,842.00

5.0 Questions added to ward newsletter

Subject to member approval, questions could be added to the ward newsletter itself. The residents would be asked to cut out the questions, place in their own envelope and return using a free post address.

Advantages	Disadvantages
<ul style="list-style-type: none"> • Cost • Reaches all households in Hull Road and Heworth wards 	<ul style="list-style-type: none"> • Lower response rate than postal survey <ul style="list-style-type: none"> ○ Not personalised ○ No opportunity for a reminder letter ○ No return envelope ○ Lower impact as it is an insert • Next newsletter is after the election • Limited space available

The costs, assuming a 5% response rate [475 questionnaires] would be as follows:

Action	Cost (£)
Return postage	114.00
Data analysis and tabular report	500.00
Total cost: [EX VAT]	£614.00

6.0 Online survey

A questionnaire would be added to the council's Consultation Finder website. A cost would not be incurred. However, if detailed analysis of subgroups is required, a research agency would charge approximately £150.00.

Advantages	Disadvantages
<ul style="list-style-type: none"> • Cost • Speed 	<ul style="list-style-type: none"> • Low response rate (estimated sample 100) • Publicity needed • Excludes those without internet access

7.0 Leaflets in libraries

Consultation leaflets would be made available in libraries for residents to complete and send back to a free post address.

Advantages	Disadvantages
<ul style="list-style-type: none"> • Cost 	<ul style="list-style-type: none"> • Low response rate • Publicity needed • Excludes those who do not use libraries

Printing and return postage costs would be incurred.

8.0 Focus group discussions

Residents in the area would be invited to a focus group discussion lasting approximately 1.5 hours. There would be around ten respondents in each group.

Advantages	Disadvantages
<ul style="list-style-type: none"> • Can discuss issues in more detail with residents and understand the reasons for their views. 	<ul style="list-style-type: none"> • Small sample size

For a research agency to conduct four focus group discussions the cost would be approximately £4600.00. However, if the groups were to be conducted in house by the Market Research Team the cost would be:

Action	Cost (£)
Recruitment (postage and telephone)	200.00
Venue hire and refreshments (Hopefully a community centre could be used at a lower cost.)	500.00
Incentive and respondent expenses.	600.00
Total cost: [EX VAT]	£1,300.00

Tang Hall Area Asset Management Plan**Suggested Structure**

- 1 Purpose of the Plan
 - See attached sheet
 - To only use property that sustains and supports service delivery
 - To deliver Corporate Priorities at a local level
- 2 Information about
 - Tang Hall area
 - Property/land CYC own/use
- 3 What does CYC provide currently?
 - How good is it?
 - i. Repairs
 - ii. Cost
 - iii. Underuse
 - iv. Alternative use
 - v.
 - Gap analysis
- 4 What are the property related needs in Tang Hall?
 - Service AMPs
 - Consultation
- 5 Proposals for improvements/changes
 - Criteria
 - Priorities
 - Look at partnerships for provision
- 6 Funding
 - Internal
 - External
- 7 Action plan/timetable

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Executive**29 July 2008**

Report of the Assistant Director for Property Services

Tang Hall Area Asset Management Plan**Summary**

- 1 This report asks Members to approve the Area Asset Management Plan for Tang Hall which combines:-
 - The strategic direction and priorities set by the Corporate Asset Management Plan (which is driven by the Corporate Strategy).
 - The priorities and requirements identified in individual council service plans and by the community at a local, location specific, level.

By stating options for:-

- Improvement and change proposals.
- Funding.

and setting out an action plan and timescales for delivery.

Background

- 2 The Area Asset Management Plan (AAMP) is one of the main planks of the council's Asset Management Planning Process as set out in the 5 year Corporate Asset Management Plan which was approved by the Executive in 2007. It enables the principles of asset management planning to be applied at a local community based level.
- 3 In particular the AAMP
 - Focuses on community need
 - Looks at council and non council community needs and service delivery
 - Incorporates partnership working
 - Promotes asset rationalisation and shared use of buildings with council and partner services thus reducing net running costs

- Has the objective to simplify local peoples access to council and non-council services.

Process and Consultation

- 4 As this is the first Area AMP to be produced it was an opportunity to work with others, especially Ward Members, the Corporate Asset Management Group and the council's Scrutiny Committee (whose report appears elsewhere on the agenda) to test the proposed method set out in the Corporate AMP of producing this document. All these groups' suggestions and input have been invaluable in shaping the process and the final AAMP, which is at Annex A. These comments have also helped in setting the framework for production of future area AMPs.
- 5 Essential in this process is consultation before, during and after the AAMP has been produced and details of the consultation carried out is set out in paragraph 3.1 of the AAMP and can be briefly summarised as follows:-
 - Involvement of Ward Members and service representatives in determining the extent of the area and the land and building assets to be included.
 - Community groups, the public and Ward Members to identify needs in this area.
 - The Corporate Asset Management Group, the Corporate Landlord and the Corporate database to audit the performance and suitability of land and property assets to meet these needs.
 - All groups to consider options to meet the needs and the result in improvement and change proposals and options for funding.
 - Review by Ward Members, community groups, the public and the Corporate Asset Management Group of the draft outcomes to have the reality check and make further changes.
 - Members to approve the plan and ensure the resources are available to deliver the action plan.
 - In addition, the production of the AAMP has been carried out in in consultation with the Scrutiny Committee and their comments and recommendations have been incorporated at every stage of the process.

Options and Analysis

- 6 The final Area Asset Management Plan is at Annex A and an executive summary of the proposals is contained at the front of the plan.
- 7 The options and analysis are outlined in detail in the plan and the resulting Improvement and Change Proposals can be highlighted as follows:-
 - Provision of Integrated Children's Centre.
 - Provision of good quality formal and informal public open space.

- Improve safety for children, residents and visitors using the facilities in Sixth Avenue.
- Make use of all vacant and underused sites.
- Create a quality secure allotment site.
- Provision of a Library Learning Centre.
- Develop additional sites for affordable housing.

The Plan contains a number of options and suggestions for implementing these proposals and looks at alternative forms of providing the funding to enable the Action Plan in Section 7 to be delivered.

- 8 This AAMP is a dynamic document and a report on the progress against the Action Plan will be included as part of the Corporate Landlord's annual report to members on the performance of the Corporate Asset Management Plan. However, it should be noted that already, as a result of providing this plan and highlighting the opportunities available, progress is already being made. A separate report is being presented elsewhere on this agenda as the options for future of one of the buildings which will become surplus, Heworth Family Centre. Other reports will follow in due course.
- 9 As this Plan is regularly reviewed, along with local and national corporate, service and community initiatives, new and changed proposals will emerge but all must relate to the two basic questions asked at the start of this process.
- Is the council only using land on property that sustains and supports service delivery in the most cost effective way?
 - Are the proposed actions delivering Corporate priorities at a local level?

Corporate Directions and Priorities

- 10 The Area Asset Management Plan meets a number of these statements.

Direction Statements

Our ambition is to be clear about what we will do to meet the needs of our communities and then to deliver the best quality services we can afford.

We will listen to communities and ensure that people have a greater say in deciding local priorities.

We will seek to place environmental sustainability at the heart of everything we do.

We will promote cohesive and inclusive communities

Priorities for Improvement

Improve the actual and perceived condition and appearance of the city's streets, housing estates and publicly accessible sites.

Improve the quality and availability of decent, affordable homes in the city.

Implications

11 Financial

Approval of this Area AMP has no immediate financial implications. However, in implementing the action plan there will be financial costs and benefits, which are detailed in the Plan, and, as stated in Section 6 of the Plan, currently there are no funds to action any of the proposals unless they are externally funded.

However, approval of the Area AMP will enable funds to be applied for as often an external body will require that such a process is carried out as part of the bidding process. In addition rationalisation of assets using the principles set out in asset management planning will release capital and revenue savings, some or all of which can be reinvested in the implementation of the action plan.

12 Property

All the implications are included in this report. The process followed and the AAMP format will be used to produce future Area Asset Management Plans for the key areas in York.

13 Legal, HR, Equalities, Crime and Disorder, ITT, Other

There are no implications associated with the adoption of this plan.

14 Risk Management

By approving this plan the following risks will be reduced

- Major failure of a building or area of land due to outstanding repair or maintenance resulting in a loss of service to the public
- Insufficient revenue budgets to meet the rising property related costs of occupying unsuitable buildings

Recommendations

15 Members are asked to approve the Area Asset Management Plan for Tang Hall.

Reason: The AAMP combines the direction, priorities and requests of the Corporate and Service AMPs, which are driven by the Corporate Strategy, with the property related needs of the local Tang Hall Community and sets out

an Action Plan for delivering the resulting improvement and change proposals.

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Wards Affected:
Heworth
Hull Road

Report Approved



Date 14 July 2008

For further information please contact the author of the report

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Background Papers

Annexes

A Tang Hall Area Asset Management Plan 2008

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City of
York Council



TANG HALL AREA ASSET MANAGEMENT PLAN

July 2008



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TANG HALL

AREA ASSET MANAGEMENT PLAN

2008

CONTENTS

EXECUTIVE SUMMARY

- 1. PURPOSE OF THE PLAN**
- 2. INFORMATION ABOUT TANG HALL AREA**
- 3. AUDIT OF LAND/BUILDINGS CURRENTLY USED**
- 4. FUTURE LAND/BUILDING REQUIREMENTS**
- 5. IMPROVEMENT AND CHANGE PROPOSALS**
- 6. FUNDING**
- 7. ACTION PLAN**

ANNEXES

- A Corporate AMP Property Outputs Summary**
- B Council's Corporate Priorities Summary**
- C Asset Management Reports For Main Buildings And Areas Of Land**

EXECUTIVE SUMMARY

- 1 This Area Asset Management Plan (AAMP) for the Tang Hall area seeks to combine
 - The strategic direction and priorities set by the Council's Corporate Asset Management Plan (which is driven by the Council's Corporate Strategy)
 - The priorities and requirements to deliver local services and to meet local community need

By setting out options for

 - Improvement and change to local Council – owned buildings and land to better meet the priorities and requirements identified
 - Obtaining funding to enable these improvements and changes to happen
- 2 This Plan sets out the process which has been followed in production of the improvement and change proposals and details the extensive consultation that has taken place with a range of individuals and groups (see sections 3 and 4)
- 3 The proposals are detailed in section 5 and can be summarised as follows
 - Provision of an Integrated Children's Centre
 - Provision of Good Quality Formal and Informal Public Open Space
 - Improve safety for children, residents and visitors using the facilities in Sixth Avenue
 - Make use of all vacant and underused sites
 - Create a quality secure allotment site
 - Provision of a Library Learning Centre
 - Develop additional sites for affordable housing
- 4 Section 5 sets out a number of detailed suggestions which have come from the consultation process to try to achieve these proposals and also looks at the steps that can be taken to move the plan forward. Section 6 looks at the funding options to bring the AAMP into reality as it is recognised at the very beginning that existing resources are limited. However, by rationalising the use of land and buildings and ensuring that any asset used sustains and supports service delivery in the most cost effective way, surplus buildings and sites could be released which could either be used for other purposes or sold and the receipt used to help deliver other priorities. In addition this AAMP can be used in accessing external funds.
- 5 Finally this AAMP sets out an Action Plan (section 7) to move the outputs of this plan forward and details the regular reporting that will take place, both to the Council and also the community, on the performance of the Plan and also provide an opportunity to incorporate any new proposals and opportunities.

PURPOSE OF THIS PLAN

- 1.1 An Area Asset Management Plan (AAMP) combines the strategic direction and priorities set by the Corporate Asset Management Plan, which are linked to the council's corporate priorities, with the priorities and requirements identified in the individual service plans and by the community at a local, location specific level.
- 1.2 In particular the AAMP
- focuses on community areas
 - looks at council and non-council community needs and service delivery
 - incorporates partnership working
 - promotes asset rationalisation and shared use of buildings with council and partner services thus reducing net running costs
 - objective is to simplify local people's access to council and non-council services
 - sets out options and proposals to achieve these objectives
- 1.3 A summary of the Corporate AMP's Property Outputs are at Annex A and the Corporate Priorities are at Annex B.
- Any AAMP must be able to link back to these outputs and priorities to ensure that the strategic direction is maintained.
- 1.4 In producing these AAMP's two questions should always be asked
- Is the council only using land and property that sustains and supports service delivery in the most cost effective way?
 - Are the proposed actions delivering Corporate Priorities at a local level?
- 1.5 Tang Hall was chosen as one of the key community areas of the City of York. A range of services are currently delivered from a number of buildings and land assets and, with the number of drivers from central and local government and the opportunities that exist, there needs to be a review and plan in place to ensure the benefits are maximised in meeting local community needs.

2.0 INFORMATION ABOUT THE TANG HALL AREA

2.1 Tang Hall is a difficult area to identify. It spreads across two wards, Heworth and Hull Road and is roughly defined by its boundaries with Heworth in the north, Osbaldwick in the east, the A1079 Hull Road to the south and the industrial estates to the west.

2.2 The central area is even harder to define but after consultation with ward members the plan at the beginning of this report shows a suggested central core (edged red), which encloses the majority of services which are delivered to the local community.

2.3 Land and Property Register

The land and property that the City of York Council own and use is shown on the plan at the front of this document. Council house ownership is not included.

The key properties and land are discussed in more detail in section 3 of this AAMP but set out below is an asset register for this area. Asset Management Reports for the majority of these holdings with detailed key information is at Annex C.

2.4 Table 1 – Asset Register

Ref	<u>Building/Land</u>	Area		Current Use
		S = site (hectares)	B = building (m ²)	
1	The Avenues Integrated Children's Centre, Sixth Avenue	S = 1.15 B = 3,472		Primary School and Children's Centre
2	Glen Allotments Sixth Avenue	S = 1.31		Allotments
3	Glen Gardens, East Parade	S = 1.68		Gardens, Play Areas, Sports Facilities
4	Heworth Family Centre, Sixth Avenue	S = 0.3 B = 500		Day Centre, Health & Social Services
5	Eighth Avenue Site	S = 0.15		Vacant
6	Melrosegate Playing Fields	S = 1.86		Open space (former school playing fields)
7	Tang Hall Community Centre, Fifth Avenue	S = 0.37 B = 403		Community Centre, public use
8	Tang Hall Library Learning Centre	S = 0.16 B = 347		Library and Learning Centre
9	Fifth Avenue site	S = 0.13		Vacant

10	Glen Lodge, Sixth Avenue	S = 0.08 B =	Elderly Persons Home
11	Fifth Avenue	S = 0.12 B	Assisted Housing
12	Gardens, Melrosegate	S = 1.90	Gardens and public open space
13	Burnholme Community College, Bad Bargain Lane	S = 7.86 B = 7,342	Secondary School
14	St. Aelred's RC School, Penyghent Avenue	S = 1.32 B = 1,595	Primary School
15	Burnholme Youth Centre	S = 0.02 B = 223	Youth Club and extended school activities

2.6 In addition, other buildings in the area deliver a 'community' service. Currently no details of these are available but a list of the main ones is set out below with details of the service provided

<u>Ref</u>	<u>Building</u>	<u>Current Use</u>
A1	Fifth Avenue	Church and Community Hall
A2	Fifth Avenue	Surgery
A3	Burnholme Drive	Social Club
A4	Shops, Fourth Avenue	Retail

3.0 AUDIT OF LAND/BUILDINGS CURRENTLY USED

3.1 As mentioned in section 2 the AAMP concentrates on the land and buildings that provide the core council services in the Tang Hall area. These are numbered 1 to 8 in section 2.5 and the plan.

The purpose of this section is to consider whether these assets are suitable for the services that they seek to deliver by looking at property related data and also comments which have been made by:-

- the service representatives
 - as part of their Service Asset Management Planning
 - at the Council's Corporate Asset Management Group
- the local community
 - at local ward meetings in February 2007 and July 2008
 - Community Group meetings in February 2007 and March 2008
 - Display of information at Tang Hall library – March 2008
- Local Ward councillors

3.2 The table below details various data and information which has been collected on these various assets.

Table 2 Property Related Data

Ref	Property/Land	Annual Running Costs £/m2 (note 1)		Outstanding Repairs £ (note 2)		2007/2008	DDA Compliant (note 3)	Contamination (note 4)	Suitability (note 5)	Vacant Area Underused (note 6)
		2004/2005	2006/2007	2004/2005	2006/2007					
		1	Tang Hall Primary School	£28.32	£31.50					
2	Glen Allotments	£0.22	£0.05	-	-	-	N	-	-	Y - a few vacancies
3	Glen Gardens	£0.74	£3.43	-	-	-	Y	-	-	N
4	Heworth Family Centre	£37.00	£47.00	£68,440	£67,440	£153,755	Y	Y (asbestos)	78%	N – Y when ICC complete
5	Eighth Avenue Site	£0.14	£0.00	-	-	-	N	-	0%	Y - vacant
6	Melrosegate Playing Fields	-	-	-	-	-	N	Y		Y . Informal use only
7	Tang Hall Community Centre	£28.33	£20.86	-	£800	£800	Y	N	91%	N
8	Tang Hall Library	£50.16	£72.93	-	£4,087	£4,087	Y	N	82%	N

Notes to Table 2

1. Running costs = total of property related running costs for each building/piece of land (including repairs/rates/insurance/cleaning/decoration) divided by Gross Internal Area of building or site area. This is done on an annual basis although the 2007/8 figures are not yet completed.
2. Outstanding repairs = cost of repairs based on condition surveys carried out. These figures are estimated costs only and do not include fees. These surveys will be updated as part of a 5 year rolling programme which will also include those buildings which were not surveyed before (including buildings in parks)
3. DDA Compliance = based on the definition contained in the Best Value Performance Indicator 156 – reasonable access is available to all public areas.
4. Contamination = based on asbestos and other surveys carried out. Further contamination may be discovered as review/further surveys are done.
5. Suitability = based on suitability surveys carried out by LCCS/Schools and also for non-education surveys carried out by Asset and Property Management in conjunction with service representatives.
6. Vacant/Underused = based on response to audit and consultation carried out in 2007 reported in section 3

3.3 Comments following consultation (see section 3.1 for details of methods used)

1. Tang Hall Primary School

- Undersubscribed school – some parts of building not used
- Large site footprint – potential for other services on site/part disposal
- Playing fields too far away (see 6 below) so not used by school
- Building in poor state of repair
- Current refurbish, alteration and extension work being undertaken to form an Integrated Childrens Centre. Family Centre functions to be incorporated (see 4 below) and new MUGA to be provided on site. Combined provision open in June 2008. Already high demand for new centre and some parking problems.
- Alternative uses
 - all/part of site could be disposed of for housing
 - other services could be delivered on site

2. Glen Allotments

- Significant proportion of area was unused but high take-up of space in last 12 months – now less than 25% unused
- Some derelict buildings on site which could be demolished providing additional parking space
- Need for better security on site and also better parking provision
- Part could be disposed of
- Site is in right location and of good quality

3. Glen Gardens

- Well used and very successful – has National Quality Mark
- Southern part has play area/equipment on it – in need of renewal and better access
- Need for better quality informal space and a sensory garden
- Need also for proper changing facilities

4. Heworth Family Centre

- Well used but needs significant investment to repair, improve and make more suitable
- Services currently operating here are moving to the new Integrated Children's Centre when complete although there may still be a need for some space here due to high demand for ICC space
- Interest shown by other direct and linked Council services in the building to complement the ICC operation and also for the community
- Alternative uses for site –
 - Housing
 - Delivery of other Council or partner services
 - Part used for link to Glen Gardens

5 Eighth Avenue Site

- Site is currently vacant, overgrown, is a potential health and safety hazard and has unauthorised tipping on it.
- Needs urgent action to find alternative use for site. First step is to carry out survey on existing condition of land, discuss options with planning and highways officers.
- Possible alternatives suggested include
 - Managed open area with raised beds and accessible to all.
 - Affordable housing sites but access needs to be improved

6 Melrosegate Playing Fields

- Detached playing fields for Tang Hall Primary School but not used by them as too far away and difficult to manage to the standard required for the school use.
- Currently, therefore, informal open space but very large area and not properly used. This space should be opened up for community access but also need to retain railings to prevent unauthorised access
- Important to keep green space here as lack of similar alternative sites in Tang Hall.
- Potential for more formal use of part, managed by the adjacent Community Centre, and possible sale of part to fund works.
- Large underground culvert flow across site so these must be taken in to account.

7 Tang Hall Community Centre

- Provides valuable centre to community with wide range of activities.
- Potential to expand services offered if building/facilities could be extended and/or adjoining playing field used which would provide better community focus
- Should look at ways to open the site up as has a 'feeling of restriction'

8 Tang Hall Library

- Discussions have taken place to relocate to be near school or community centre.
- But public view is it is in the right location and serves both Tang Hall and Osbaldwick areas and is adjacent to health clinic.
- Lottery funding application to extend/refurbish to provide library learning centre – need identified in Service Asset Management Plan – was unsuccessful but still need to fund works to make suitable space for Learning Centre
- High voltage electricity pylons at rear of site restrict any possible alternative uses for site – particularly housing. and also limits extension of current building
- With the large scale development at Osbaldwick and Metcalfe Lane there could be a requirement for separate library provision in this development so opportunity to look at relocation of this service to the centre of Tang Hall.

9 Fifth Avenue Site

- Site has garages on it which are vacant.
- Needs urgent action to re-use.
- Alternative use is for housing.

Other observations

- Agreed that Tang Hall needs an identifiable centre to provide a community for local people
 - Need to promote healthy living and improve the visibility and effectiveness of local groups
- 3.4 Looking at the data in table 2 and the comments in section 3.3 it is seen that the suitability of the assets that deliver the services is variable and the potential for change to improve this situation is considerable.
- 3.5 The next section of this plan looks at the land and building requirements for the Tang Hall area to deliver future services to meet the community needs.

4.0 FUTURE LAND/BUILDING REQUIREMENTS

4.1 Consultation with service representatives, elected members (especially ward members) and the community as detailed in section 3.1 have resulted in a number of future requirements that are set out below. The next section details the options for meeting these requirements.

4.2 These requirements can be summarised as follows:-

- Provision of an integrated children's centre.
- Provision of good quality formal and informal public open space.
- Improve safety for children, residents and visitors using the facilities on Sixth Avenue.
- Make use of all vacant and underused sites.
- Create a quality secure allotment site.
- Provision of a library learning centre.
- Develop additional sites for affordable housing.

4.3 The next section of this Plan looks in detail at each of these requirements.

5.0 IMPROVEMENT AND CHANGE PROPOSALS

5.1 This section looks at each of the requirements identified above and sets out the current action that is taking place on each of these requirements and future options for meeting the requirements.

5.2 Provision of an Integrated Children's Centre

A project to provide an integrated children's centre (ICC) on the current primary school site is well advanced with work due to start in July 2007 with the new centre opening in the summer of 2008. This project is an ideal example of the objective of using council assets to

- Co-locate services with a reduction of net running costs.
- Simplify local residents access to services.
- Deliver the council's corporate priorities at a local level in a cost effective way.

The outcome of this project will be:-

- A primary school for 180 children.
- Family centre.
- Office accommodation for Health & Social Services teams.
- Multi use games area.
- Accommodation for extended schools activities.
- Multi use rooms available to hire by the local community.

All available on one site.

There is a need for additional parking for this centre, especially to ensure that there is no parking on Sixth Avenue. One possible solution, especially if Sixth Avenue was closed to through traffic (see 5.4), would be to provide parking on the unused part of the allotment site, which could also be used by the allotment holders(see 5.6).

There is already high demand for space and use of this ICC and so there is a need to provide additional accommodation nearby (see 5.5)

5.3 Provision of Good Quality Formal and Informal Public Open Space

There is a city-wide strategy for open space which has been recently approved which provides information on the quality and quantity of open space. This information has been used, together with comments received through consultation in looking at considering this requirement.

5.3.1 Glen Gardens already provide excellent formal gardens at the northern end of the site but the play area at the southern end and at Melrosegate Playing Fields are in poor condition and therefore there is need to

- Improve the southern part of Glen Gardens with potential for new entrance
- Plan the re-use of the Melrosegate site to provide a mix of informal and formal space.

5.3.2 The southern part of Glen Gardens could be improved to a standard of the rest of Glen Gardens or alternatively made in to an informal open area space with the renewal of the children's playground equipment that is coming to the end of its life in the next couple of years. There has also been identified the need for a sensory garden in the community which could be provided here. The whole area therefore could be made fully accessible and welcoming to all ages of users.

5.3.3 The features and problems with Melrosegate playing fields are identified in section 3 of this plan and the following options could be carried out.

- Separate the southern part of the playing field that is adjacent to the Tang Hall Community Centre and then provide more formal play space and recreational space on this site potentially with the conclusion of a skate park or other equipment that would appeal to older children and teenagers. This would be managed by the Community Centre and would be made as secure as possible to stop unauthorised access when the centre was closed.
- The northern part of the playing field could be left open for informal recreational use although there would need to be some management of this space to keep in a clean and tidy condition and to prevent unauthorised access by travellers etc. It is recommended therefore that the railings around the perimeter of the site be retained although they would need some repair and maintenance and some permanent access points made.
- Investigate the possibility of disposing of the southwest corner area of the site for housing as this could help fund the cost of the rest of the works to the playing field and possibly provide some affordable housing units on the site. There would need to be discussion with planners concerning this proposal and the underground culverts exact location would need to be taken in to account.
- The advantage of carrying out these proposals would be to make better use of the playing fields and link it to the green space adjacent to the north-eastern corner of the site thus providing a green corridor through this part of Tang Hall.

5.4 Improve safety for children, residents and visitors using the facilities in Sixth Avenue

Currently Sixth Avenue has a reputation as a 'rat-run' that is already a danger for users of the school and allotments which will increase as the Children's Centre comes into operation.

There is currently a 20 m.p.h. Zone outside the school but the best way of improving safety and reducing risk of injury is to consider closing the road at the Southern end which would enable local traffic to use the road to reach specific destinations but would prevent any through traffic. In addition, there would be fewer vehicles using the road and they would be travelling at a slower speed that should make the area even safer.

Discussions would need to take place with Highways as to the feasibility of taking this proposal forward and the effect on the rest of the road network and so it may take sometime to work this proposal through but a start could be made soon to identify the procedure and cost involved.

Closure of Sixth Avenue at the southern end would improve traffic circulation and assist security for children and visitors using the centre and other facilities.

5.5 Make use of all vacant and underused sites

As detailed in Section 3 an audit of all Council owned sites (excluding Council Housing) has been carried out and potential underused/vacant sites or parts of sites were identified at

- Tang Hall Primary School
- Glen Allotments
- Heworth Family Centre (when vacated)
- Eighth Avenue Site
- Melrosegate Playing Fields
- Fifth Avenue site

This document contains detailed comments on the options for the future of all these sites and it can be seen that they are all actively being looked at. The actions and timescales are summarised in Section 7 of this Plan and progress will be reported when the Plan is updated.

It is the goal to have all sites that the Council own being fully used in a way that supports the local and Council service delivery which is linked to the Corporate Strategy.

One of these sites which is currently actively being looked at is the Heworth Family Centre building. It was originally the intention to dispose of this site when the new Integrated Children's Centre opened in 2008 and the capital receipt used to help fund the works at the centre. However, following the process described in the Surplus Property Protocol a number of Council and partner services, both local and City-wide were identified as having a requirement which could be met in this building. This includes some services that are complementary to the work of the Children's Centre and others that will bring a better level of service to the Tang Hall area especially for young people. Work is currently being undertaken on the feasibility of these proposals taking into account the suitability and current condition of the existing building and the need for a capital receipt to help fund the Children's Centre.

5.6 Create a quality secure allotment site

Take-up of the allotments has increased steadily in the last year and shows signs of continuing. The allotment association is producing a forward plan to improve the allotments and encourage further community use. However the problem of vandalism and unauthorised entry remains. The management of the allocation of allotment sites has meant that a strip at the southern end of the site fronting Sixth Avenue could be made available as a potential affordable housing site (subject to obtaining planning permission and a viable scheme) and part of the capital receipt could be used to make the remainder of the site more secure. In addition there is potential for the strip at the east side of the allotments fronting Sixth Avenue could be tidied up and the derelict buildings on this area demolished. The area could then be tarmaced to form a car park area which could be used by the allotment holders and also users and visitors to the Children's Centre on the other side of the road. The proposal to close the Southern end of sixth Avenue (see 5.4) would substantially improve the plan for this allotment site.

It is unlikely in the medium future that there would be any further significant unused or underused areas and therefore investment in the future viability of this site is warranted.

5.7 Provision of a Library Learning Centre

As mentioned previously public consultation and the Library Service Asset Management Plan have both identified the need for enhanced library and adult learning facilities in this area and the existing building to be in the right location as it serves an area wider than just Tang Hall.

A bid for around £500K was made to the Big Lottery Fund in 2007 to extend and alter the existing building to provide a Library Learning Centre, similar in function to the Centre being constructed at Acomb. This would form part of the second tier of library provision identified in the review of Library Services and detailed in the Library Services Asset Management Plan.

The bid was unsuccessful but the need for an enhanced facility is needed and the current accommodation will not be able to provide the space to deliver the range of functions proposed. Alternatives have therefore are being looked at including:-

- Identifying alternative sources of funding both internal and external for the existing scheme
- Looking at alternative locations both in the Tang Hall area and also to consider provision of a facility in the new Derwenthorpe development
- Consider sharing facilities with other existing council services – for example co-locating with the Community centre either on the existing site or a new combined building on the Melrosegate field site.

5.8 Develop additional sites for affordable housing

The Local Development Framework process has identified the need for considerable extra housing provision throughout all of the York area and the need especially for affordable homes. All areas of York are currently being investigated for suitable Council owned sites for affordable homes and, as part of this process the following sites have been put forward to this project for further consideration:-

- Heworth Family Centre site – following relocation to Tang Hall school
- Eighth Avenue site
- Fifth Avenue site (already under construction)

There could be potential further sites such as the south-western corner of Melrosegate Playing Field and other sites which may become available as part of service reviews.

The Surplus Property Protocol will need to be followed on all sites so that it is ensured that all Council needs are looked at first before the site is brought forward for disposal. It also needs to be remembered that there is a need to achieve capital receipts from the sale of surplus properties and sites to help in funding the Council's capital programme. Any request for part of the receipt to be used for a specific purpose in the locality needs to be considered in the light of the above.

5.9 Other proposals

Paragraphs 5.1 to 5.8 detail the main proposals for the Tang Hall area that relate to the property and land related element of service delivery. During the audit and consultation process there were other ideas that emerged which should be taken into account in the delivery of this plan

- Improvement of play provision, especially for older children
 - BMX park and mobile skating facility
 - Renewal/extension of existing play equipment in Glen Gardens
- Work with local PCT and health providers to look joint delivery of services and rationalisation better use of sites – example being Health centre adjacent to the library site.
- Widen search for affordable housing sites to non-Council owned sites
- Assess suitability of existing buildings for a remote access point for Council staff as part of the Admin Accom office project. This could be provided in the Library and Community Centre.
- Consider whether the bridge adjacent to the Community Centre is still required and the feasibility of levelling the road that will improve access to the Community Centre site and provide an option for future extension/development of this site. It is acknowledged that this would be a long and expensive process and therefore may well be economically unviable but investigations should take place to see if the Community Centre site can be made more accessible.

6.0 FUNDING

- 6.1 One of the objectives of asset management planning is to make sure that whatever assets, land or buildings, which are used by the Council to deliver services, are used at minimum cost and maximum capacity. It is hoped that revenue savings can be achieved by more efficient use of less space.

To achieve this however, there may be need to initially spend capital funds to make sure the land and buildings used are 'fit for purpose'. This section makes brief comments on funding needs and possible sources on each of the areas for change/improvement highlighted in Section 5. It is recognised at this stage that these can only be estimated costs and ideas for funding sources but having this plan in place, together with the Corporate and Service Asset Management Plans will mean that when opportunities for funding arise, either locally or nationally, any bid will have a better chance of success.

6.2 Provision of Integrated Children's Centre

Funding for this is already secured from external sources (part of the £3.2M available for all Children's Centres). There is a need to contribute to the cost from the capital receipt obtained from the disposal of the Heworth Family Centre site after it has become vacant or, if it is to be re-used, from an alternative site in the City.

6.3 Provision of Good Quality Formal and Informal Public Open Space

There will be need for capital funds to improve Glen Gardens and Melrosegate site as detailed in 5.2. There is currently no specific budgets allocated for these works but a bid for capital could be made internally or externally if appropriate funds existed. A bid could be made for S106 money from the forthcoming Derwenthorpe development to use on some of these projects. Some capital might be raised if the Council were able to dispose of part of the Melrosegate site and a case would have to be made and approved to use all or part of that receipt on the works needed. The level of potential receipt cannot be assessed, as there are a number of uncertain factors involved in bringing this site forward.. There also needs to be revenue budgets created to ensure basic maintenance, litter collection etc. is carried out at each site.

6.4 Improve safety for children, residents and visitors using the facilities in Sixth Avenue

There is currently no scheme planned for this work and therefore no funds allocated. There would initially need to be funds raised to assess the feasibility of the proposals and this could be built into Network Management's programme.

6.5 Make use of all vacant and underused sites

In order to further review the future use of the sites mentioned there may be some funding needed to employ consultants to look at options for use (planning and legal) and, if appropriate, costs associated with selling surplus sites. These costs cannot be recovered from any capital receipt that is obtained and therefore, to take this part of the plan forward, a revenue budget will need to be found. The current investigation into the potential re-use of the Heworth Family Centre building is being carried out in partnership with the Youth service. There is a Big Lottery Fund soon to be announced

for the Youth Service and if this proposal met the criteria a bid could be made for the repair and refurbishment of this building.

6.6 Create a quality secure allotment site

In order to ascertain the cost of making the site secure and to provide parking as detailed in 5.6 consultations will need to take place with all stakeholders and planners. Funding is not available for any work now therefore either a bid should be made for either Council capital money or external funding, if there is an appropriate source such as s106 money. If part of the site could be sold then a case could be made for reserving part of the capital receipt for the works. It is likely that there will be increased revenue costs associated with running an improved allotment site. This can be funded by increasing the revenue obtained from the allotment holders or by input from Leisure Services budgets.

6.7 Provision of a Library Learning Centre

Progress on this scheme is now dependant on finding alternative funding sources as the Lottery bid was unsuccessful. Changed revenue costs to run the new building have already been budgeted for.

6.8 Develop additional sites for affordable housing

As with 6.5 above there will be a need for revenue funding to bring these sites 'to the market' which cannot be funded from the capital receipt and so budgets will need to be found for this work although the costs could be incorporated in the council wide project which is currently progressing.

6.9 Summary

With the exception of the externally funded schemes it will be seen that there is currently, no available money to progress any of the other proposals. Therefore there is a need to look at how funding can be obtained either

- Internally through a bid to be part of the Council's capital programme
- Retention of part of any capital receipt generated in the area or part of any revenue saving from reduced running costs etc.
- Externally through government initiatives, lottery bids or by claiming s106 money from nearby developments, especially the Derwenthorpe scheme.

7 ACTION PLAN

7.1 Set out below is a chronological list of actions to take the proposals detailed in this report forward. It is more detailed for the next 12 months and includes those actions that do not yet have a specific date attached to them. It is this action plan against which progress will be monitored and reported on annually with changes also incorporated as new proposals and opportunities for the Tang Hall area arise.

- June 2008** Work completed on Integrated Childrens Centre
Meeting with stakeholders to discuss options for Heworth Family Centre
- Summer 2008** Instruct planning consultants to look at options on
- Glen Allotments
 - Heworth Family Centre
 - Eighth Avenue site
 - Melrosegate Playing Fields
 - Fifth Avenue site
- (subject to funding)
Report to members on potential affordable housing sites across York including Tang Hall (Eighth Avenue and others)
Meeting with PCT to look at their sites & needs & assess potential for joint working
Report on preferred options for future use of Heworth Family Centre with viability appraisal
Opportunity to bid for Council capital funds (CRAM bids)
- Autumn 2008** Meeting with library and adult learning services to look at future options for provision of library/learning service in area
Meeting with Leisure Services/Allotment Association to draw up scheme to improve allotment site
Start work on looking at procedures for closing southern end of Sixth Avenue.
- Spring 2009** Audit of community/local groups use of new facilities at Children's Centre and consultation on what else could be provided
Meeting to explore future options for Tang Hall Community Centre and link to other Council services
- July 2009** Yearly report to members and community on progress against this action plan and review of changed priorities
- To be programmed** Look at use/potential of southern part of Glen Gardens
- Meeting with Leisure services
 - Work up bid
- Produce a plan for re-use of Melrosegate playing fields
- Meeting with Community Centre
 - Planning views
 - Work up bid

7.2 Future Developments

As well as the specific actions detailed above it is also recognised that this Area Asset Management Plan does not sit in isolation but needs to be linked not only to other Council Plans and projects, as already described, but other community based initiatives and therefore as this plan is reviewed and developed there should be:-

- Closer links with other community and city based agencies and organisations and their future proposals including the PCT, police and ambulance services
- Direct link with the local Neighbourhood Charter that is being developed
- The Local Development Framework and all it's associated documents and plans

ANNEX A

CORPORATE ASSET MANAGEMENT PLAN PROPERTY OUTPUTS SUMMARY

PO1 – Development of new database (Technology Forge).

PO2 – Have full information of all property and land assets by 2008.

PO3 – Develop and implement a repair and maintenance strategy for all council land and property assets.

PO4 – Have a funding policy which supports capital and revenue programme and a capital and revenue programme which takes in to account need, priorities and funding available over 5 years.

PO5 – Determine future options for all existing property and land assets by 2008.

PO6 – Complete all service Asset Management Plans in time for CRAM process 2008/9.

PO7 – Complete all key area Asset Management Plans by 2009.

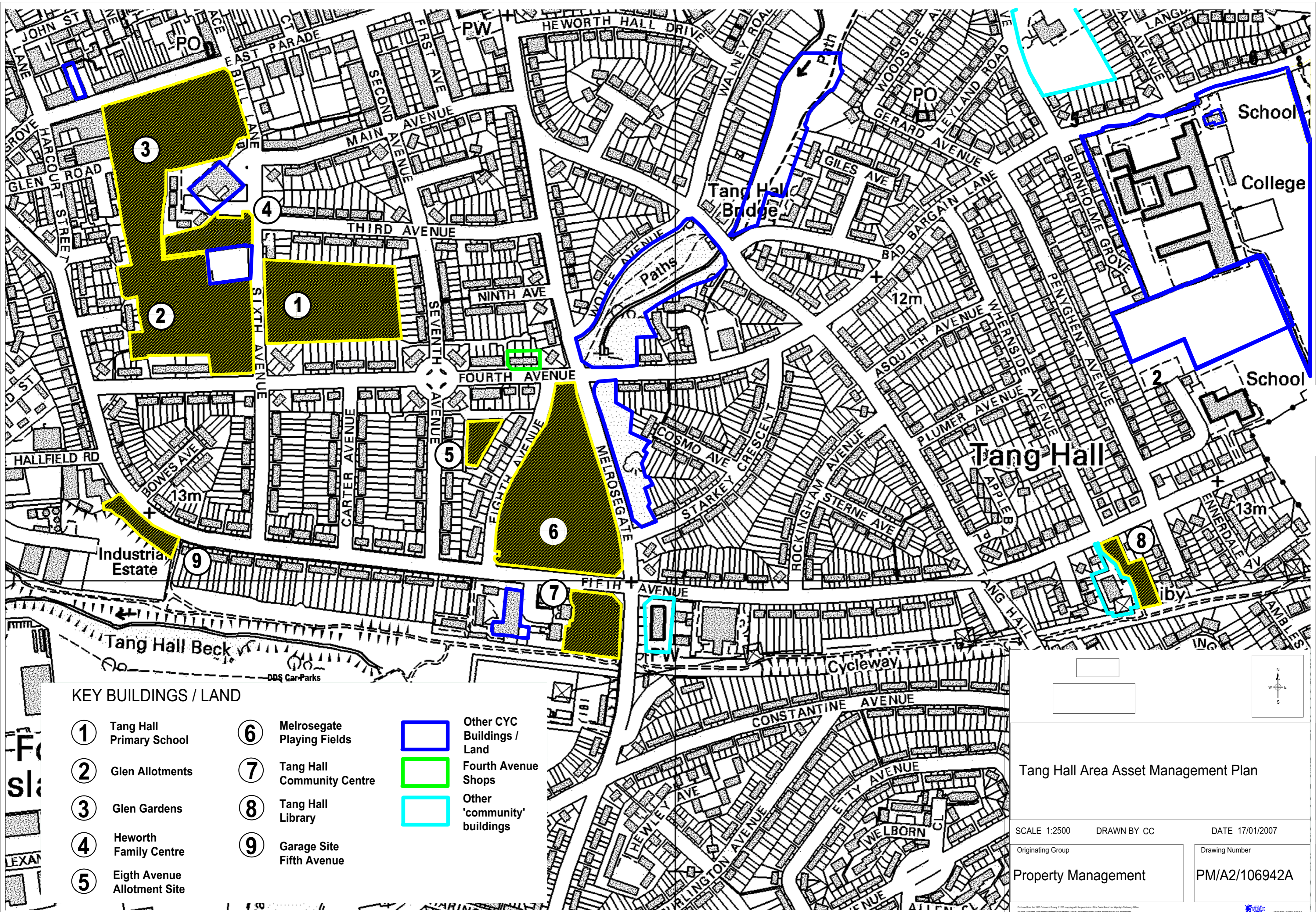
PO8 – Have appropriate structure and processes in place to deliver Corporate Asset Management across the council.

PO9 – Keep all interested parties informed.

ANNEX B

COUNCIL'S CORPORATE PRIORITIES SUMMARY

- Decrease the tonnage of biodegradable waste and recyclable products going to landfill.
- Reduce the greenhouse gas emissions from council activities and encourage, empower and promote others to do the same
- Increase the use of public and other environmentally friendly modes of transport.
- Improve the actual and perceived condition and appearance of the city's streets, housing estates and publicly accessible spaces.
- Reduce the actual and perceived impact of violent, aggressive and nuisance behaviour on people in York.
- Increase people's skills and knowledge to improve future employment prospects.
- Improve the economic prosperity of the people of York with a focus on minimising income differentials
- Improve the health and lifestyles of the people who live in York, in particular among groups whose levels of health are the poorest.
- Improve the life chances of the most disadvantaged and disaffected children, young people and families in the city.
- Improve the quality and availability of decent, affordable homes in the city.



KEY BUILDINGS / LAND

- | | | |
|--------------------------------|------------------------------|---|
| ① Tang Hall Primary School | ⑥ Melrosegate Playing Fields | Other CYC Buildings / Land |
| ② Glen Allotments | ⑦ Tang Hall Community Centre | Fourth Avenue Shops |
| ③ Glen Gardens | ⑧ Tang Hall Library | Other 'community' buildings |
| ④ Heworth Family Centre | ⑨ Garage Site Fifth Avenue | |
| ⑤ Eighth Avenue Allotment Site | | |

Tang Hall Area Asset Management Plan

SCALE 1:2500 DRAWN BY CC DATE 17/01/2007

Originating Group

Property Management

Drawing Number

PM/A2/106942A

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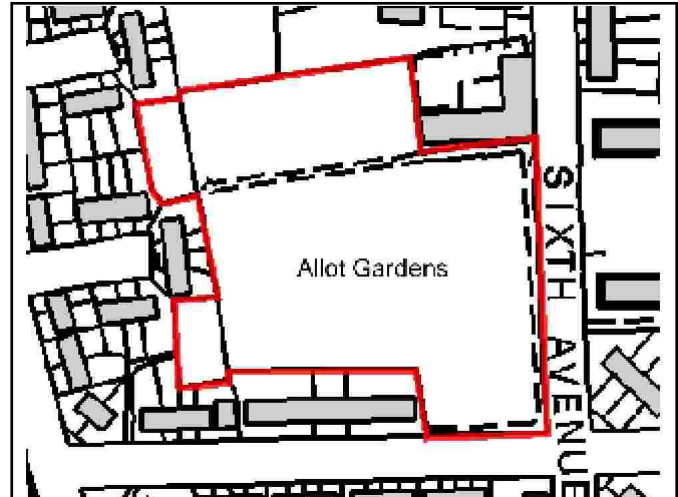
Asset Management Report



Asset Name: GLEN ALLOTMENTS (Includes Scrope Allotments)
Asset Type: ALLOTMENTS **UPRN:** E00391

Core Data

File Ref: G00002
Managing Service: HOUSING & ADULT SOC SRVS/LCCS
Occupying Service: HOUSING & ADULT SOC SRVS/LCCS
Ward: HEWORTH



Location

GLEN ALLOTMENTS
 SIXTH AVENUE
 TANG HALL
 YORK
 YO31 0TP

Blocks:	Description	Area (GIA)	Occupant
	B01 - GLEN ALLOTMENTS	0 m ²	

Blocks:	Description	Area (GIA)	Occupant
	B02 - SCROPE ALLOTMENTS	0 m ²	

Areas

Site: 14050.03 m²
Property (GIA): 0 m²

Blocks:	Description	Area (GIA)	Occupant
	B01 - GLEN ALLOTMENTS	0 m ²	
	B02 - SCROPE ALLOTMENTS	0 m ²	
Total:		0 m²	

Property Details

Tenure:	FREEHOLD WITH POSSESSION	Type:	Non HRA
Year Built:		Listed:	No
Asset Category:	OPCA	Grade:	
Wiring Certificate:		Disabled Access:	No
Suitability Rank (%):	0		
Energy Performance Rating:			
Supply Capacity:	Elec: Gas:		

Valuation

Valuation Basis	Asset Value	Land Value	Total	Valuation Date
Existing Use Value	0	0	0	01/04/2006

Asset Management Report



Asset Management Report



Property Surveys

Condition Survey Summary

Priority	Amount (£)	
	Total	0

Hazard Surveys Completed

	Survey	Risk
Asbestos:	N/A	No
Contaminated Land:	NO	No
Fire:	N/A	No
Legionella:	N/A	No

Contacts

Name	Job Title	Telephone
Judith Ward	Allotments Officer	01904 553399

Further Information can be obtained from the Technology Forge database or by written request to:

property.services@york.gov.uk

Asset Management Report



Financial Information

Cost Centre: H490

Expenditure (£)

	2006/2007	2007/2008	2008/2009
Cleaning	0	0	0
Electricity Costs	0	0	0
Gas Costs	0	0	0
Grnds Maint Costs	937	1,102	0
Insurance Costs	0	0	0
R & M Costs	289	738	0
Rates Costs	0	0	0
Rental Costs	971	966	0
Security Costs	116	19	0
Sewerage Costs	0	0	0
Service Charge Costs	0	0	0
Water Costs	102	109	0
Total	2,415	2,934	0

Income (£)

	2006/2007	2007/2008	2008/2009
Rental Income	1,034	1,175	0
Total	1,034	1,175	0

Running Costs m² (£)

	2006/2007	2007/2008	2008/2009
Property:	0.10	0.13	0.00
Service:	0.10	0.13	0.00

Asset Management Report



Ownership Information

CYC Plan No:	Ordinance Survey Sheet No:	Terrier Ref:	Deed Packet Ref:	Purchasing Committee:	Purpose of Acquisition:	Statutory Power of Acquisition
46 43 44 45	SE6152SE	1935	677		LEARNING CULTURE & CHILDR SERV	Public Health Act 1875 S.164
45	SE6152NW SE6152NE SE6152SW	2089	974		HOUSING & ADULT SOCIAL SERVICES	Housing Act 1925

Lease / Licence Out

Occupier:

Term: 0 Years 0 Months 0 Days

Description	Start Date	Review Frequency	Next Review Date	End Date	Annual Amount
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Lease / Licence In

Landlord:

Term: 0 Years 0 Months 0 Days

Description	Start Date	Review Frequency	Next Review Date	End Date	Annual Amount
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Property Photographs



AMR Entrance



AMR Plot



AMR Ariel View

Additional Information

None

Asset Management Report



Asset Name: GLEN GARDENS PLAY AREA POS

Asset Type: PUBLIC GARDENS & PARKS **UPRN:** E00401

Core Data

File Ref: E00401
Managing Service: LEARNING CULTURE & CHILDR SERV
Occupying Service: LEARNING CULTURE & CHILDR SERV
Ward: HEWORTH



Location

GLEN GARDENS PLAY AREA POS
 EAST PARADE
 HEWORTH
 YO31 7YJ

Areas

Site: 4387.44 m²
Property (GIA): 52 m²

Blocks:	Description	Area (GIA)	Occupant
	B01 - GLEN GARDENS	0 m ²	
Total:		0 m²	
Blocks:	Description	Area (GIA)	Occupant
	B02 - GLEN GARDENS TOILETS	52 m ²	
Total:		52 m²	

Property Details

Tenure: FREEHOLD WITH POSSESSION **Type:** Non HRA
Year Built: **Listed:** No **Grade:**
Asset Category: OPCA **Disabled Access:** No
Wiring Certificate:
Suitability Rank (%): 0
Energy Performance Rating:
Supply Capacity: Elec: Gas:

Valuation

Valuation Basis	Asset Value	Land Value	Total	Valuation Date
Existing Use Value	0	0	0	01/04/2006

Asset Management Report



Asset Management Report



Property Surveys

Condition Survey Summary

Priority	Amount (£)
Total	0

Hazard Surveys Completed

	Survey	Risk
Asbestos:	YES	No
Contaminated Land:	NO	No
Fire:	N/A	No
Legionella:	YES	Yes

Contacts

Name	Job Title	Telephone
Brian Williams	Parks & Open Spaces Officer	01904 553392
William Bray	Health & Safety Advisor for Asbestos & Legionella	01904 553328

Further Information can be obtained from the Technology Forge database or by written request to:

property.services@york.gov.uk

Asset Management Report



Financial Information

Cost Centre: H425/H290

Expenditure (£)

	2006/2007	2007/2008	2008/2009
Cleaning	0	0	0
Electricity Costs	0	0	0
Gas Costs	0	0	0
Grnds Maint Costs	0	0	0
Insurance Costs	0	0	0
R & M Costs	0	0	0
Rates Costs	0	0	0
Rental Costs	0	0	0
Security Costs	0	0	0
Sewerage Costs	0	0	0
Service Charge Costs	0	0	0
Water Costs	0	0	0
Total	0	0	0

Income (£)

	2006/2007	2007/2008	2008/2009
Total	0	0	0

Running Costs m² (£)

	2006/2007	2007/2008	2008/2009
Property:	0.00	0.00	0.00
Service:	0.00	0.00	0.00

Asset Management Report



Ownership Information

CYC Plan No:	Ordnance Survey Sheet No:	Terrier Ref:	Deed Packet Ref:	Purchasing Committee:	Purpose of Acquisition:	Statutory Power of Acquisition
46 43 44 45	SE6152SE SE6152NW SE6152NE	1935	677		LEARNING CULTURE & CHILDR SERV	Public Health Act 1875 S.164

Lease / Licence Out

Occupier:

Term: 0 Years 0 Months 0 Days

Description	Start Date	Review Frequency	Next Review Date	End Date	Annual Amount
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Lease / Licence In

Landlord:

Term: 0 Years 0 Months 0 Days

Description	Start Date	Review Frequency	Next Review Date	End Date	Annual Amount
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Property Photographs



AMR Ariel View



AMR Play Area

Additional Information

None

Asset Management Report



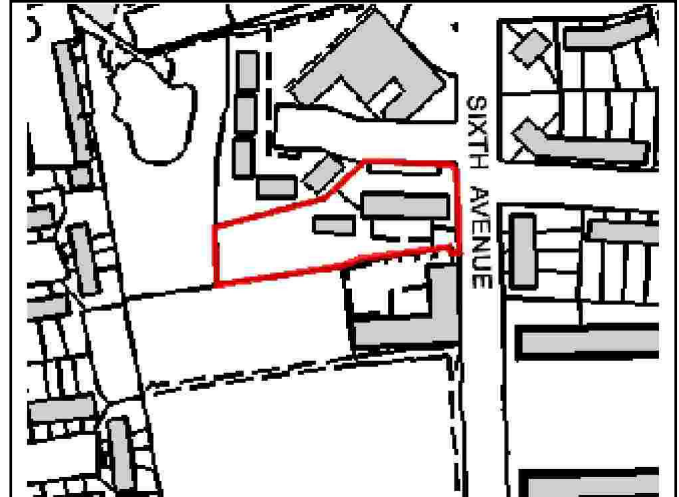
Asset Name: HEWORTH FAMILY CENTRE

Asset Type: DAY CENTRE

UPRN: E00651

Core Data

File Ref: E00561
Managing Service: LEARNING CULTURE & CHILDR SERV
Occupying Service: LEARNING CULTURE & CHILDR SERV
Ward: HEWORTH



Location

HEWORTH FAMILY CENTRE
 SIXTH AVENUE
 TANG HALL
 YORK
 YO31 0TT
 01904 551250

Areas

Site: 2931.02 m²
Property (GIA): 500 m²

Blocks:	Description	Area (GIA)	Occupant
	B01 - HEWORTH FAMILY CENTRE	500 m ²	
Total:		500 m²	

Property Details

Tenure:	FREEHOLD WITH POSSESSION	Type:	Non HRA
Year Built:	1947	Listed:	No
Asset Category:	OPOL&B	Grade:	
Wiring Certificate:		Disabled Access:	No
Suitability Rank (%):	78		
Energy Performance Rating:			
Supply Capacity:	Elec: Gas:		

Valuation

Valuation Basis	Asset Value	Land Value	Total	Valuation Date
Depreciated Replacement Cost	263,305	758,000	1,021,305	01/04/2006

Asset Management Report



Property Surveys

Condition Survey Summary

Priority	Amount (£)
1 - Urgent	8,100
2 - Essential	32,430
3 - Desirable	110,555
4 - Long Term	5,560
N - None	0
Total	156,645

Hazard Surveys Completed

	Survey	Risk
Asbestos:	YES	No
Contaminated Land:	NO	No
Fire:	NO	No
Legionella:	YES	Yes

Contacts

Name	Job Title	Telephone
William Bray	Health & Safety Advisor for Asbestos & Legionella	01904 553328

Further Information can be obtained from the Technology Forge database or by written request to:

property.services@york.gov.uk

Asset Management Report



Financial Information

Cost Centre: W046

Expenditure (£)

	2006/2007	2007/2008	2008/2009
Cleaning	6,171	6,363	0
Electricity Costs	3,030	4,456	0
Gas Costs	4,205	5,313	0
Grnds Maint Costs	385	391	0
Insurance Costs	930	4	0
R & M Costs	4,699	4,325	0
Rates Costs	3,594	2,575	0
Rental Costs	0	0	0
Security Costs	0	0	0
Sewerage Costs	368	399	0
Service Charge Costs	0	0	0
Water Costs	158	167	0
Total	23,540	23,993	0

Income (£)

	2006/2007	2007/2008	2008/2009
Total	0	0	0

Running Costs m² (£)

	2006/2007	2007/2008	2008/2009
Property:	110.30	135.44	47.99
Service:	98.67	98.64	13.43

Asset Management Report



Ownership Information

CYC Plan No:	Ordnance Survey Sheet No:	Terrier Ref:	Deed Packet Ref:	Purchasing Committee:	Purpose of Acquisition:	Statutory Power of Acquisition
45 46	SE6152SW SE6152SE	1811A	1904	LEARNING CULTURE & CHILDR SERV	Hospital Annexe	Public Health Act 1936

Lease / Licence Out

Occupier:

Term: 0 Years 0 Months 0 Days

Description	Start Date	Review Frequency	Next Review Date	End Date	Annual Amount
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Lease / Licence In

Landlord:

Term: 0 Years 0 Months 0 Days

Description	Start Date	Review Frequency	Next Review Date	End Date	Annual Amount
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Property Photographs



AMR Side Elevation



AMR End Elevation

Additional Information

None

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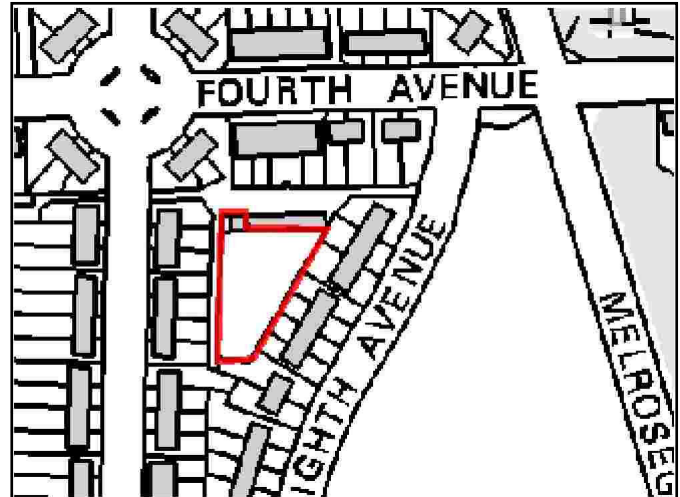
Asset Management Report



Asset Name: EIGHTH AVENUE FORMER ALLOTMENTS
Asset Type: LAND **UPRN:** E00389

Core Data

File Ref: G00002
Managing Service: HOUSING & ADULT SOCIAL SERVICES
Occupying Service: HOUSING & ADULT SOCIAL SERVICES
Ward: HEWORTH



Location

EIGHTH AVENUE FORMER ALLOTMENTS
 EIGHTH AVENUE
 TANG HALL
 YORK
 YO31 0UD

Blocks:	Description
	B01 - EIGHTH AVENUE FORMER ALLOTMENTS

Areas

Site: 1212.17 m²
Property (GIA): 0 m²

	Area (GIA)	Occupant
Total:	0 m ²	

Property Details

Tenure:	FREEHOLD WITH POSSESSION	Type:	Non HRA
Year Built:		Listed:	No
Asset Category:	NOPSURP	Grade:	
Wiring Certificate:		Disabled Access:	No
Suitability Rank (%):	0		
Energy Performance Rating:			
Supply Capacity:	Elec: Gas:		

Valuation

Valuation Basis	Asset Value	Land Value	Total	Valuation Date
Market Valuation	0	0	0	01/04/2008

Asset Management Report



Property Surveys

Condition Survey Summary

Priority	Amount (£)	
	Total	0

Hazard Surveys Completed

	Survey	Risk
Asbestos:	N/A	No
Contaminated Land:	NO	No
Fire:	N/A	No
Legionella:	N/A	No

Contacts

Name	Job Title	Telephone
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Further Information can be obtained from the Technology Forge database or by written request to:

property.services@york.gov.uk

Asset Management Report



Financial Information

Cost Centre:

Expenditure (£)

	2006/2007	2007/2008	2008/2009
Cleaning	0	0	0
Electricity Costs	0	0	0
Gas Costs	0	0	0
Grnds Maint Costs	0	0	0
Insurance Costs	0	0	0
R & M Costs	0	0	0
Rates Costs	0	0	0
Rental Costs	0	0	0
Security Costs	0	0	0
Sewerage Costs	0	0	0
Service Charge Costs	0	0	0
Water Costs	0	0	0
Total	0	0	0

Income (£)

	2006/2007	2007/2008	2008/2009
Total	0	0	0

Running Costs m² (£)

	2006/2007	2007/2008	2008/2009
Property:	0.00	0.00	0.00
Service:	0.00	0.00	0.00

Asset Management Report



Ownership Information

CYC Plan No:	Ordnance Survey Sheet No:	Terrier Ref:	Deed Packet Ref:	Purchasing Committee:	Purpose of Acquisition:	Statutory Power of Acquisition
45 46 71 44	SE6152SW SE6152SE SE6151NE	3083	1186	HOUSING & ADULT SOCIAL SERVICES	Housing	

Lease / Licence Out

Occupier:

Term: 0 Years 0 Months 0 Days

Description	Start Date	Review Frequency	Next Review Date	End Date	Annual Amount
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Lease / Licence In

Landlord:

Term: 0 Years 0 Months 0 Days

Description	Start Date	Review Frequency	Next Review Date	End Date	Annual Amount
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Property Photographs



AMR Panorama



AMR Entrance



AMR Ariel View

Additional Information

None

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Asset Management Report



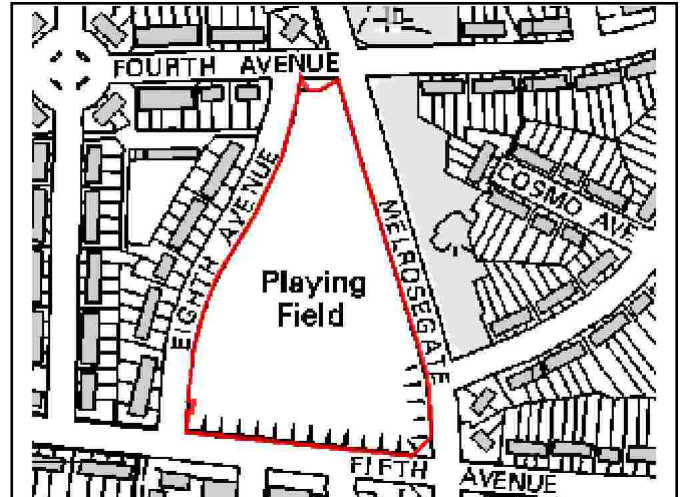
Asset Name: MELROSEGATE DETACHED PLAYING FIELD

Asset Type: PLAYING FIELD

UPRN: E00536

Core Data

File Ref: E00536
Managing Service: LEARNING CULTURE & CHILDR SERV
Occupying Service: LEARNING CULTURE & CHILDR SERV
Ward: HEWORTH



Location

MELROSEGATE DETACHED PLAYING FIELD
 USED BY TANG HALL PR SCHOOL
 MELROSEGATE
 MELROSEGATE
 YORK
 YO31 0UD

Blocks:	Description
	B01 - MELROSEGATE DETACHED PLAYING FIELD

Areas

Site: 18021.69 m²
Property (GIA): 0 m²

	Area (GIA)	Occupant
	0 m ²	
Total:	0 m²	

Property Details

Tenure:	FREEHOLD WITH POSSESSION	Type:	Non HRA
Year Built:		Listed:	No
Asset Category:	OPOL&B	Grade:	
Wiring Certificate:		Disabled Access:	No
Suitability Rank (%):	0		
Energy Performance Rating:			
Supply Capacity:	Elec: Gas:		

Valuation

Valuation Basis	Asset Value	Land Value	Total	Valuation Date
Existing Use Value	0	60,000	60,000	01/04/2006

Asset Management Report



Property Surveys

Condition Survey Summary

Priority	Amount (£)	
	Total	0

Hazard Surveys Completed

	Survey	Risk
Asbestos:	N/A	No
Contaminated Land:	NO	No
Fire:	N/A	No
Legionella:	N/A	No

Contacts

Name	Job Title	Telephone
------	-----------	-----------

Further information can be obtained from the Technology Forge database or by written request to:

property.services@york.gov.uk

Asset Management Report



Financial Information

Cost Centre:

Expenditure (£)

	2006/2007	2007/2008	2008/2009
Total	0	0	0

Income (£)

	2006/2007	2007/2008	2008/2009
Total	0	0	0

Running Costs m² (£)

	2006/2007	2007/2008	2008/2009
Property:	0.00	0.00	0.00
Service:	0.00	0.00	0.00

Asset Management Report



Ownership Information

CYC Plan No:	Ordnance Survey Sheet No:	Terrier Ref:	Deed Packet Ref:	Purchasing Committee:	Purpose of Acquisition:	Statutory Power of Acquisition
46	SE6152SE	3083B	1186	LEARNING CULTURE & CHILDR SERV	Housing	Education Act
46	SE6152SE	3083B	5888	LEARNING CULTURE & CHILDR SERV	Housing	Education Act

Lease / Licence Out

Occupier:

Term: 0 Years 0 Months 0 Days

Description	Start Date	Review Frequency	Next Review Date	End Date	Annual Amount
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Lease / Licence In

Landlord:

Term: 0 Years 0 Months 0 Days

Description	Start Date	Review Frequency	Next Review Date	End Date	Annual Amount
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Property Photographs



AMR Ariel View



AMR View

Additional Information

None

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Asset Management Report



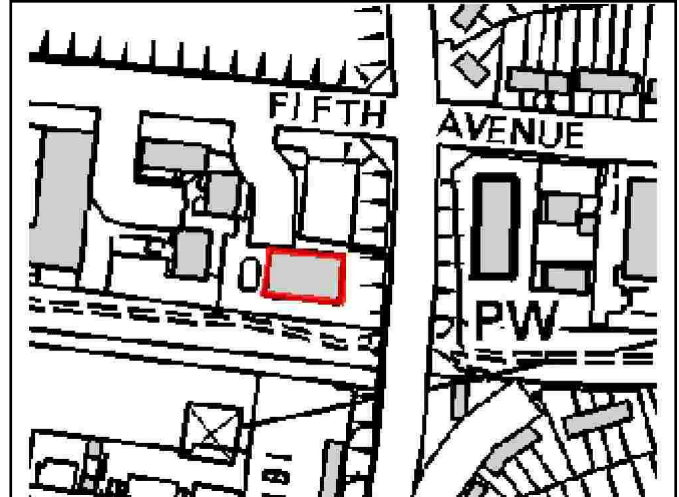
Asset Name: TANG HALL COMMUNITY CENTRE

Asset Type: COMMUNITY CENTRE

UPRN: E00755

Core Data

File Ref: E00755
Managing Service: NEIGHBOURHOOD SERVICES
Occupying Service: NEIGHBOURHOOD SERVICES
Ward: HEWORTH



Location

TANG HALL COMMUNITY CENTRE
 FIFTH AVENUE
 TANG HALL
 YORK
 YO31 0UE

Blocks:	Description
	B01 - TANG HALL COMMUNITY CENTRE

Areas

Site: 501.77 m²
Property (GIA): 403.33 m²

	Area (GIA)	Occupant
	403 m ²	
Total:	403 m²	

Property Details

Tenure: FREEHOLD WITH POSSESSION
Year Built: 1992
Asset Category: OPOL&B
Wiring Certificate:
Suitability Rank (%): 91
Energy Performance Rating:
Supply Capacity: Elec: Gas:

Type: Non HRA
Listed: No **Grade:**
Disabled Access: No

Valuation

Valuation Basis	Asset Value	Land Value	Total	Valuation Date
Depreciated Replacement Cost	950,418	0	950,418	01/04/2006

Asset Management Report



Property Surveys

Condition Survey Summary

Priority	Amount (£)
3 - Desirable	400
4 - Long Term	400
Total	800

Hazard Surveys Completed

	Survey	Risk
Asbestos:	YES	No
Contaminated Land:	NO	No
Fire:	YES	Yes
Legionella:	NO	No

Contacts

Name	Job Title	Telephone
David Slater	Neighbourhood Pride Mngr (Community Centres)	01904 551802
Mark Ellis	Health & Safety Advisor For Fire Risks	01904 553415
William Bray	Health & Safety Advisor for Asbestos & Legionella	01904 553328

Further Information can be obtained from the Technology Forge database or by written request to:

property.services@york.gov.uk

Asset Management Report



Financial Information

Cost Centre: Z522

Expenditure (£)

	2006/2007	2007/2008	2008/2009
Cleaning	0	0	0
Electricity Costs	0	0	0
Gas Costs	0	0	0
Grnds Maint Costs	1,359	1,379	0
Insurance Costs	540	0	0
R & M Costs	5,994	7,085	0
Rates Costs	0	0	0
Rental Costs	0	0	0
Security Costs	0	0	0
Sewerage Costs	0	0	0
Service Charge Costs	0	0	0
Water Costs	0	0	0
Total	7,893	8,464	0

Income (£)

	2006/2007	2007/2008	2008/2009
Total	0	0	0

Running Costs m² (£)

	2006/2007	2007/2008	2008/2009
Property:	177.92	231.79	20.99
Service:	91.62	109.43	3.48

Asset Management Report



Ownership Information

CYC Plan No:	Ordnance Survey Sheet No:	Terrier Ref:	Deed Packet Ref:	Purchasing Committee:	Purpose of Acquisition:	Statutory Power of Acquisition
71	SE6151NE	3085A	1186	HOUSING & ADULT SOCIAL SERVICES	Housing	Local Government Act 1972

Lease / Licence Out

Occupier:

Term: 0 Years 0 Months 0 Days

Description	Start Date	Review Frequency	Next Review Date	End Date	Annual Amount
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Lease / Licence In

Landlord:

Term: 0 Years 0 Months 0 Days

Description	Start Date	Review Frequency	Next Review Date	End Date	Annual Amount
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Property Photographs



AMR Centre & Parking



AMR Entrance

Additional Information

None

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Asset Management Report



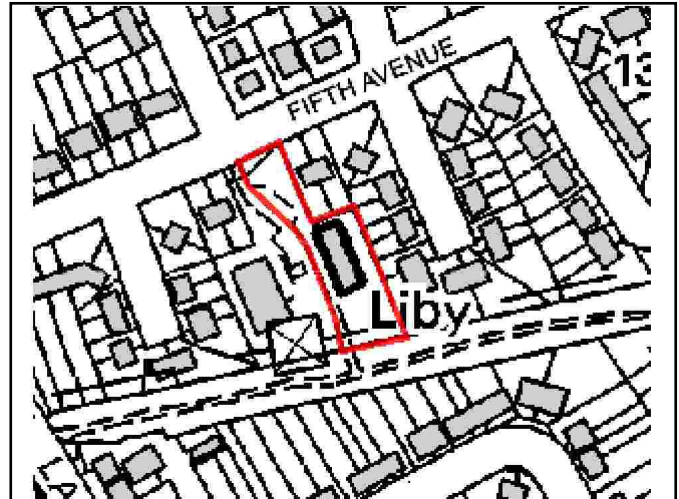
Asset Name: TANG HALL LIBRARY

Asset Type: LIBRARY

UPRN: E00597

Core Data

File Ref: E00597
Managing Service: LEARNING CULTURE & CHILDR SERV
Occupying Service: LEARNING CULTURE & CHILDR SERV
Ward: HEWORTH



Location

TANG HALL LIBRARY
 FIFTH AVENUE
 TANG HALL
 YORK
 YO31 0PR
 01904 416429

Areas

Site: 1566.01 m²
Property (GIA): 347 m²

Blocks:	Description	Area (GIA)	Occupant
	B01 - TANG HALL LIBRARY	347 m ²	
Total:		347 m²	

Property Details

Tenure:	FREEHOLD WITH POSSESSION	Type:	Non HRA
Year Built:	1958	Listed:	No
Asset Category:	OPOL&B	Grade:	
Wiring Certificate:		Disabled Access:	No
Suitability Rank (%):	82		
Energy Performance Rating:			
Supply Capacity:	Elec: Gas:		

Valuation

Valuation Basis	Asset Value	Land Value	Total	Valuation Date
Depreciated Replacement Cost	9,000	487,500	496,500	01/04/2005

Asset Management Report



Property Surveys

Condition Survey Summary

Priority	Amount (£)
2 - Essential	1,750
3 - Desirable	4,585
4 - Long Term	6,502
Total	12,837

Hazard Surveys Completed

	Survey	Risk
Asbestos:	YES	No
Contaminated Land:	NO	No
Fire:	YES	Yes
Legionella:	YES	Yes

Contacts

Name	Job Title	Telephone
Fiona Williams	Head Of Libraries & Heritage	01904 553316
Mark Ellis	Health & Safety Advisor For Fire Risks	01904 553415
William Bray	Health & Safety Advisor for Asbestos & Legionella	01904 553328

Further Information can be obtained from the Technology Forge database or by written request to:

property.services@york.gov.uk

Asset Management Report



Financial Information

Cost Centre: H378

Expenditure (£)

	2006/2007	2007/2008	2008/2009
Cleaning	5,533	5,726	0
Electricity Costs	1,987	2,748	0
Gas Costs	3,954	1,870	0
Grnds Maint Costs	185	188	0
Insurance Costs	0	0	0
R & M Costs	7,041	1,417	0
Rates Costs	5,546	6,242	0
Rental Costs	0	0	0
Security Costs	923	160	0
Sewerage Costs	92	102	0
Service Charge Costs	0	0	0
Water Costs	49	53	0
Total	25,310	18,506	0

Income (£)

	2006/2007	2007/2008	2008/2009
Total	0	0	0

Running Costs m² (£)

	2006/2007	2007/2008	2008/2009
Property:	115.03	95.39	53.33
Service:	94.52	88.25	4.02

Asset Management Report



Ownership Information

CYC Plan No:	Ordnance Survey Sheet No:	Terrier Ref:	Deed Packet Ref:	Purchasing Committee:	Purpose of Acquisition:	Statutory Power of Acquisition
49 50 74 76	SE6252SW SE6252SE SE6251NW	0865	2369	LEARNING CULTURE & CHILDR SERV	Site for Health Clinic under National Health Service Act 1946	Library purposes (part)

Lease / Licence Out

Occupier:

Term: 0 Years 0 Months 0 Days

Description	Start Date	Review Frequency	Next Review Date	End Date	Annual Amount
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Lease / Licence In

Landlord:

Term: 0 Years 0 Months 0 Days

Description	Start Date	Review Frequency	Next Review Date	End Date	Annual Amount
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Property Photographs



AMR Rear Elevation



AMR Front Entrance

Additional Information

None

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Asset Management Report



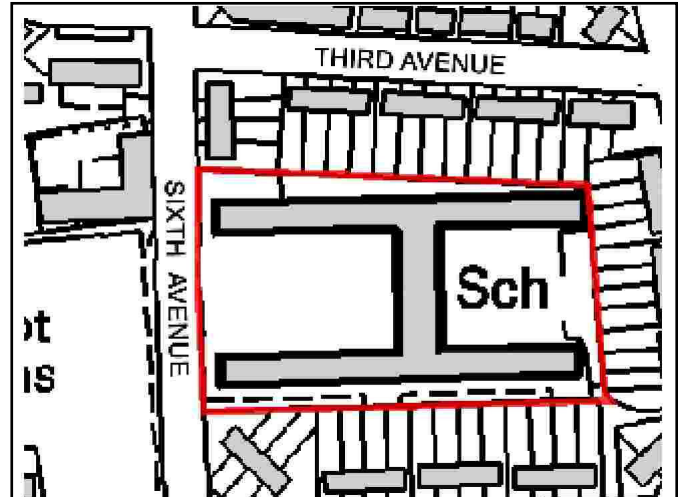
Asset Name: TANG HALL PRIMARY SCHOOL

Asset Type: SCHOOL

UPRN: E00535

Core Data

File Ref: E00535
 Managing Service: LEARNING CULTURE & CHILDR SERV
 Occupying Service: LEARNING CULTURE & CHILDR SERV
 Ward: HEWORTH



Location

TANG HALL PRIMARY SCHOOL
 SIXTH AVENUE
 TANG HALL
 YORK
 YO31 0UT
 01904 424765

Areas

Site: 11581.3 m²
 Property (GIA): 3036 m²

Blocks:	Description	Area (GIA)	Occupant
	B01 - TANG HALL PRIMARY SCHOOL	3036 m ²	
Total:		3036 m²	
Blocks:	Description	Area (GIA)	Occupant
	B02 - MELROSEGATE DETACHED PLAYING FIELDS	0 m ²	
Total:		0 m²	
Blocks:	Description	Area (GIA)	Occupant
	B03 - TANG HALL PRIMARY SCHOOL PLAYGROUP	0 m ²	
Total:		0 m²	
Blocks:	Description	Area (GIA)	Occupant
	B04 - PRE SCHOOL PLAY GROUPS ASSOCIATION	0 m ²	
Total:		0 m²	
Blocks:	Description	Area (GIA)	Occupant
	B05 - CVS INDEPENDENT LIVING SCHEMES (YORK)	0 m ²	
Total:		0 m²	

Property Details

Tenure: FREEHOLD WITH POSSESSION Type: Non HRA
 Year Built: 1927 Listed: No Grade:

Asset Management Report



Asset Category: OPOL&B **Disabled Access:** No
Wiring Certificate:
Suitability Rank (%): 0
Energy Performance Rating:
Supply Capacity: Elec: Gas:

Valuation

Valuation Basis	Asset Value	Land Value	Total	Valuation Date
Depreciated Replacement Cost	616,299	2,032,500	2,648,799	01/04/2006

Asset Management Report



Property Surveys

Condition Survey Summary

Priority	Amount (£)
Total	0

Hazard Surveys Completed

	Survey	Risk
Asbestos:	YES	No
Contaminated Land:	NO	No
Fire:	NO	No
Legionella:	NO	No

Contacts

Name	Job Title	Telephone
Jake Wood	Policy Officer (Education)	01904 554171

Further Information can be obtained from the Technology Forge database or by written request to:

property.services@york.gov.uk

Asset Management Report



Financial Information

Cost Centre: 2429

Expenditure (£)

	2006/2007	2007/2008	2008/2009
Cleaning	31,800	30,441	0
Electricity Costs	0	2,000	0
Gas Costs	0	2,000	0
Grnds Maint Costs	1,894	1,964	0
Insurance Costs	3,529	2,689	0
R & M Costs	21,580	18,727	0
Rates Costs	10,862	9,437	0
Rental Costs	0	0	0
Security Costs	0	0	0
Sewerage Costs	0	0	0
Service Charge Costs	0	0	0
Water Costs	0	0	0
Total	69,665	67,258	0

Income (£)

	2006/2007	2007/2008	2008/2009
Total	0	0	0

Running Costs m² (£)

	2006/2007	2007/2008	2008/2009
Property:	22.76	21.96	22.15
Service:	31.19	29.86	5.74

Asset Management Report



Ownership Information

CYC Plan No:	Ordnance Survey Sheet No:	Terrier Ref:	Deed Packet Ref:	Purchasing Committee:	Purpose of Acquisition:	Statutory Power of Acquisition
46	SE6152SE	3083A	1186	LEARNING CULTURE & CHILDR SERV	Housing	Education Act

Lease / Licence Out

Occupier: FRIENDS OF TANG HALL SCHO						
Term: 0 Years 0 Months 0 Days						
Description	Start Date	Review Frequency	Next Review Date	End Date	Annual Amount	
Rent	01/09/2003	1 Year(s)	01/09/2007		50	
Occupier: TANG HALL PLAY GROUP						
Term: 2 Years 9 Months 11 Days						
Description	Start Date	Review Frequency	Next Review Date	End Date	Annual Amount	
Rent	21/11/2002			31/08/2005	1,500	

Lease / Licence In

Landlord:						
Term: 0 Years 0 Months 0 Days						
Description	Start Date	Review Frequency	Next Review Date	End Date	Annual Amount	

Property Photographs



AMR School Entrance



AMR Teaching Block



AMR Teaching Block

Additional Information

None



Meeting of the Executive

29th July 2008

Report of the Corporate Landlord

Former Family Centre, Sixth Avenue, Heworth

Summary

1. This report presents members with options for the future of this property, either disposal to achieve a capital receipt, or retain to fulfil an identified service need, and seeks a decision from members on this question.

Background

2. This property was being used as a family centre. The service moved into The Avenues Children's Centre (formerly Tang Hall Primary School) on completion of the construction works in June 2008. The former family centre is earmarked for sale on vacation of the premises to fund the Council's 2008/09 to 2010/11 capital programme as approved by Council on 21st February 2008.
3. The Tang Hall Area Asset Management Plan has identified a Council Service that has a requirement for accommodation which could be met in this building.
4. As part of the Young Peoples' Services Asset Management Plan, and following the rapid cessation of the Rathbones service in March of this year, a service need has been identified in the Tang Hall area for which this property would be ideal. York Young Peoples' Services (YPS) has a rapidly expanding programme of Alternative Learning Packages and positive activities for young people which is a key element of the LCCS Directorate's strategies for behaviour support and for encouraging all young people to maximise their life chances. YPS has now taken over the programmes formerly provided by Rathbones, adding these to its existing portfolio. As well as this requirement, the existing family centre are moving into smaller accommodation and will be pressed for space. They would welcome the opportunity to use part of the building on an occasional basis. From an initial meeting, the above requirement could be met at this property.
5. In order to secure the property for future service delivery an alternative source of capital receipt will have to be identified. A possible alternative has been identified from within the LCCS stock. The former 'Rathbone Centre' on Nursery Drive, Acomb can be released if the service provided from that building is amongst those switched to Heworth. It is estimated that this property would realise a capital receipt approximately £150k less than the budgeted amount for Heworth Family Centre. That would leave a shortfall on the existing

capital programme, with the shortfall being made up from the sale of additional assets, a reduction in the capital programme spend, or borrowing.

6. The buildings at Heworth Family Centre have been run down in anticipation of the transfer of the service to The Avenues Children's Centre, and subsequent sale of the property. A recent condition survey of the building has identified £147,000 worth of outstanding repairs. Therefore, work will have to be carried out to bring it back up to a reasonable state of repair, including making the building wind and watertight, and replacing the central heating boilers. Internally, various repairs are required including redecoration. These repairs could be funded from the Repairs Backlog capital programme budget which would be spent on making the building wind and watertight, and replacing the heating boilers. Funding to carry out internal works and decorations will be met from budgets within Young People's Services (LCCS).

Consultation

7. This report has been prepared in consultation with the Corporate Asset Management Group.

Options

8. Option 1 – Dispose of the property by sale on the open market, and use the capital receipt to contribute towards the approved capital programme.
9. Option 2 – Appropriate the property to Resources and retain the property for continued service use by Young Peoples' Services on a three year interim arrangement. Dispose of the former 'Rathbone' Centre at 6 Nursery Drive, Acomb to achieve a capital receipt, the shortfall being made up from prudential borrowing with the revenue cost of the borrowing being met from LCCS budgets. Contributions towards external repairs and central heating to be made from the Resources Capital Repairs budget.

Analysis

10. Option 1 – The advantage with this option is that the projected capital is achieved as originally anticipated with no impact on budgets elsewhere. An inefficient building which is nearing the end of its economic life is removed from the Council's portfolio. The disadvantage is that the identified service need will have to be met elsewhere. The Rathbone Centre itself is too small for this purpose, especially as the service need is rapidly expanding. Additionally, the current state of the property market might make a rapid sale difficult.
11. Option 2 – The advantage with this option is that an identified service need within LCCS is met, a surplus Council property is brought back into use, and there is no need to expend resources in identifying alternative premises to accommodate the service requirement, which may have to be found outside properties within the Council's ownership. The disadvantage is that a capital receipt will not be achieved in the same timescale and also would not fully cover the capital contribution required for the Avenues Children's' Centre.

Financial resources will be required from the Resources Capital Repair Programme and service budgets to fund the reuse of this run down building. However, due to its age and the downturn in the residential property market it may be better to defer the sale of this property. This property may still be sold at some stage in the future as part of the Tang Hall Area Asset Management Plan and its Capital receipt used to finance a new facility in conjunction with other services, on a nearby site.

Corporate Priorities

12. Improve the life chances of the most disadvantaged and disaffected children, young people and families in the city of York
13. Improve the way the Council and its partners work together to deliver better services for the people who live in York.

Implications

14. The following implications have been considered.

- **Financial –**

- a. If option 1 is chosen and the property is disposed of, the receipt will contribute to the Council's capital programme in line with the approved budget.
- b. If option 2 is chosen and the facility is retained there will be a cost of approximately £70k to bring the property up to a minimum standard. This can be funded from the Property Key Components Scheme in the capital programme, which has a budget of £550k over the next 3 years.
- c. Option 2 would, however, mean that a key receipt earmarked to fund the Council's capital programme would not be achieved, resulting in a shortfall in the funding of the 3 year programme. The shortfall could be made up by either
 - i. Reducing other elements of the capital programme – A review of existing schemes could be conducted and a reprioritisation take place. However, the budget has only recently been set and a number of schemes are already contractually committed to.
 - ii. Sell additional assets to equivalent value of Heworth Family Centre – Property Services have identified a further surplus asset at Nursery Drive which has come available since the capital budget was set. This receipt is not expected to be as much as the one from Heworth Family Centre, leaving a £150k shortfall.

Borrow to cover the shortfall – The £150k shortfall could be funded by borrowing, which would cost approximately £15k per annum. This will be funded from within LCCS budgets.

- **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)** – If the option of reusing the property were not pursued and an alternative non council owned property were to be procured, an IT connection would have to be installed.
- **Property** – If the option to retain the property were to be pursued it would need to be appropriated to the Resources Directorate and occupied by Young Peoples' Services on a single occupancy agreement for an initial three year period. The disposal of 6 Nursery Drive would be considered as part of the Acomb Area Asset Management Plan.
- **Other**
None

Risk Management

15. The main risks associated with the reuse of the former Heworth Family Centre are:
- Not achieving the required Capital receipt due to market conditions.
 - Major works required in future to extend economic life of the building.

Recommendations

16. Members are asked to consider:

The Approval of Option 2 to retain the former Heworth Family Centre for further use on an interim basis by Young People's Services.

Reason: To satisfy a continuing service need for a property in this location.

Contact Details

Author:

**Tim Bradley
Asset Manager
Asset and Property
Management**

553355

Chief Officer Responsible for the report:

**Neil Hindhaugh
Assistant Director
Property Services**

Report Approved

Date 9 July 2008

Specialist Implication Officer

Implication: Financial
Kevin Hall
Assistant Director (Resource Management) LCCS
554202

Wards Affected: Heworth

All

For further information please contact the author of the report

Background Papers:

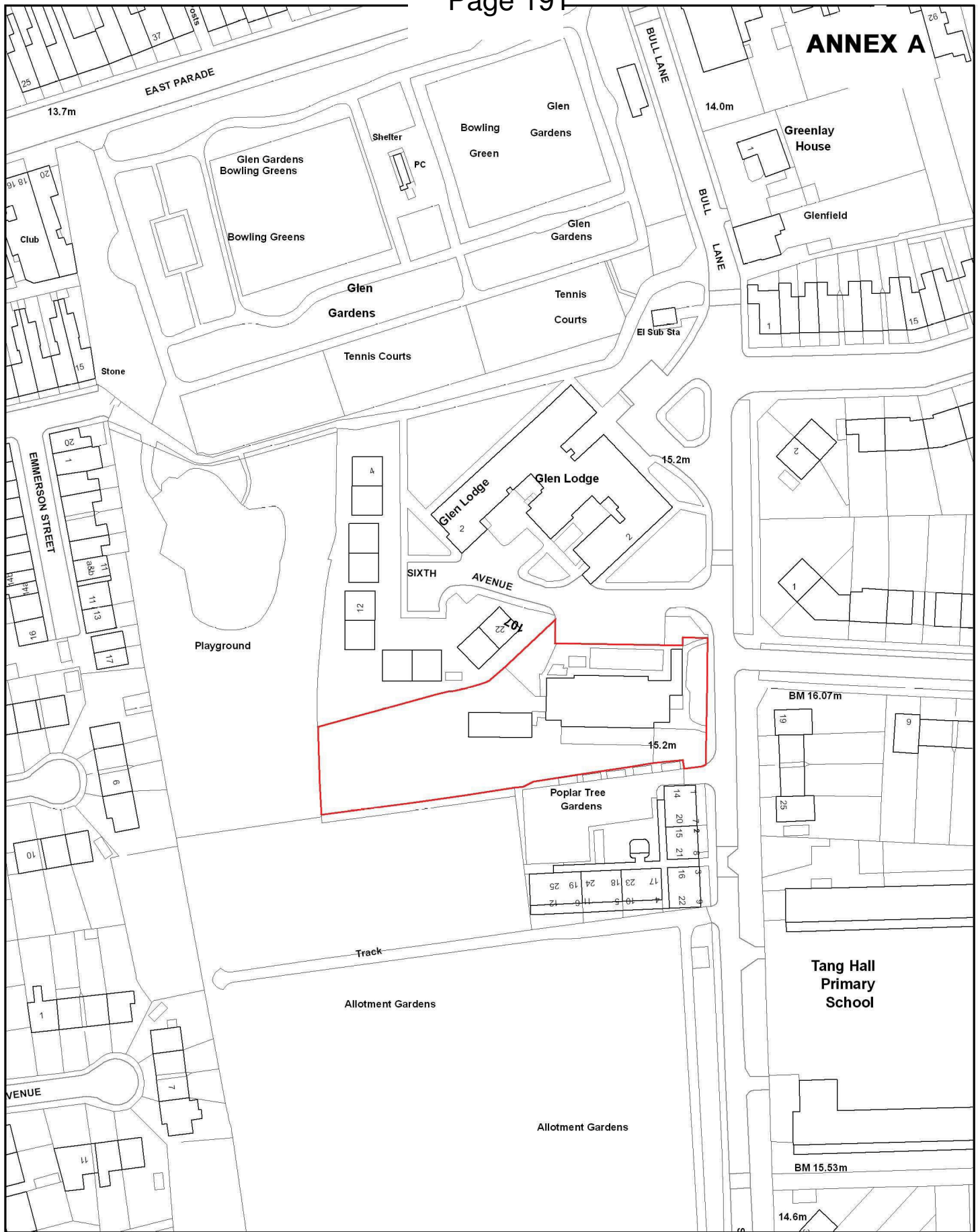
Tang Hall Area Asset Management Plan.
File No. E000651 held in Asset and Property Management.

Annexes

Annex A – Location Plan

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ANNEX A



Heworth Family Centre



SCALE 1:1,250

DRAWN BY: GR

DATE: 17/06/2008

Originating Group:

Property Services

Drawing No.

E00651



Resources
Property Services

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Heworth Family Centre – Supplementary Note

Heworth Family Centre – the case for using it for young people's activities.

The Young People's Services (YPS) has responded immediately and admirably in taking on the Alternative Learning Programme (ALP) formerly contracted with Rathbone. The programme of intensive intervention with the most disengaged cohort of young people in the city requires a unique and independent safe setting for its delivery in order to gain successful outcomes for its users/clients. A youth work approach to learning has worked well in the delivery of ALPs and there will be many advantages in centralising the core business, staff and resources in one location.

Much thought and assessment by staff has gone into considering the merits of using an older building and in transferring from Nursery Drive in Holgate to the Heworth site. The latter is much larger, has the benefit of being fully equipped for IT connectivity, provides a large teaching kitchen and gardens, and offers the potential to house our people carriers, which we have to move from the James Street Depot.

Heworth Family Centre not only provides an appropriate base for the ALPs work but is also an ideal base for addressing the inadequate youth provision in the Tang Hall/Heworth sector of the City. The building could have young people's activities in the evening and twilight sessions, and support activities (Crossroads) for 16+ young people who have no clear route for employment or training. Our Network2 team will also be based there, if Members accept our recommendation to retain the building for a temporary period.

The proximity to the City Centre and good access routes (including buses and cycle routes) afford a suitable location for city wide activities such as Duke of Edinburgh's Award and work with Travellers. Both these groups have indicated that they would like to work from the location and there is adequate storage space for materials and equipment. The attractive grounds also add the opportunity to link with the soon-to-be-established outdoor learning zone. Links with St Nicholas Field and use for environmental activities form part of this proposal.

The new Integrated Children's Centre will also wish to make some use of rooms within the centre for specific activities as their own space is at a premium. This will assist us in building relationships for transition work with young people and families.

The Positive Activities for Young People programme, which is run in each locality through out the summer, would use the building for the east locality provision.

Heworth Family Centre – Alternative accommodation

An alternative property must satisfy the following criteria

1. Size. 400 to 500 sq.m
2. Easily accessible
3. Preferably stand alone
4. Enhanced by outdoor grassed area
5. Accommodate 20 (14 FTE) administration staff
6. At least 1 preferably 2 1:1 interview rooms
7. At least 3 good size rooms for group work
8. IT facilities for staff linked into the Council network
9. Ability for Young People to use computers for studies
10. Large capacity storeroom to house Duke of Edinburgh award camping equipment
11. Storage for two vehicles
12. Training kitchen for teaching life skills

There are no other properties within the Council's ownership that satisfy these criteria.

In addition the following points need to be taken into consideration if the Council were to pursue the option of procuring an alternative property outside the Council's ownership.

1. Planning consent will be required to D1 – non residential institution for any properties outside the Council's ownership that might be suitable. This would not be achievable within the required timescale.
2. The cost of installing an IT connection to link up with Council's network would be in the region of £15,000.
3. If the reuse of Heworth Family Centre did not proceed then it is likely that due to current market conditions the building would lie empty for some considerable period of time before disposal and costs would be incurred with security and possible empty rate liability, or, demolition costs.
4. The total annual running costs must not exceed £35,000

There are currently no properties outside the Council's ownership that would fulfil the above criteria. However, in terms of a long term solution to the accommodation requirements of Young People's Services this option will be investigated.



The Executive

29th July 2008

Joint Report of the Head of Property Services and Director of Housing and Adult Services

Appropriation of Property

Summary

- 1 This report seeks approval for the appropriation and transfer of property held in the Housing Revenue Account or the General Fund Revenue Account to the General Fund Revenue Account or Housing General Fund, as appropriate.

Background

- 2 Property assets should be held under the correct statutory power and the Housing Acts state property should only be held in the Housing General Fund or Revenue Account, that have or likely to have a specific social housing use.

Information

- 3 Part of the Haymarket Car Park at Peaseholme Green and Reynards Garage at 17/21 Piccadilly, are held in the Housing Revenue Account, however, the Haymarket Car Park is the site of the new council's office at Hungate and Reynards Garage is part of the exit strategy funding for the new office, so both properties should be appropriated to the General Fund Revenue Account.
- 4 A new Peasholme Hostel is being built on a site at 4 Fishergate, and the site is held in the General Fund Revenue Account, the site should be transferred to the Housing General Fund, when the building is completed. The existing Peasholme Hostel will be vacated and demolished in the near future, and the site included in the new council office site, the site should be transferred to the General Fund Revenue Account, when the building is demolished.
- 5 The new Arc Light Centre is under construction on part of the Union Terrace Car Park, and the site should be appropriated from a car park use to the Housing General Fund. A long term lease has been granted to York Housing Association and the project will be managed by HASS.
- 6 The sites and properties to be appropriated and respective valuations are included at Annex A and location plans at Annex B.

Consultation

- 7 The comments and information provided by the Head of HASS Finance and Corporate Accountant have been included within this report.

Options

8 The following two options are available:

- a) Approve the report
- b) Not to accept the report

Analysis

9 Option (a) – Approve the report

A number of corporate priorities will be achieved if the report is approved.

Option (b) – Not to accept the report

It is probable the Audit Commission would criticise the Council for holding properties under the incorrect statutory power.

Corporate Priorities

10 The appropriations are required for the good governance of the Council's property portfolio, it will provide corporate flexibility and maximise the capital resources in the areas that will benefit all the corporate priorities.

Implications

11 The following information is provided:

Financial Implications

12 The financial implications of these appropriations affect both the General Fund Revenue Account and the Housing Revenue Account. For accounting purposes an appropriation between the HRA and General Fund is treated as if a sale of the asset has been made from one area to another, and as a result it changes the apportionment of the Council's debt financing costs between the General Fund and HRA.

13 The table below sets out the financial implications to the two accounts. Initially there is a short term gain to the HRA due to a reduction in capital charges. From 2010/11 the debt charges will cease to be eligible for HRA subsidy, which is a loss of central government funding to the council. As only 50% of the value can be appropriated out of the HRA, the other 50% remains and continues to be funded via the HRA subsidy system under the current system. There remains a slight risk to the HRA in having 50% of the debt without the asset and therefore any opportunity of reducing this debt, although the value of the HRA Housing stock far exceeds the level of notional HRA debt, which will stand at approximately £16.6m at the end of 2008/09.

14 The impact on the General Fund Revenue Account is twofold. Firstly, because an appropriation is treated as a shift of debt between the two accounts the General Fund will lose out on the income it receives from the HRA to finance that debt (Item 8 debit). Secondly the increase of debt on the General Fund increases the amount that has to be set a side for the repayment of debt, through the minimum revenue provision which is at 4% of the amount of debt (which is measured by the capital finance requirement

calculation). In 2009/10 the increased costs on the Treasury Management budget will be £91.32k.

Site	Value	08/09	09/10	11/00
	£	£	£	£
TRANSFERS OUT				
Haymarket	850,000	-9,910	-19,820	-19,820
17-21 Piccadilly	750,000	-8,750	-17,500	-17,500
Peasholme Hostel - land	500,000	-6,000	-12,000	-12,000
(Saving) to HRA (sum of above)		-24,660	-49,320	-49,320
Loss of Subsidy		0	0	49,320
(Saving) to the HRA		-24,660	-49,320	0
Cost / (saving) to General Fund				
Increase in MRP		0	42,000	42,000
Decrease in Debt income from HRA		24,660	49,320	49,320
Total Cost to General Fund		24,660	91,320	91,320

- 15 Finally, because homeless hostels are traditionally treated as a Housing General Fund activity, the DCLG will not allow the new Fishergate Hostel to be appropriated back to the HRA, which would have reversed some of the financial impact shown in the table. The current Peasholme Hostel is budgeted to cost £20k per annum to run and if it cannot be appropriated back in to the HRA, this cost will fall on the General Fund.

- **Human Resources (HR)**

- 16 There are no HR implications.

- **Legal**

- 17 Implications are included within the report.

- **Crime and Disorder (C & D)**

- 18 There are no C & D implications.

- **Information Technology (IT)**

- 19 There are no IT implications.

- **Property**

- 20 Property implications are included within the report.

Risk Management

- 21 In compliance with the Council's risk management strategy, there are no risks associated with the recommendation of this report.

Recommendation

22 Members are asked to consider that the sites and property detailed in Annex A be appropriated in the financial year 2007/08, at the valuations and to the statutory powers shown.

Reason: To maximise the capital resources in the areas that will benefit all the corporate priorities.

Contact Details

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Report Approved Date 2nd July 2008

Specialist Implications Officer(s)

Name Ross Brown
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Wards Affected:

For further information please contact the author of the report

Background Papers:

Executive Report – Possible sites for the relocation of Arc Light – 02/05/06.

Annexes

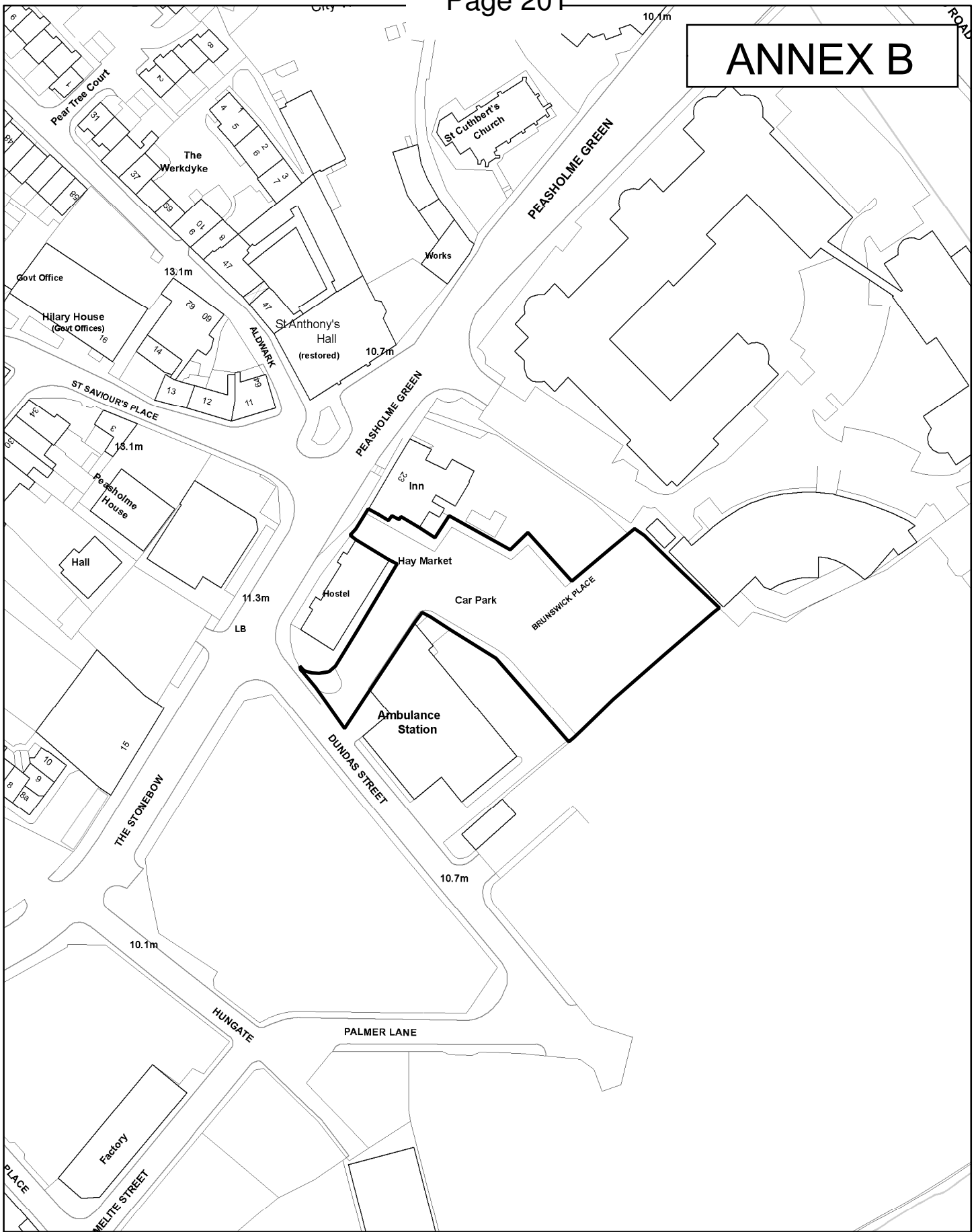
1. Land and Property Valuations
2. Plans

APPROPRIATIONS

PROPERTY	HOLDING FINANCIAL ACCOUNT	CURRENT HOLDING STATUTORY POWER	PROPOSED HOLDING FINANCIAL ACCOUNT	PROPOSED HOLDING STATUTORY POWER	VALUATION
Haymarket Car Park (Part)	Housing Revenue Account	Part II Housing Act 1985	General Fund Revenue Account	S120/122 Local Government Act 1972	£850,000
17/21 Piccadilly	Housing Revenue Account	Part II Housing Act 1985	General Fund Revenue Account	S120/122 Local Government Act 1972	£750,000
Peasholme Hostel (Site)	Housing Revenue Account	Part II Housing Act 1985	General Fund Revenue Account	S120/122 Local Government Act 1972	£500,000
4 Fishergate (Site)	General Fund Revenue Account	S120/122 Local Government Act 1972	Housing General Fund	Part II Housing Act 1985	£500,000
Arc Light Centre, Union Terrace Car Park	General Fund Revenue Account	Sec 28 Road Traffic Regulation Act 1967	Housing General Fund	Part 11 Housing Act 1985	£335,000

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ANNEX B



Resources
Property Services

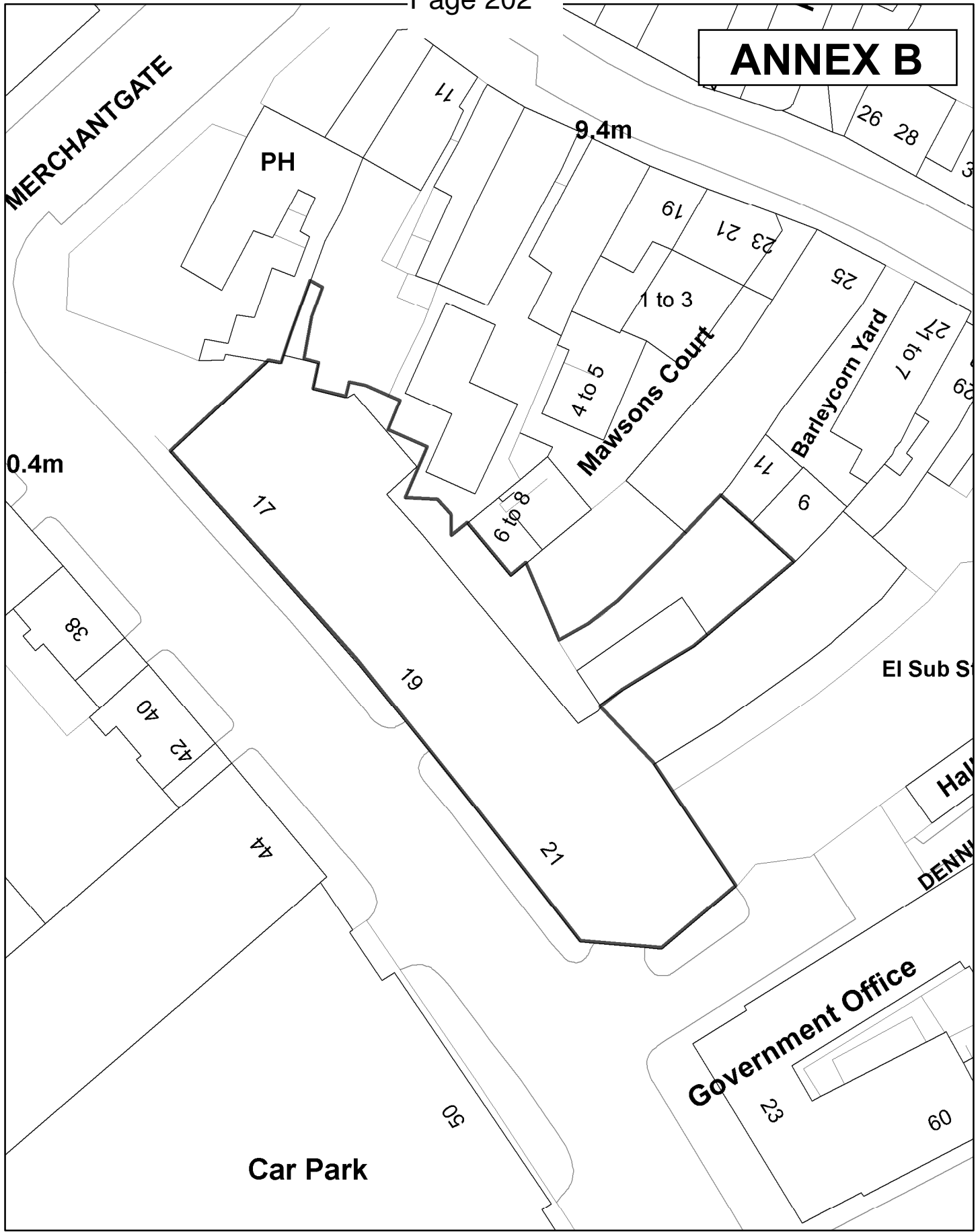
Haymarket Car Park

SCALE 1:1,250 DRAWN BY: CC DATE: 01/07/08

Originating Group: Drawing No. **E00187**

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ANNEX B



Resources
Property Services

17/21 Piccadilly

SCALE 1:500

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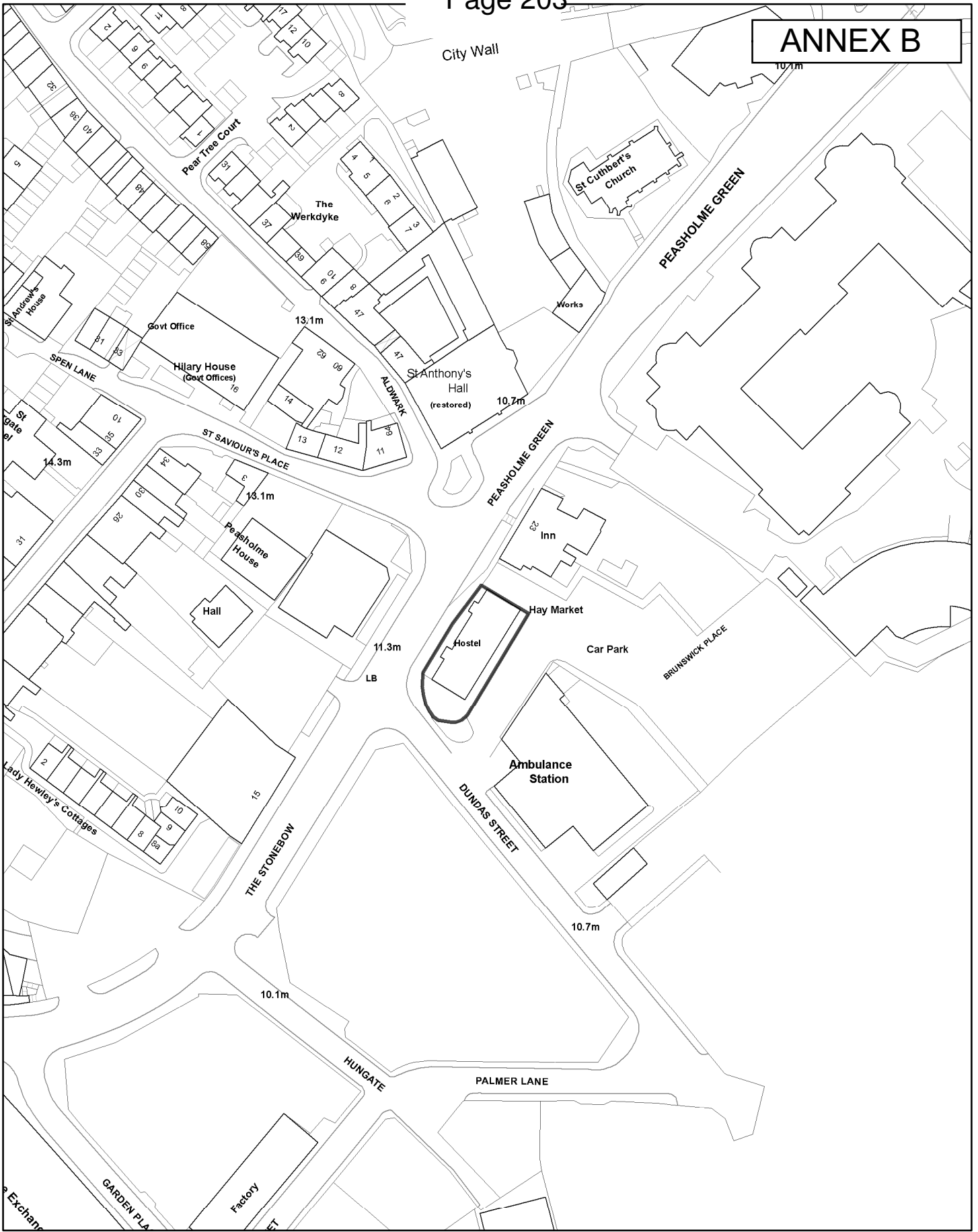
DATE: 19/06/08

Originating Group:

Drawing No.

E00287

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Resources
Property Services

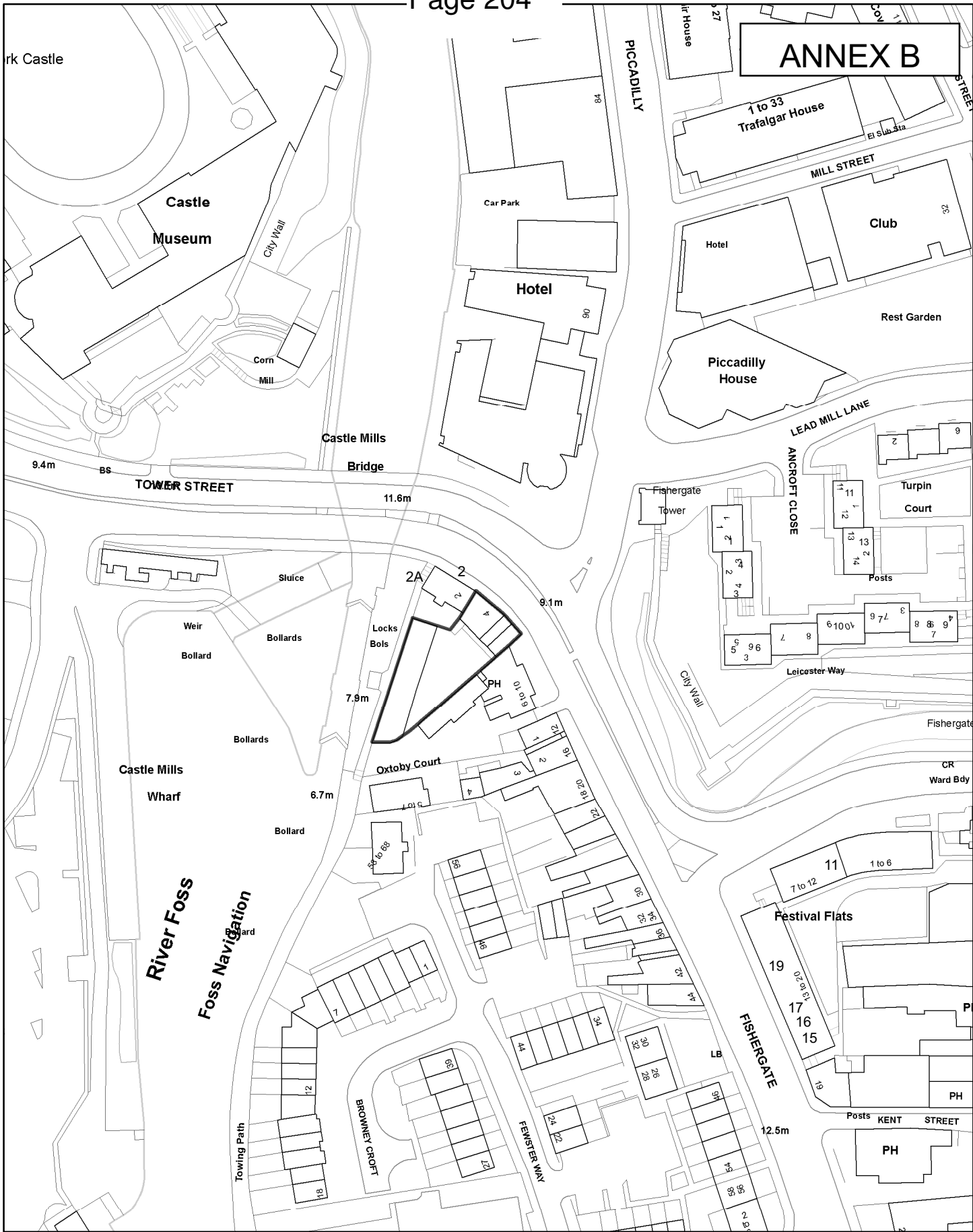
Peasholme Hostel Site

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Originating Group:

Drawing No.
E00232

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ANNEX B



Resources
Property Services

4 Fishergate Site

SCALE 1:1,250

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DATE: 01/06/08

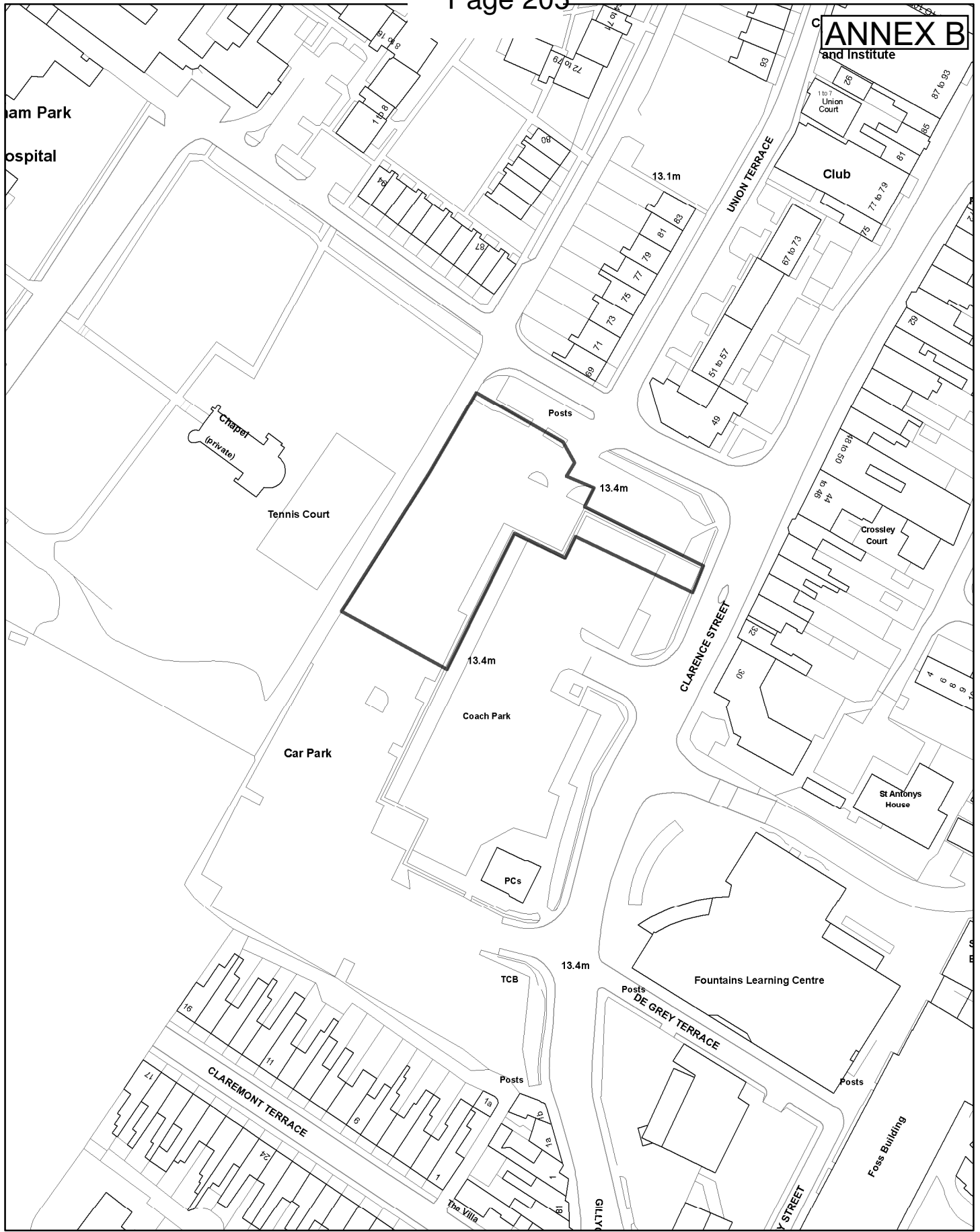
Originating Group:

Drawing No.

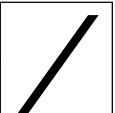
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ANNEX B
and Institute



Arc Light Centre, Union Terrace Car Park



Resources
Property Services

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**Executive**

29 July 2008

Report of the Head of Finance

Update on Carry Forward Issues and Key Considerations in the Allocation of Surplus Resources

1. **Purpose:** The purpose of the report is to update the Executive on carry forward issues that were deferred by the Executive at its meeting on 30th June 2008. The other purpose is to provide the Executive with information on the levels of the Council's reserves over the next three years including the underspend from 2007/08 in order to consider if any of these reserves should be used for specific purposes in 2008/09.

Background

2. It was agreed by the Executive on 30th June that with the exception of 3 items the net underspend of £4,807k, after carry forwards, be transferred to the Council's General Reserve. Three items were requested to be brought back to the Executive with additional information and justification, an update on these items is considered below.

Update on deferred carry forward items

3. The Executive requested a report on unexpected social care costs of £275k. Further work is still on-going in this area to establish the council's legal position and therefore a report will be brought back to the Executive in September 2008.
4. Further information on compensation payment requests to the Guildhall Orchestra and 2 other users of the Barbican Centre is attached at Annex 1.
5. An amount of £38k was set aside in contingency for 2008/09 to include further schemes in the IT Development Plan that were on a reserve list. The business cases for these bids has been updated and re-considered by the Corporate IT Strategy Group. Summaries of the business cases are included at Annex 2. The in year costs of progressing these bids is £18.8k which is asked to be released from the 2008/09 contingency. The future year costs are £47.9k per annum

from 2009/10 and these will be funded by the annual IT Development Plan.

Update on the current reserves position

6. Attached at Annex 3 to this report is a forecast position on the level of the Council's reserves for the current financial year through to 2010/11, a summary of this is shown in the table below.

	2007/8 £000	2008/9 £000	2009/10 £000	2010/11 £000
General Reserve	11,878	6,787	5,749	5,521
Neighbourhood Services Trading Reserve	439	300	300	300
Venture Fund	2,729	3,065	2,932	1,802
Total	15,046	10,152	8,981	7,623
Minimum Reserve Threshold	5,201	5,361	5,521	5,686
Headroom in Reserves	9,845	4,791	3,460	1,937

7. It is important to understand the assumptions that have been made in preparing this forecast;
- a. No under or overspends in the next 3 financial years
 - b. That the loan to York City Football Club of £2.1m be made
 - c. That £200k from the LAGBI grant is used for project management costs of the Community Stadium
 - d. That the council's bid for capitalisation of equal pay payments is either unsuccessful or only partially successful and that the £550k approved by Urgency committee for these payments is used.
 - e. That the minimum level of reserves policy that combines a risk assessment of key areas of spend along with a trend analysis of spending patterns is retained throughout the period.
8. The analysis shows that although there is headroom above the minimum level of reserves in each of the three years this is a declining figure that starts at the end of 2007/08 with headroom of £9,845k and predicts that the headroom will fall to £1,937k by the end of 2010/11 which is a reduction in cash reserves of just under £8m over the period. This due to the following reasons;
- Commitments already approved to support the annual budget in each year
 - Potential funding of one-off items, mainly community stadium, equal pay and pay and grading (please refer to confidential Annex 4)

- Reduction in the balance of the venture fund as it is used to fund part of the Admin Accom Project

Options

9. The option to consider is whether to have a separate funding allocation process outside of the main annual budget process that will consider spending one off resources from the underspend in 2007/08.

Analysis

10. The question of whether the council decides to use some of this headroom to fund specific items outside of overall consideration of the annual budget process is a difficult one to answer.
11. The first question is how much of these resources are 'spare'. The council has a high number of key projects that come with elements of risk, is the minimum level of reserves adequate to cover the risks associated with these projects?. In addition the council has moved its Belwin reserve (£300k) to the general reserve which is the amount the council has to meet to deal with any unpredicted emergency, such as floods, prior to the Belwin funding coming from Government.
12. The key projects being;
 - **Administrative Accommodation Project**
 - **Waste PFI**
 - **Job Evaluation implementation, appeals and further equal pay claims**
 - **The largest capital programme the council has ever had**
 - **Easy at York**
13. An assumption in the reserves forecast is that there will be no under or overspends on the annual budget over the next three years, as yet it is unclear how robust this assumption is. There has not been a financial monitor yet during 2008/09 and there are too many variables to consider that will suggest whether the 2007/08 outturn was a one-off or whether there is an inherent problem in the base budget.
14. Therefore, in conclusion, it is not considered prudent to organise a separate allocation process to spend an amount of one-off reserves at this stage in the year. A further consideration of this issue could be made after the following actions have taken place;
 - a through review of the adequacy of the minimum level of reserves
 - the amount of headroom in the venture fund after Admin Accom Project commitments
 - adequacy of the amounts set-aside for equal pay and job evaluation

- the loan to York City Football Club is approved
- after the first financial monitoring report with a focus on the main areas of underspend in 2007/08

Invest to Save Fund

15. What is possible is the creation of separate fund for 'invest to save' schemes that will contribute to the council meeting is efficiency target. This would have to be on the basis that repayments to the fund from efficiencies are such that the long term levels of reserves stay within acceptable limits. This option has the advantage of utilising the high levels reserves early in the period on the basis that they are repaid from efficiencies made as the levels of reserves start to fall. An initial amount of £1m could be set-aside for this purpose to progress schemes that are in the current approved efficiency and strategic procurement programmes that have either not yet started or are making slow progress due to capacity issues. Additionally part of this amount could be used to fund an initial piece of work from a performance partner to identify further areas where efficiencies are possible.
16. This suggestion is being put to the Executive for an 'in principle' approval and then a system designed around a bidding/prioritisation process will be put forward along with the creation of an efficiency/value for money board that drives the agenda and ensures progress.

Financial, Equalities, Legal and Risk Management implications

17. Financial, Equalities, Legal and Risk Management implications are included in the main body of the report or in the Annex's as appropriate

Risk Management

18. The current policy of keeping a minimum level of reserves was introduced by the Council's Chief Financial Officer (section 151) in the light of the recommendations within the Comprehensive Performance Assessment (CPA) process. The level of reserves is calculated using a combination of a risk analysis of key areas of spend and the trend in spending patterns over the recent past. Until this policy is reviewed the Council should intend to keep the minimum level of reserves calculated on this basis.

19. Recommendations

- a. That the Executive agree the payment of compensation to the Guildhall Orchestra of £26k and other users of the Barbican, £2k as highlighted in Annex 1.

- b. That the Executive agree to release £18.8k from the 2008/09 contingency to fund the four schemes proposed to commence through the IT development plan and that the ongoing costs of £47.9k per annum be funded through the IT development plan from 2009/10 onwards. (para 5)
- c. That the Executive recommend to Full Council the establishment of an 'invest to save' fund of £1m from the General Reserve to build capacity in the council to deliver the increased efficiency target.
- d. Consider the issues raised in confidential annex 4 in relation to updated financial information on pay and grading costs and recommend to Full Council an amount to be met from the General Reserve to assist in the implementation of the project.

Author

Chief Officer Responsible

Steve Morton

Sian Hansom

9 July 08

Annexes

- 1 Update on Compensation for Barbican users**
- 2 Update on IT development plan schemes**
- 3 Analysis of the reserves position**
- 4 CONFIDENTIAL pay and grading costs**

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Support for users of the Barbican Auditorium

Three organisations are recognised as having a special civic status in the arrangements for the Barbican auditorium: The Guildhall Orchestra, the Lord Mayor's Carol Concert, and the Festival of Remembrance. These organisations have traditionally had free / discounted days at the Barbican and these arrangements are perpetuated in the lease with Absolute Leisure for the new Barbican. All three will suffer financial loss caused by:

- the delay in refurbishing the Barbican
- the fact that, as the refurbishment is now due to start, the auditorium will not be available this year due to the building works.

The Guildhall Orchestra have suffered:

- Loss of free days, costing the orchestra on average an additional £3k per concert, in respect of 12 of the 14 concerts scheduled since the Barbican first closed and up to and including February 2009
- Severe decline in the audience (60% has been lost over this period) due to i) the disruption and uncertainty caused by changing venues, ii) the unsatisfactory nature of the substitute venues

As a result of these two factors the orchestra has incurred deficits on its concert programme of £42k over this period (compared to surpluses in previous years that were reinvested in the orchestra).

This voluntary organisation is not in a position to absorb these losses. (Any additional income it can generate, e.g. from sponsorship or the Council's ongoing annual funding of £2.7k, has to be directed to specified purposes such as instrument purchase, educational work, or hire of soloists and cannot be used to cover the basic costs of the concert programme). It is therefore proposed that the Council should pay the orchestra compensation equating to this deficit. The Council has already paid £20k of compensation in February 2005 leaving £22k outstanding.

However, given the difficult financial circumstances in which the orchestra finds itself, reflecting the fact that it has not had the surpluses that were previously available to it to reinvest in the fabric of the orchestra, it is proposed that an additional payment is made upfront of £4k. This would be in lieu of the orchestra receiving its annual grant of £2.7k in future years. The total compensation payment recommended is therefore £26k.

Festival of Remembrance and the Carol Concert: It is recommended that £1k is made available to each organisation to assist with any additional costs that they may incur.

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Update On The Outstanding IT Bids For 2008/9

08COR07 Corporate use of LLPG**Costs: £0 (Time only)****Description**

This is a bid for ITT support for a project to investigate what needs to be done to establish the Council's Local Land and Property Gazetteer (LLPG) as our single property and to develop a plan of work to achieve it. The LLPG is already used as the address reference by the York Contact Centre.

Benefits

It will provide an accurate source of address data which complies with BS7666 and that can be used as a reference by all the Council's systems. This will remove duplicated effort in maintaining and verifying addresses and lead to more accurate data.

It will also remove the need for future systems to subscribe to external services for verifying address data.

Current Position (June 08)

Since the bid was first raised, the Ministry of Justice has introduced a requirement for Electoral Registers to comply with BS7666 and be matched with the LLPG by the end of December 2009. The work proposed in the bid is necessary to achieve this.

An outline proposal for 09/10 has been put forward asking for funding to implement the recommendations of the business appraisal requested in this 08/09 bid.

08CSTR03 Car Parks Management Information System**Costs: £0 (Time only)****Description**

A time only bid to review the Council's requirements for a Car Parking Management information system and recommend the best long-term solution. It will include a review of the alternative methods to pay for parking and increase customer satisfaction.

Benefits

A condition of the waiver for the current, interim solution was that a BA was done to identify the full requirement and propose a long term solution. Sound management information will improve our ability to manage the service and to model the effect of proposed changes. As a result, we will be able to be more responsive to customers' changing needs.

Current Position (June 08)

Still required by the service and the need will not be affected by a move from City Strategy to Neighbourhood Services.

The interim system, Parkeon, is now in use and has already proved some benefits of better data from more accurate balancing of cash from the payment collection machines

08CEX01 - QPR And Performance Management System Requirements

Costs:

Capital: £30,000

Revenue:

First Year: £12,820

Annual on-going:£18,320

Description

The original bid asked for time for a review of our performance management system, QPR, and funding for an upgrade or replacement.

Benefits

If the project proposed last year had gone ahead we would be well on the way to implementation of a revamped PM system that could in a couple of hours produce the monthly dashboard that is now taking about 20 man days.

A revamped PM system could not only provide much more quickly the high level dashboard required for CMT; it would also give the ability to interrogate the figures underlying the dashboard rather than the officer bringing the report. Of more importance operationally, a fully functioning PM system would give this interrogation facility to Performance Officers and Heads of Service. They would see on their dashboards where problems were being highlighted and be able to drill down to see the figures and the accompanying comments and initiate action.

Importantly, systems we have looked at incorporate better reporting facilities and handle not just the traditional PI's but also Action Plans. These are significant improvements to areas that were identified as causing difficulties in the take up of the original PM system.

Current Position (July 08)

Since this bid was put forward, a parallel stream of work to improve interim reporting has continued and considerable movement has taken place with Corporate Management Team. CMT now monitor a corporate dashboard on a monthly basis plus taking a closer look at a particular directorate's dashboard on a rotating monthly basis. The Government's new performance management framework under Comprehensive Area Assessment will require us to collect and report performance information in partnership with Local Strategic Partners. This requires a web enabled performance management portal to work effectively.

However, it must be noted that, although the information going to CMT looks like a dashboard produced at a high level from within a fully functioning PM system, it is actually the product of days of data collection by PIT and the directorate PO's. Also, it does not provide any "drill-down" to allow the underlying data to be analysed to identify the source of problems. It is this inefficient use of staff resource, and the reporting constraints imposed by the current system and ways of working, that the proposal is now seeking to address in a more strategic way.

A report on the work done over the last year was taken to CMT on the 16th July. This presented CMT with options for moving this project forward, building on the results of internal consultation about future PMS requirements and details of demonstrations from several performance management solution providers. A performance management system is now viewed as being of central importance to the council's business intelligence capabilities and a full replacement of QPR is now required as a matter of urgency. This is also seen

as an opportunity to restructure the way PIs are recorded in a new system. CMT have asked that we purchase a PMS solution that will include the creation of a more comprehensive and powerful set of reports, together with an integrated dashboard facility. The revised approach is based on an appraisal of the limitations of the current QPR system, specifically the way in which performance data must be collected at an aggregate level and the restrictions this imposes for any further drill-down and analysis for performance reporting. Market testing has identified that alternative solutions for managing performance data are now available, some of which fit much better into a longer term approach for improving information management as recommended by the corporate IT Strategy. Procurement of one of these solutions would fall within the £30,000 of funding previously requested for a QPR upgrade, and as such offer a more strategically focussed investment.

08HASS01 Electronic Monitoring for Home care - Procurement

Costs:

Capital:	£109,000	First Year:	£2,196	Annual on-
going:	£26,596			

Description

The procurement of a Home Care Monitoring System to support the increasing demands for the Council to provide a high-quality home care service.

Benefits

It is expected that the proposal will bring significant operational improvements that will enhance customer care, improve the financial management of the care contracts and reduce costs.

Experiences of other Councils who have introduced similar solutions have demonstrated direct savings from holding down the costs of care contracts and indirect savings through reduced administration time (currently approximately 30 hours per month is spent on processing the paper time sheets) which has allowed the increasing care demand to be met without a need to increase administration staff costs. They have also demonstrated qualitative benefits for both the Councils and their suppliers, such as:

- Greater transparency of hours of care delivered, which in turn has allowed for a more open relationship with providers
- Faster processing of invoices, through automation, and a reduction in the number of invoices
- More hours of care delivered for the same cost
- Better data has made it easier to deal with queries and more objectivity when dealing with staff
- Easier to resolve queries about hours of care delivered or not delivered
- Easier to respond to service users, or their relatives, queries about non visits.

The proposal includes an initial business analysis phase to identify the best options for improving the service before procuring a solution.

Current Position (June 08)

Still required by the directorate. As this is an 18 month project and the benefits are so important, HASS are working on an interim solution that will help them achieve some of the benefits whilst a full system is being procured. On the original timescale procurement would have been at the end of this financial year, starting later means that the bulk of it will be in the following year. Therefore, the revised first year cost is lower than in the original submission.

08COR10 Magique Licensing - Procurement

Costs:

Capital:	£6,000	First Year: £3,064	Annual on-
going:	£3,064		

Description

A bid to purchase 75 additional user licences for the Corporate Risk Management system to be distributed to those in the Council with risk management responsibility.

Benefits

This is to support day-to-day operations and service planning activities. It is necessary to achieve a standard method of recording, monitoring and reporting on risks.

Current Position

This bid is critically important to ensuring that the organisation can demonstrate its ability and capacity to deliver and embed the application of Risk Management throughout the Council's business processes. The continued inability of the Council to demonstrate its commitment actively contributes to the poor CPA score for risk management. The success of this bid would send a clear message to the Audit Commission of the Council's commitment to risk management and put the organisation in a much better position as we move to the 'harder test' under the new CAA inspection process.

Reserves Position and Forecast

	2007/08	2008/09	2009/10	2010/11
General Fund Reserve	£000	£000	£000	£000
Balance at 1 st April	(7,702)	(11,878)	(6,787)	(5,749)
Less: Already committed to Annual Budget	1,312	1,823	1,088	278
Carry forward of prior year underspends	1,519	1,513		
Agreed Spend from prior year underspend	223	28		
Supplementary Estimates	546			
Agreed spend on Minister piazza	250			
Loan to York City Football Club		2,100		
Guildhall Orchestra		28		
Adult Social Services		275		
Equal Pay settlements (additional)		550		
Project Management of Community stadium		200		
Revised General Fund Reserve	(3,852)	(5,361)	(5,699)	(5,471)
Add: <u>Other Adjustments</u>				
Release of Belwin Reserve	(300)			
NDR Rebates	(189)	(150)	(50)	(50)
Additional LAGBI grant received	(537)	(690)		
Transfers in from earmarked reserves no longer needed	(332)			
Restated Accounts/PFI Treatment	(492)			
Transfer to Trading Reserve	144			
Transfer of funds from Insurance reserve		(300)		
Budget Report		(450)		
Non recurring contingency items		164		
Sub total	(1,706)	(1,426)	(50)	(50)
Net underspend on General Fund	(6,320)	0	0	0
Expected General Fund Reserve as at 31st March	(11,878)	(6,787)	(5,749)	(5,521)
Trading Activity Reserve	(439)	(300)	(300)	(300)
Venture Fund Reserve	(2,729)	(3,065)	(2,932)	(1,802)
Total Revenue Reserves 31st March	(15,046)	(10,152)	(8,981)	(7,623)
Estimated Minimum Reserve (Risk assessed)	5,201	5,361	5,521	5,686
Headroom in Reserves	9,845	4,791	3,460	1,937

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By virtue of paragraph(s) 4 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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YORK GUILDHALL ORCHESTRA

Concert Income and Expenditure April 2003 to March 2008

These figures (all from audited accounts) include:

- 1) Ticket revenue from three concerts per year, programme sales, patrons' contributions etc;
- 2) Costs of concerts including hall hire, player and conductor costs, printing and publicity costs etc.

	£000					
Year to 31 st March	2004	2005	2006	2007	2008	Total
Concert Income	49	28	34	30	28	169
Concert Costs	47	42	43	37	42	211

Surplus/(deficit)	2	(14)	(9)	(7)	(14)	(42)
CYC grant Spring 05		20				

Net surplus/(deficit)	2	6	(9)	(7)	(14)	(22)

Total Barbican-related deficit (caused by loss of audience playing 80% of concerts away from Barbican and higher hall costs) over the five years is £42k, in part offset by the CYC grant in February 05.

York Guildhall Orchestra July 2008



**“the City of York
can be proud of the
orchestra that bears
its name”**

Yorkshire Post

Audited Accounts for the year to March 31st 2008-07-28

A copy is attached. These accounts were approved at the AGM in July 2008.

The Accounts show a loss for the year of £6,906. However for the purpose of the compensation claim, the following adjustments are made:

2007-8 Total Income of £41,187 is reduced to Concert Income by excluding £12,500 from sponsorship down to the £28K shown on the analysis. On the same basis, for 06-07, £12,500 was excluded for 06-07, thus £30k shown in the analysis.

On the expenditure total, the total of £48093 was reduced by excluding soloists: £ 5,056; Instrument purchases of £407: thus £42,000 in the analysis. For 06-07, the Total of £43,113 was reduced by soloists £2,350 and instrument purchase of £ 4,073 thus costs of £37k in the analysis.

On the Balance Sheet, the deposit of £29,000 is effectively as yet uninvested Sponsors' funds which will be employed to :

(i) pay for a series of soloists for the seasons ahead (costing £2,500 to over £5,000 each plus VAT, travel, accommodation). Only when the Orchestra knows where it will be performing (hopefully back at the Barbican in Autumn 09) can firm soloist bookings be made. Their lead-time for bookings is lengthy.

The Barbican is the much preferred venue both for its acoustics, layout ,size and location and for the facilities and ease of access for the audience.

ii) necessary investment in new instruments. (£15,000 in the last five years.)

iii) other items: e.g. music commissioning.

July 2008

President:
The Right Reverend
Lord Habgood P.C.
former Archbishop
of York

Chairman:
Lindsay MacKinlay

Musical Director:
Simon Wright

Secretary:
Ian Walker
Swans Nest
11 Main Street
Deighton
York YO19 6HD
Tel: 01904 720 262

York Guildhall Orchestra

Honorary Treasurer's Report for the year ended 31st March 2008.

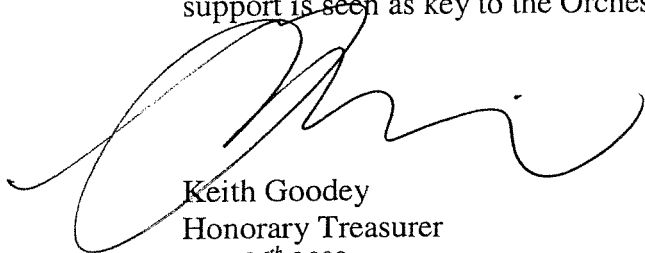
The accounts set out on pages 3 and 4 show the financial results for our 2007/08 concert season.

The Orchestra made a loss in the year to 31st March 2008 of £6,906 which compares with a loss in the previous year of £896.

On recurrent operations, income from ticket sales continued its year on year decline, but this was partially made up by the fee for our Ripon concert. The cost of hall hire increased over the year as a result of having to use the University's Central Hall on two occasions, and the Minster.

The balance sheet at 31st March 2008 shows reserves of £ 37,318 and as noted last year, whilst on a short-term view this reflects a sound position, it is ultimately not sustainable without the assurance of the Barbican as our regular concerts venue.

As in previous years, no commentary on the accounts can be complete without acknowledgment of our many friends and sponsors, and as always their generous support is seen as key to the Orchestra's continued success.



Keith Goodey
Honorary Treasurer
June 26th 2008

**York Guildhall Orchestra
Auditors Report
for the year ended 31st March 2008**

I have examined the accounts and, based on the records that have been provided to me, find them to give a true and fair view of the state of affairs of York Guildhall Orchestra as at 31st March 2008.

A handwritten signature in black ink, appearing to read "Michael Slade". The signature is written in a cursive style with large, sweeping letters.

Michael Slade BA ACA AIIT
24th June 2008

York Guildhall Orchestra
Income and Expenditure Account Summary
Year ended 31st March 2008

	2007/08	2006/07
	£	£
<u>Concert Income</u>		
Tickets and programme sales	14,998	20,586
Ripon fee	3,800	0
Programme Advertising	990	990
	<u>19,788</u>	<u>21,576</u>
<u>Sponsorships</u>		
Shepherds	4,000	4,000
Hungate Regeneration Partnership	7,500	7,500
GNER	1,000	1,000
	<u>12,500</u>	<u>12,500</u>
<u>Other Income</u>		
City of York	2,730	2,730
Sale of CDs	130	62
Donations/Friends & Patrons	3,129	3,085
Prior years' tax recoveries	1,253	500
Sundry income	0	128
Bank Interest	1,657	1,636
	<u>8,899</u>	<u>8,141</u>
Total Income	41,187	42,217
<u>Expenditure</u>		
Soloists	5,056	2,350
Director/Leaders	12,097	10,663
Players	1,701	1,333
Concert Fixer	675	675
Programme Notes	240	240
Hall Hire (inc technicians)	12,043	8,866
Music/Instrument Hire	2,432	2,724
Stationery/Postage	642	1,506
Printing/Advertising and Publicity	10,938	7,969
Catering	1,220	2,011
Sundries/Administration	642	703
Instrument purchases	407	4,073
	<u>48,093</u>	<u>43,113</u>
(Loss) for the year	(6,906)	(896)

York Guildhall Orchestra
Balance Sheet as at 31st March 2008

	<u>2008</u>		<u>2007</u>	
	£	£	£	£
Current Assets				
HSBC and Yorkshire bank accounts				
Current	1,953		10	
Deposit	29,351	31,304	44,394	44,404
Debtors				
Tax on gift aided subscriptions		500		1,000
UoY re February concert		5,548		
Creditors		(34)		(1,180)
Total Assets		£ 37,318		£ 44,224
<i>Represented by :</i>				
Reserves brought forward		44,224		45,120
(Loss) for the year		(6,906)		(896)
Total funds		£ 37,318		£ 44,224