



**NORWICH**  
City Council

## Cabinet

**Date: Wednesday, 12 April 2017**

**Time: 17:30**

**Venue: Mancroft room, City Hall, St Peters Street, Norwich, NR2 1NH**

### Committee members:

### Councillors:

Waters (chair)  
Harris (vice chair)  
Bremner  
Kendrick  
Ryan  
Stonard  
Thomas (Va)

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## Information for members of the public

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## AGENDA

### 1. Apologies

To receive apologies for absence

### 2. Declarations of interest

(Please note that it is the responsibility of individual members to declare an interest prior to the item if they arrive late for the meeting)

### 3. Public questions/petitions

To receive questions / petitions from the public (notice to be given to committee officer in advance of the meeting in accordance with appendix 1 of the council's constitution)

### 4. Minutes

5 - 12

**Purpose** - To agree the minutes of the cabinet meeting held on 15 March 2017.

### 5. Greater Norwich Infrastructure Investment Plan

13 - 40

**Purpose** - To consider the greater Norwich investment plan

### 6. Revenue Budget Monitoring 2016-17: Period 11

41 - 62

**Purpose** - To provide an update on the provisional financial position as at 28 February 2017, the forecast outturn for the year 2016-17, and the consequent forecast of the general fund and housing revenue account balances.

### 7. Self and custom build - government initiative, legislation and the council's proposed approach

63 - 70

**Purpose** - To seek approval to introduce an annual fee and a local connection test for the council's self-build register.

### 8. Procurement for income generation

71 - 78

**Purpose** - To consider the award of the contract for income generation for Norwich City Council by advertising in its three multi storey car parks.

### 9. Award of contracts (Housing)

79 - 86

**Purpose** - To seek approval for the award of various contracts under

the Eastern Procurement Framework Agreement in council homes to provide the following works (kitchens, bathrooms, windows, doors, roofing, and external wall insulation) on council owned/managed homes.

## **10. Exclusion of the public**

**Purpose** - Consideration of exclusion of the public.

### **EXEMPT ITEMS:**

(During consideration of these items the meeting is not likely to be open to the press and the public.)

To consider whether the press and public should be excluded from the meeting during consideration of an agenda item on the grounds that it involves the likely disclosure of exempt information as specified in Part 1 of Schedule 12 A of the Local Government Act 1972 or it being confidential for the purposes of Section 100A(2) of that Act.

In each case, members are asked to decide whether, in all circumstances, the public interest in maintaining the exemption (and discussing the matter in private) outweighs the public interest in disclosing the information.

## **\*11. Asset and investment strategy**

- This report is not for publication because it would disclose information relating to the financial or business affairs of any particular person (including the authority holding that information) as in para 3 of Schedule 12A to the Local Government Act 1972.

## **\*12. Review of staffing adjustment policy**

- This report is not for publication because it would disclose 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 as in para 4 of Schedule 12A to the Local Government Act 1972.

**\*13. Grant of right to buy one for one receipts**

- This report is not for publication because it would disclose information relating to the financial or business affairs of any particular person (including the authority holding that information) as in para 3 of Schedule 12A to the Local Government Act 1972.

**\*14. Managing assets (housing)**

- This report is not for publication because it would disclose information relating to the financial or business affairs of any particular person (including the authority holding that information) as in para 3 of Schedule 12A to the Local Government Act 1972.

**\*15. Procurement of bill payments service**

- This report is not for publication because it would disclose information relating to the financial or business affairs of any particular person (including the authority holding that information) as in para 3 of Schedule 12A to the Local Government Act 1972.

Date of publication: **Tuesday, 04 April 2017**

**Cabinet**

**17:30 – 19:20**

**15 March 2017**

Present: Councillors Waters (chair), Harris (vice chair), Bremner, Kendrick, Ryan, Stonard and Thomas (Va)

In Attendance: Councillor Schmierer

**1. Apologies for absence**

None.

**2. Public questions/petitions**

There was one public question from Mr Paul Scruton in reference to the Anglia Square policy guidance note:

“The public consultation on Anglia Square took place between 18 November and 9 January.

Responses were received from 28 individuals and organisations within the consultation period, comprising a total of 88 specific comments.

The owners and architects of Anglia Square hired a specialist company for public consultation events which were held in December 2016. In what were very successful public events, the *Norwich Over the Water* group - along with many members of the general public - submitted their views for consideration.

The council can surely not say that they were unaware of these consultations. If they are to be properly considered, then surely this item needs to be moved back to another cabinet meeting.

Is the city council now saying that our views and the views of the public will not be considered?”

A response was provided by Councillor Bremner, portfolio holder for Environment and sustainable development:

“The Council is well aware of the consultation that has been held around the emerging proposals for the redevelopment of Anglia Square. There have been two distinct consultations exercises one of which is still continuing.

The Council has consulted on the Policy Guidance Note for Anglia Square which is reported to this meeting for decision. The purpose of the Guidance Note is to guide emerging proposals for development on this important regeneration site by setting out relevant planning policy and broad principles for development of the

site and surrounding area. This will enable the Council to be clear on the policy framework and maximise clarity available to the developer in bringing forward proposals.

The Guidance Note has been developed alongside the developer's formulation of a detailed planning application which is still ongoing. This is in accordance with the requirements in the Council Statement of Community Involvement which requires developers to consult directly with the local community on developments of the scale of this one.

The developer's consultation process is still ongoing and is to inform the detailed design of the development to enable a planning application or applications to be submitted in the spring. An initial consultation took place in December and further events are planned in late March and early April. The consultation events which took place in December drew attention to the Council's ongoing consultation on the guidance note and invited people with comments to make on this to respond direct to the Council.

The council was fully aware of the developers planned consultation when it formulated the Guidance Note. The Sustainable Development Panel were informed on 7th November that there was a separate consultation by the developer on its emerging proposals which was likely to commence while the Guidance Note consultation was underway. The distinction between the two consultation exercises was reiterated in the Council's consultation material and on its webpage. This was clearly widely understood and the Council received a considerable number of comments on the draft Guidance Note many of which have influenced the content of the document reported to this meeting for approval.

As the developer's consultation is still ongoing they have not published the outcome of its consultation at this stage, although the comments made during stage 1 have been shared with Officers working on the developer on the emerging application. It is expected that the outcome of the developer's consultation exercise, will form part of the Report of Public Consultation which will be part of the documentation supporting a forthcoming planning application or applications. The Council has given due to consideration to representations it has received and will expect the developer to do likewise in formulating the detail of the proposals to be submitted.

Needless to say, any planning applications and supporting material will be subject to further consultation following submission. So there will still be further opportunity for people to comment if they feel their views have not been adequately responded to and there is no case to delay consideration of the Policy Guidance Note."

County Councillor Andrew Boswell then explained that he had submitted a public question via email. The committee officer said he had been unaware of this. Council officers left the room to investigate this.

### **3. Declarations of interest**

There were three declarations of interest in item 10. These came from councillors Harris, Thomas and Stonard.

### **4. Minutes**

**RESOLVED** to agree the accuracy of the minutes of the meeting held on 8 February 2017.

### **5. Greater Norwich Local Plan - Sustainability Appraisal Scoping Report**

The portfolio holder for environment and sustainable development presented the report.

In response to a member's question, the head of planning services explained that the document under consideration was scoping report which existed to create a baseline from which further discussion could then be had.

**RESOLVED** to agree the Greater Norwich Local Plan Sustainability Appraisal Scoping Report and its subsequent use as the basis for appraising policy options and choices in the Greater Norwich Local Plan.

At this point, the chief executive officer gave an apology to county councillor Andrew Boswell in relation to his public question. She explained that an administrative error had occurred meaning that the email containing his question had been overlooked. It was agreed that an answer would be provided in writing to county councillor Boswell and the opportunity would also exist for him to ask a supplementary question in relation to the response. (For question and response, see appendix 1 to these minutes).

### **6. Anglia Square Policy Guidance Note - KEY DECISION**

The portfolio holder for environment and sustainable development presented the report.

In response to a member's question regarding a report in the Eastern Daily Press entitled *25-storey tower block planned in new Anglia Square development for up to 1,350 homes* the head of planning services explained that this represented the maximum parameters for any redevelopment and that obviously any proposals on the redevelopment would pass through the planning applications process giving the public and councillors ample opportunity to provide feedback.

**RESOLVED** to adopt the Anglia Square Policy Guidance Note as non-statutory guidance for the comprehensive redevelopment of the Anglia Square site.

### **7. Revenue budget monitoring 2016-17 - Period 10**

The portfolio holder for resources and business liaison presented the report.

In response to a member's question, he explained that the potential for income being generated by the new Rose Lane car park had been reduced due to the older car

park next door to the site still being in operation. He did confirm however that this was for a fixed period of time and that once the ground level car park had closed, there was great confidence that revenues in the new multi-storey would increase.

**RESOLVED** to note the financial position as at 31 January 2017 and the forecast outturn 2016-17.

#### **8. Quarter 3 2016 - 17 performance report**

The leader of the council presented the report.

**RESOLVED** to note progress against the corporate plan priorities.

#### **9. Pay Policy Statement 2017-18**

The leader of the council presented the report.

In response to a member's question, the head of HR and learning explained that agency workers are paid in line with the councils grades and have the same employment rights and working conditions as those directly employed by the council - with the exception of employment terms outside of the agency worker regulations, which includes access to the Local government pension scheme.

**RESOLVED** to recommend to full council to approve the pay policy statement for 2017-18.

#### **10. An overview of external relationships, contracts and grants 2017- 18 - KEY DECISION**

The leader of the council presented the report.

In response to a member's question, the strategy manager confirmed that the issue of the living wage is covered within the conditions of grant awards to voluntary sector organisations. Those organisations who receive a grant from the city council are asked to confirm whether or not their employees engaged in delivering services for the council are paid the living wage.

**RESOLVED** to note the partnerships and business relationships and contracts registers, as well as the grants to be awarded for 2017-18.

#### **11. Award of contracts for structural repairs to council homes – KEY DECISION**

The portfolio holder for council housing presented the report.

**RESOLVED** to award the structural repair and improvement contracts for:

- a) Vale Green Phase 2 concrete repairs and deck membrane replacement to Acclaim Contracts Ltd.

- b) Portway Place and Hall Road – structural repairs to type MM blocks of flats to JB Specialist Refurbishments Ltd.
- c) Omnia Phase 5 Heartsease – concrete repairs and staircase and deck membrane replacement to Thomas Sinden Ltd.

## **12. Exclusion of the public**

**RESOLVED** to exclude the public from the meeting during consideration items 13 to 13 (below) on the grounds contained in the relevant paragraphs of Schedule 12A of the Local Government Act 1972 (as amended).

## **13. Procurement of access control systems in housing flats – KEY DECISION**

The portfolio holder for council housing presented the report.

In response to a member's question, the Head of Operational Property Management at Norwich Property Services explained that although careful prioritisation does take place when considering the replacement and installation of access control systems, it is very important to replace obsolete systems as a matter of priority.

**RESOLVED** to approve the award of the contract for the replacement and the installation of new access control systems in housing flats.

## **14. Purchase of new build housing for social rent - KEY DECISION**

The portfolio holder for council housing presented the report.

### **RESOLVED:**

- a) to recommend to council the establishment of a budget of up to £1million within the 2017/18 housing capital programme to be available when opportunities arise to purchase new build affordable homes, where this is affordable within the HRA 30 year business plan;
- b) Subject to council approval of the budget, that cabinet approve the acquisition of the first opportunity of this type

## **15. Neighbourhood model service review - KEY DECISION**

The portfolio holder for council housing presented the report.

**RESOLVED** to approve the recommended option from the service options appraisal.

CHAIR

## APPENDIX 1

### Cabinet

15 March 2017

#### Public questions to cabinet members or chairs of committees

##### **Public question to councillor Bert Bremner, cabinet member for environment and sustainable development from county councillor Andrew Boswell:**

Will the Norwich City Council cabinet members who sit on the Greater Norwich Development Partnership (GNDP) Board request at the next GNDP meeting in March that GNDP make a commitment to bring in appropriate, numerical, measurable, non-legally binding, carbon foot printing, accounting and targets in the Greater Norwich Local Plan (GNLP) Sustainability Appraisal (SA) Scoping Report?

##### **Councillor Bremner, cabinet member for environment and sustainable development's response:**

Thank you for your question and the helpful background material you submitted to cabinet on 15 March 2017. I reiterate the apology given to you at the meeting for our mishandling of the question you submitted which meant you did not receive an answer at the meeting.

Obviously the question related to GNDP board meeting which took place on 23 March 2017. As you will doubtless be aware the GNDP did not consider any paper on the SA scoping report, although progress on the SA was reported as part of the update on the GNLP, and that neither of the two city council members at the meeting made the request you asked us to consider.

In process terms, the decision made by cabinet on 15 March 2017 to agree the SA scoping report was sufficient to agree its content and there was no further decision for the GNDP to make. Before making its decisions to agree the report, the council had, through the consultation and consideration at the Sustainable Development Panel, made a number of changes to the SA scoping report which were agreed by our partners.

In terms of the substance of your question and the issue of whether the SA scoping report should include carbon foot printing accounting and targets, I can add nothing to the response you received from the GNDP when you asked a related question on 23 March 2017 which I attach below for information:

**Response from the GNLP team:**

Thank you for your question, which re-iterates points made by councillor Boswell in response to the consultation on the Sustainability Appraisal (SA) Scoping Report.

It is fully accepted that the Greater Norwich Local Plan (GNLP) should seek to address climate change and have policies to minimise the carbon footprint of the area. As agreed at the January 2017 GNLP meeting, the GNLP will include the objective “to mitigate against and adapt to climate change”.

The adopted Joint Core Strategy (JCS) already does this. The main ways this is done are by promoting a sustainable distribution of development, the use of sustainable transport modes and other measures such as energy and water efficiency, the promotion of a green infrastructure network and flood risk mitigation. However, it is not necessary to establishing a specific numerical target for CO<sub>2</sub> emissions reduction to achieve this.

The SA Scoping Report, which has now been agreed by the councils following consultation, covers this issue in some detail. It includes climate change mitigation and adaptation as a theme. It also has an objective to adapt to and mitigate against climate change. Emerging GNLP policies will be tested through the SA against the criteria “Will it minimise CO<sub>2</sub> emissions?” The indicator of “CO<sub>2</sub> emissions per capita” will continue to be used, with the target “to reduce emissions”. The performance of reasonable alternative distributions of growth in terms of road transport emissions is also likely to be assessed as part of the SA. However, it is not considered that a full numerical carbon assessment, as promoted in the question, is reasonably required as part of the SA of the GNLP because:

- National carbon reduction targets take account of large scale projects to address climate change e.g. decarbonising energy production, promoting energy efficiency within homes and fuel efficiency in vehicles. It is difficult to see how carbon reduction targets could be established locally as the effects of such national measures could not readily be separated from the impacts of local policies. Therefore establishing an effective local target for what can be achieved through the planning system would be problematic;
- The CO<sub>2</sub> emissions figures used to monitor the JCS and for the GNLP and its SA, are provided annually for local authority areas by Government. The figures cover transport, domestic and industrial/commercial emissions. The expense of establishing a monitoring regime locally and not using the national figures could be high and would be difficult to justify when high quality data is available for free;
- Specific carbon reduction targets are not required by SA regulations and their use is not advised either by our specialist SA consultants Lepus or supported by the JCS Inspector who stated that such an approach could lead to “fictitious precision”.

In summary, the SA Scoping Report does have appropriate targets for the overall reduction of per capita carbon emissions rather than establishing specific targets for that reduction so changes to the agreed approach are not proposed.



**Report to** Cabinet  
 12 April 2017  
**Report of** Director of regeneration and development  
**Subject** Greater Norwich Infrastructure Investment Plan

**Item**

**5**

**KEY DECISION**

**Purpose**

To consider the greater Norwich investment plan

**Recommendations**

To:

1. Adopt the Annual Growth Programme for 2017-18 (without any provision for maintenance funding);
2. Recognise that sufficient maintenance funding (2016-17 onwards) will be necessary as part of future investment programmes in the Greater Norwich area; and,
3. Recommend the draft greater Norwich investment plan to the greater Norwich growth board (GNGB) for approval.

**Corporate and service priorities**

The report helps to meet the corporate priority prosperous city.

**Financial implications**

The council agreed in March 2014 to pool CIL income. This excludes the neighbourhood funding and administrative funding elements – which are 20% or 30% of the total depending on whether there is a neighbourhood plan.

£191,000 for 2014/15, £841,000 for 2015/16 and £1,490,000 in 2016-17 from the pooled fund has been allocated for projects in Norwich.

The total pooled amount for greater Norwich (amount pooled from Broadland, South Norfolk and the city councils) is currently projected to be as follows:

<b>INCOME (000)</b>							
	<b>to date</b>	<b>2016-17</b>	<b>2017-18</b>	<b>2016-17</b>	<b>2016-17</b>	<b>2020-21</b>	<b>2021-22</b>
<b>Balance brought forward</b>	£3,397						
<b>Forecast CIL</b>		£4,681	£7,311	£8,118	£8,122	£9,490	£8,588
<b>Cumulative Income</b>	£3,397	£8,078	£15,389	£23,507	£31,629	£41,119	£49,707

The report seeks £355,000 for projects in 2017-18 from the pooled funding for projects in Norwich. £735,000 (including some allocation beyond 2017-18) has already been included in the council's capital programme for 2017-18

**Ward/s** All

**Cabinet member:** Councillor Alan Waters, leader of the council.

**Contact officers**

Gwyn Jones, city growth and development manager	01603 212364
Tony Jones, city growth and development coordinator	01603 212234

**Background documents**

None

## **Background**

1. In February 2014, the council approved the Greater Norwich Growth Board (GNGB) agreement and constitution. The council also agreed to pool its CIL income (not including the neighbourhood element or the proportion retained to cover its administrative costs) across greater Norwich to create an Infrastructure Investment Fund (IIF) to pay for strategic infrastructure. Delivery of the strategic programme is vital to keep planned housing and jobs growth on track.
2. The council now has approved annual business plans for 2014/15, 2015/16 and 2016-17 setting out strategic infrastructure projects for Norwich to be funded from the IIF and these have been included in the greater Norwich growth programme. An update on progress on previously funded projects is included in Appendix B to the draft greater Norwich investment plan, attached as Appendix 1 to this report.

## **Draft greater Norwich investment plan**

### **Format and process**

3. This year, the approach has changed from previous years, when individual district councils produced a business plan for their area for the following year which were subsequently combined into an annual growth programme for greater Norwich. The GNGB has now agreed to take a longer term view and produce an investment plan covering a rolling 5 year period for the whole of greater Norwich. This report seeks approval for the first 5 year investment plan for greater Norwich.
4. The draft greater Norwich investment plan, covering a 5 year period from 2017-18 is included as Appendix 1 to this report. This has been prepared to set out the infrastructure priorities for greater Norwich for 2017-18 and the following 4 years and to recommend projects to be delivered from the IIF.
5. The projects have been derived from the Greater Norwich Infrastructure Programme (GNIP) which is the strategic plan for all infrastructure needed to deliver growth in greater Norwich to 2025/26. The programme includes green infrastructure, education, community facilities and Norwich Area Transportation Strategy (NATS) schemes. This document can be viewed: <http://www.greaternorwichgrowth.org.uk/delivery/greater-norwich-infrastructure-plan/>
6. Each of the district and county councils in greater Norwich will consider the draft Greater Norwich investment plan during April and May 2017. Following this the GNGB will consider the plan at its meeting in May 2017. The city council has already included projects to be taken forward by the council in its capital programme for 2017-18.

### **NATS including the NDR and Long Stratton Bypass**

7. The Norwich Area Transportation Strategy (NATS) programme identifies future investment in the six bus rapid transit (BRT) corridors to link major growth locations. It also includes measures in the city centre and measures to aid public transport, walking and cycling, as well as the Northern Distributor Road (NDR) and the Long Stratton bypass.
8. The 2016-17 annual growth programme agreed to use IIF funding in future years to ensure the delivery of NATS measures, including the NDR and Long Stratton bypass, in

order to provide delivery certainty. Construction of the NDR has now begun and borrowing to support its delivery will take place during the financial year of 2016-17.

9. Other NATS projects will be primarily funded from other sources (e.g. Local Growth Fund). Although the 2015/16 annual growth programme agreed to the use of IIF funding to top up other funding to help deliver the NATS programme over the period 2015/16 to 2016-17, this has not been necessary and the funds previously allocated are proposed to be re-profiled.
10. Projects currently being considered as part of the updated NATS implementation plan include:
  - A1067 corridor BRT
  - A140 corridor BRT
  - B1172/B1008 cycle link
  - Inner ring road junctions
  - St Stephens/Red Lion Street public realm
  - Castle Meadow public realm
  - Tombland
  - Longwater link

## **Education**

11. 16 new primary and 1 new high school schools are planned across the greater Norwich. This includes a new primary school in central Norwich. A fund of £2,000,000 from IIF is proposed to support mainstream funding for new and improved schools and reduce uncertainty. As part of the annual review of the infrastructure investment plan, CIL forecasts will be updated and if CIL income varies significantly from projected figures, the allocation will need to be reviewed.

## **Other projects**

12. The draft greater Norwich investment plan promotes 17 other schemes in greater Norwich to receive a total of £1.639m funding from the IIF for delivery starting in 2017-18. The projects identified for delivery are included in Appendix A of the greater Norwich investment plan (Appendix 1 to this report).
13. Within Norwich itself, for 2017/8, there 6 projects, supported by £355,000 CIL funding from the IIF. These are:
  - 1) Marriott's Way- Sloughbottom Park - Andersons Meadow section improvements - £250,000 plus £40,000 for Barn Road Gateway (of which £150,000 is for 2017-18), (a county council project).
  - 2) Riverside walk accessibility improvements - £200,000 (of which £20,000 is for 2017-18)
  - 3) Castle gardens - £150,000 (approved in principle last year) (of which £75,000 is for 2017-18).
  - 4) Football pitch improvements - £100,000 (of which £25,000 is for 2017-18)
  - 5) Plumstead Road Library self-access improvements and car parking - £85,000 (all in 2017-18), (a county council project).
  - 6) The growth programme also includes the Fye Bridge – Whitefriars section of the Riverside Walk (project budget £160,000), for which an allocation also exists in

the Council's capital programme. It is not anticipated that this will proceed during 2017-18 however.

14. Projects 1 to 5 are capable of being taken forward in 2017-18 and have no significant constraints. A description and the rationale for selecting these projects are included as Appendix A to the greater Norwich investment plan (Appendix 1 to this report).

### **Maintenance**

15. It is important that the future ongoing maintenance of projects funded through the IIF is considered at the outset and forms an integral part of the project appraisal process. It is vital to have sufficient maintenance funding as otherwise there is a risk that the new assets will deteriorate. The expectation is that every effort is made to minimise future maintenance requirements through good design, etc. However it is therefore recognised that sufficient funding will be a necessary part of all future investment programmes in Greater Norwich from 2016-17 onwards.

### **Cash reserve**

16. The 2016-17 annual growth programme approved £50m borrowing at PWLB project rate to support the delivery of both the Northern Distributor Road and the Long Stratton Bypass. The infrastructure investment plan proposes that a cash reserve equal to one annual repayment be built up over 3 years from 2017-18. This equates to £860,323 per annum.

**Integrated impact assessment**



**NORWICH**  
City Council

**Report author to complete**

<b>Committee:</b>	Cabinet
<b>Committee date:</b>	12 April 2017
<b>Head of service:</b>	Andy Watt
<b>Report subject:</b>	Greater Norwich infrastructure investment plan
<b>Date assessed:</b>	3 April 2017
<b>Description:</b>	To approve the draft greater Norwich infrastructure investment plan. .

<b>Economic (please add an 'x' as appropriate)</b>	<b>Neutral</b>	<b>Positive</b>	<b>Negative</b>	<b>Comments</b>
<b>Finance (value for money)</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	CIL income will allow delivery of projects in Norwich
<b>Other departments and services e.g. office facilities, customer contact</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>ICT services</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Economic development</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	CIL projects e.g. transportation and public realm make Norwich more attractive for investors

<b>Financial inclusion</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Proposes support for transportation projects which include priority for non- car modes
<b>Social (please add an 'x' as appropriate)</b>	<b>Neutral</b>	<b>Positive</b>	<b>Negative</b>	<b>Comments</b>
<b>Safeguarding children and adults</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>S17 crime and disorder act 1998</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Human Rights Act 1998</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Health and well being</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Projects promote active lifestyles
<b>Equality and diversity (please add an 'x' as appropriate)</b>	<b>Neutral</b>	<b>Positive</b>	<b>Negative</b>	<b>Comments</b>
<b>Relations between groups (cohesion)</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Eliminating discrimination and harassment</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Advancing equality of opportunity</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Environmental (please add an 'x' as appropriate)</b>	<b>Neutral</b>	<b>Positive</b>	<b>Negative</b>	<b>Comments</b>
<b>Transportation</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Projects will improve transportation in Norwich
<b>Natural and built environment</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Projects provide for improvements to strategic open space
<b>Waste minimisation and resource use</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Pollution</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Sustainable transport projects will provide potential to reduce pollution through reduced car use.
<b>Sustainable procurement</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

<b>Energy and climate change</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Sustainable transport projects will provide potential to reduce energy consumption through reduced car use.
<b>(Please add an 'x' as appropriate)</b>	<b>Neutral</b>	<b>Positive</b>	<b>Negative</b>	<b>Comments</b>
<b>Risk management</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Recommendations from impact assessment</b>				
<b>Positive</b>				
The projects proposed will improve the quality of the environment and provide benefits for local people.				
<b>Negative</b>				
<b>Neutral</b>				
<b>Issues</b>				

**Joint Five Year Infrastructure Investment Plan**

**April 2017**

## **Introduction**

This Infrastructure Investment Plan sets out the projects for which pooled funding support from the Infrastructure Investment Fund (IIF) is sought through the Greater Norwich Growth Board (GNGB) during 2017/18 to support the delivery of planned growth. It also projects the infrastructure funding priorities for the subsequent four years to 2021/22. The schemes it identifies are those considered to be a priority for delivery to assist in achieving our economic and growth targets as set out in the Joint Core Strategy and the Greater Norwich City Deal. One of the key strands of our City Deal was the delivery of a programme of infrastructure facilitated by a pooled funding arrangement between the Authorities.

This Infrastructure Investment Plan incorporates the updated position on infrastructure delivery since the preparation of the 2016/17 Annual Growth Programme (AGP) which was agreed by District Councils in November and December 2015 and by Norfolk County Council, as the Accountable Body, in February 2016. Also included are revised Community Infrastructure Levy income projections, updates on infrastructure development and programming from previous AGPs and planned preparatory work for infrastructure schemes in future years.

## **Development of the Infrastructure Investment Plan**

As part of developing the 2017/18 AGP the Greater Norwich Infrastructure Plan (GNIP) has been updated<sup>1</sup>. The GNIP identifies infrastructure projects to 2026 and is used as the basis for identifying schemes for delivery in 2017/18 and projecting future infrastructure priorities over the subsequent period to 2021/22. The updated GNIP reflects progress made on infrastructure delivery and current knowledge of the timing of planned development schemes.

By including projected infrastructure funding priorities to 2021/22, this Infrastructure Investment Plan provides the longer term strategic partnership context that the GNGB sought at its 24 March 2016 meeting.

The first year of this Infrastructure Investment Plan should be considered as the proposed AGP for 2017/18. Thus approval of this plan will commit IIF funding to those projects identified for delivery in 2017/18. Projects in subsequent years will be confirmed through annual updates to the Infrastructure Investment Plan.

District Councils will consider the Infrastructure Investment Plan in April/May 2017. The GNGB will consider the Infrastructure Investment Plan at its meeting in May 2017.

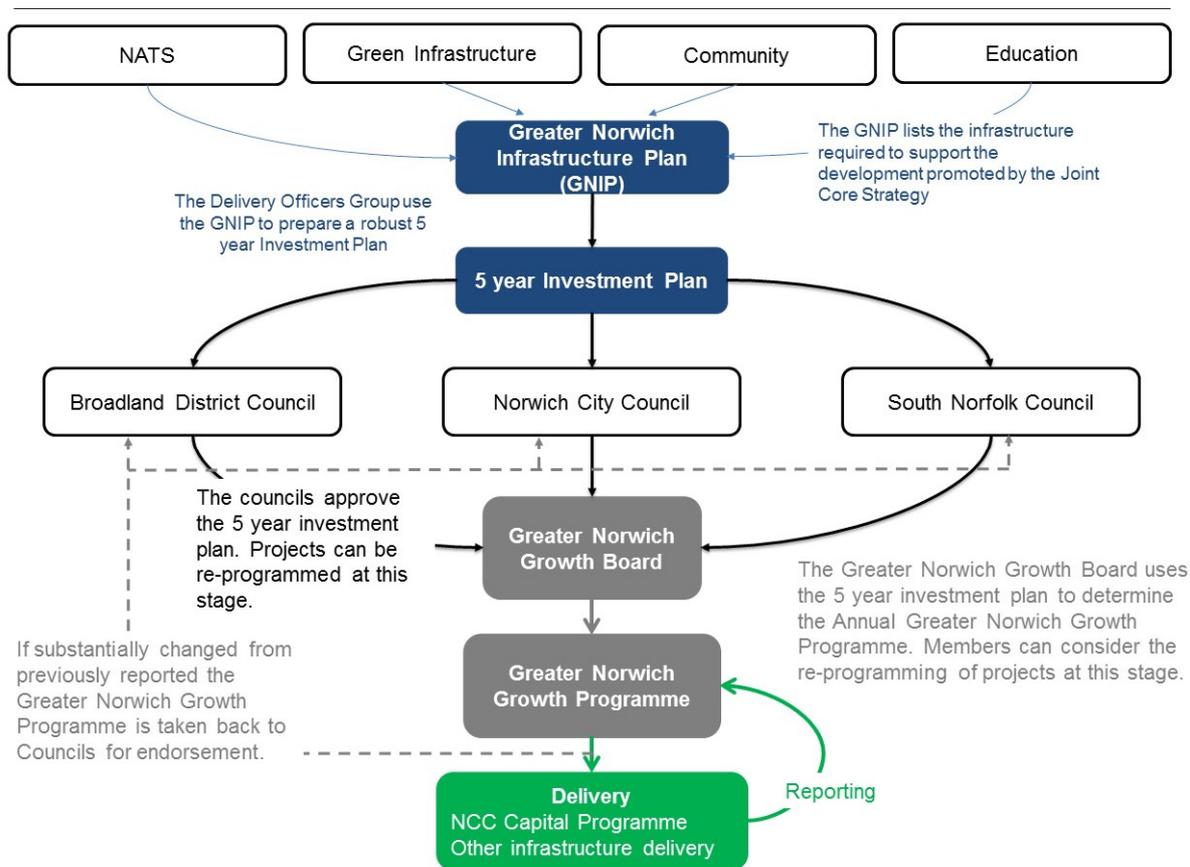
As the Accountable Body for the GNGB, Norfolk County Council's Policy and Resources Committee will receive a report on the 2017/18 AGP in June 2017.

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<sup>1</sup> <http://www.greaternorwichgrowth.org.uk/delivery/greater-norwich-infrastructure-plan/>

The Infrastructure Investment Plan process is illustrated in Figure 1, below.

**Fig. 1 – Infrastructure Investment Plan Development Process**



## Project Updates

Updates for projects already approved for delivery are included at Appendix B.

## Proposed 2017/18 Annual Growth Programme (AGP)

For the year 2017/18 Greater Norwich partners have identified 17 schemes totalling £1.639m as priorities to receive IIF support. In addition to this the proposal includes an allocation of £2m to be held in the IIF for the purposes of delivering the Children's Services' capital programme and £860,323 as a cash reserve to be built up over the next three years equalling one year's loan repayment.

## **NATS including the NDR and Long Stratton Bypass**

The Norwich Area Transportation Strategy (NATS) programme identifies future investment in the six BRT corridors to link major growth locations, measures in the city centre and measures to aid public transport, walking and cycling, as well as the NDR and the Long Stratton Bypass.

The NDR has received a significant funding contribution from Central Government and the New Anglia Local Enterprise Partnership and the Long Stratton bypass will have significant developer contributions but both schemes needed additional funding. It is likely that the other NATS projects will be primarily funded from other sources (for instance £11m Local Growth Funding has already been secured for NATS through the Growth Deal and in excess of £12m secured for cycle improvements to 2020) although funding sources for longer term projects are yet to be secured.

The 2015/16 AGP agreed to the use of IIF funding to top up other funding to help deliver the NATS programme over the period 2015/16 to 2019/20. It has not been necessary to draw down IIF funding in 2015/16 and as such the Infrastructure Delivery Board have agreed to re-profile the previously agreed allocation to 2016/17.

The 2016/17 AGP agreed to use IIF funding in future years to ensure the delivery of NATS measures, including particularly the NDR and Long Stratton bypass, in order to provide delivery certainty. Construction of the NDR has now begun and £40m of borrowing to support its delivery has taken place during the 2016/17 financial year.

Work continues to determine the order, timing and detail of other NATS priorities and in securing funding from mainstream sources and other bidding opportunities as they arise. Projects currently being considered as part of the updated and refresh the NATS Implementation Plan include:

- A1067 corridor BRT
- A140 corridor BRT
- B1172/B1008 cycle link
- Inner Ring Road Junctions
- St Stephens/Red Lion Street Public Realm
- Castle Meadow Public Realm
- Tombland
- Longwater link

Local Growth Deal funding will be sought to help fund the refreshed and updated NATS Implementation Plan. It is likely that there will be further requests for funding from the IIF after the currently agreed programme ends in 2019/20.

## Education

The education capital programme is significant over the Plan period with 16 new primary schools planned across the Greater Norwich area and 1 new high school planned in the North East Growth Triangle<sup>2</sup>. In addition 12 schools require extending to support planned growth. Details of the requirements of growth on education provision can be found in the GNIP.

Schools prioritised to receive funding from the IIF include:

- Extensions at Blofield, Little Plumstead and Easton Primary Schools;
- Extension at Hethersett High School;
- New primary schools at Hellesdon, two at Beeston Park, Central Norwich, Cringleford, Long Stratton; and
- New High School in the North East Growth Triangle.

Work will continue to determine the order, timing and detail of education priorities. This work will be overseen by Norfolk County Council's Children's Services' Capital Priorities Group. The Group will also keep under review funding availability. The current view of the Group is that Government allocations of Basic Need for school projects will be insufficient to cover delivery costs of Norfolk's schools capital growth programme over the next ten years and that all options for covering this affordability gap will need to be examined. The Group's view is that an annual allocation of funding from the IIF would reduce uncertainty and allow the affordability gap in the Greater Norwich area to be better understood. Based on the current projected CIL income figures the Infrastructure Investment Plan gives a commitment to an annual £2m allocation to support the delivery of the Children's Services' capital programme. As part of the annual review of the Infrastructure Investment Plan, these forecasts will be updated and if CIL income varies significantly from projected figures, the allocation will need to be reviewed by all parties concerned.

A major mitigation of financial risk/uncertainty for the largest scheme within the education infrastructure programme, the new high school in the North East Growth Triangle, would be for a borrowing arrangement to be put in place to ensure delivery certainty when required to support growth.

## Green infrastructure

A programme of strategic projects is proposed by the Green Infrastructure Programme Team over the next five years. The total value of project proposed can be found in Table 1. Details of projects seeking IIF support in 2017/18 can be found in Appendix A.

## Community

A number of strategic community projects are proposed through the Infrastructure Investment Plan. These include library improvements, open space, community facilities, play space and sports facilities identified through the strategic review of sports facilities and playing pitches which reported in 2015. The total value of projects proposed can be

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<sup>2</sup> Projects in the early development stages are not yet included.

found in Table 1. Details of projects seeking IIF support in 2017/18 can be found in Appendix A.

The Diamond Centre in Sprowston was awarded a loan of £1m in the 2016/17 AGP subject to exploration and finalisation of borrowing terms. Since the GNGB agreed the loan in principle Sprowston Town Council has agreed not to take up the loan.

### **Maintenance**

It is important that the future ongoing maintenance of projects funded through the IIF is considered at the outset and forms an integral part of the project appraisal process. It is vital that investment in infrastructure by the IIF is only made where there is adequate provision for maintenance so the infrastructure does not deteriorate. The expectation will be that every effort will be made to minimise the future maintenance requirements through detailed design and to find alternative means of dealing with the maintenance element but it is recognised that sufficient funding for maintenance will be a necessary part of all future investment programmes in Greater Norwich from 2018/19 onwards.

This approach has been recommended to Councils by the GNGB.

### **Cash Reserve**

The 2016/17 AGP agreed to borrow £50m at PWLB project rate to support the delivery of both the Northern Distributor Road and the Long Stratton Bypass. The Infrastructure Investment Plan proposes that a cash reserve equal to one annual repayment be built up over 3 years from 2017/18. This equates to £860,323 per annum.

**Table 1 – Proposed Five Year Infrastructure Investment Plan**

	to date	2016/17	2017/18	2018/19	2019/20	2020/21	2022/23
<b>INCOME</b>							
Balance	£3,396,917						
Forecast CIL		£4,681,247	£7,310,510	£8,117,986	£8,122,449	£9,490,112	£8,587,916
Cumulative Income	£3,396,917	£8,078,164	£15,388,673	£23,506,660	£31,629,108	£41,119,220	£49,707,136
<b>EXPENDITURE</b>							
Programme agreed	£183,000	£2,486,000	£1,417,000	£1,601,000	£405,000		
Borrowing agreed		£404,938	£1,997,498	£2,064,776	£2,322,873	£2,580,970	£2,580,970
Transport <sup>3</sup>			-	-	-	-	£250,000
Green infrastructure			£639,000	£1,721,200	£1,476,200	£1,676,200	£1,814,200
Community			£1,000,000	£1,449,000	£502,556	£2,992,440	£577,556
Education			£2,000,000	£2,000,000	£2,000,000	£2,000,000	£2,000,000
Cash Reserve			£860,323	£860,323	£860,323	£0	£0
<b>TOTAL</b>	£183,000	£2,890,938	£7,913,821	£9,696,299	£7,566,952	£9,249,610	£7,222,726
<b>Surplus/Deficit</b>	<b>£3,213,917</b>	<b>£1,790,309</b>	<b>-£603,312</b>	<b>-£1,578,313</b>	<b>£555,496</b>	<b>£240,502</b>	<b>£1,365,190</b>
Cumulative Expenditure	£183,000	£3,073,938	£10,987,759	£20,684,059	£28,251,011	£37,500,621	£44,723,347
<b>Cumulative Surplus/Deficit</b>	<b>£3,213,917</b>	<b>£5,004,226</b>	<b>£4,400,914</b>	<b>£2,822,601</b>	<b>£3,378,097</b>	<b>£3,618,599</b>	<b>£4,983,789</b>

Full details of projects included in the Infrastructure Investment Plan can be found at Appendix C.

<sup>3</sup> A number of transport projects are included in the previously agreed AGPs

## **APPENDIX A – 2017/18 AGP Project Details**

### **Broadland**

#### **Broadland Way - Green Lane North to Plumstead Road - £150,000**

This section extends from Green Lane North and will tie in to the Brook Farm development and extend east of Thorpe End up to Plumstead Road, a distance of just over 1km. The route will predominantly follow the western edge of the Bittern Railway Line. At the southern point, the route will link to the existing cycleway at the north end of Dussindale. From Plumstead Road, the section heading north will be delivered through the NDR construction.

#### **Strumpshaw Pit Circular Walk - £35,000**

There is potential to expand the dog walking capabilities of Strumpshaw Pit, which is owned by Norfolk County Council. This could be achieved through additional parking, which would increase the distance that dog walkers travel. In addition, cycle rack provision will provide for other users. The existing site includes a circular walk around a closed landfill site with various wildflowers growing and it is commonly used by dog walkers, but is not fully accessible.

#### **Wroxham Library self-access improvements - £43,000 (£120,000 sought across the Greater Norwich area towards 3 library projects)**

This project will introduce both public customer toilets and self-service technology that enables people to use the library outside the current opening times. The technology allows the library service to automatically control and monitor building access, self-service kiosks, public access computers, lighting, alarms, public announcements and customer safety. Each library will be able to have increased opening hours, making access to the library more convenient for current and new customers without an increase in staff costs. This is a great opportunity for libraries to be accessible and relevant to more people.

### **Norwich<sup>4</sup>**

#### **Riverside walk: Fye Bridge to Whitefriars - £160,000**

This project aims to complete a key stretch of the riverside walk in the city centre, between Fye Bridge and Whitefriars Bridge on the north side of the river. This requires acquisition of a strip of land to the rear of 40 Fishergate and creation of a short stretch of riverside walk here, linking with existing riverside walk on either side, and the creation of a stretch of riverside walk on land safeguarded for this purpose to the rear of the Bridge's Court development. Completion of these short stretches of walkway will complete a continuous link between the two bridges, part of which has already been delivered through new development.

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<sup>4</sup> The 2016/17 AGP agreed in principle to fund the River Wensum Parkway project in 2017/18. Since this decision was made the River Wensum Strategy Partnership have received the outcome of the strategy work and re-prioritised the project for future delivery.

### **Barn Road Gateway - £40,000**

This is part of a programme of projects being developed through the Marriott's Way<sup>5</sup> Implementation & Delivery plan, which have been informed by the public and stakeholder consultation that took place in 2015. The aims of the project are to improve the gateway to Marriott's Way with signage, paving and removal of vegetation to improve legibility and raise the quality of this important entrance.

### **Sloughbottom Park - Andersons Meadow section improvements - £250,000**

Also part of the Marriott's Way Implementation and Delivery plan, this project involves enhancing a particularly poor section of the route to encourage greater use. Works would include path widening, providing street lighting, improving an adjacent storm drain (in partnership with Anglian Water, Natural England, and the Environment Agency), vegetation management, tree planting, and drainage improvements.

### **Riverside walk accessibility improvements - £200,000**

A package of accessibility improvements to the Riverside Walk, to enable its use by all, including access measures on and adjacent to the walk, and improved signage linking the river with the city centre and other key attractors. It is proposed that the project is implemented in phases, with the development of a branding and identity for the whole Riverside Walk in the first phase, followed by physical improvements to the Riverside Walk in the city centre (i.e. downstream of New Mills) in phase 2. Funding for further accessibility improvements to the Riverside Walk upstream of New Mills will be sought in future CIL bidding rounds.

### **Castle Gardens - £150,000 (approved in principle last year)**

Comprehensive restoration of Castle Gardens and improvements to Castle Green to complement the planned revamp of the interior exhibition spaces within the Castle. Rather than press ahead with an independent HLF bid, NCC are partnering the Museums service and their multimillion pound HLF bid with a view to incorporating the external enhancements as part of the project. Improving connectivity to the castle (signage/ interpretation) from the city centre and the quality of the external environment to encourage use of the adjacent public realm will help the bid fulfil one of its aims to increase visitor numbers.

### **Football Pitch Improvements - £100,000**

Football pitch improvement works at Eaton Park, Sloughbottom Park, Britannia Barracks and Fountain Ground including drainage improvements, improved grass species and improved goal facilities through the provision of new posts, nets and additional ground sockets. This will permit moving the pitches annually to prevent excessive wear, improving the playability of the pitches and increasing capacity.

### **Plumstead Road Library self-access improvements and car parking - £85,000 (£120,000 sought across the Greater Norwich area towards 3 library projects)**

This project will introduce self-service technology that enables people to use the library outside the current opening times. The technology allows the library service to

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<sup>5</sup> Marriotts Way Phase 3 was approved in principle for delivery in 2017/18. The Marriotts Way Strategy Group have re-prioritised delivery and have put forward projects as laid out here.

automatically control and monitor building access, self-service kiosks, public access computers, lighting, alarms, public announcements and customer safety. Each library will be able to have increased opening hours, making access to the library more convenient for current and new customers without an increase in staff costs. This is a great opportunity for libraries to be accessible and relevant to more people. The proposal is to also provide car and bike parking (including disabled parking) for customers using Plumstead Road Library although this is a secondary priority.

## **South Norfolk**

### **Protection/enhancement of the Lizard and Silfield Nature Reserve, Wymondham - £40,000**

To protect and enhance the Lizard and Silfield Nature Reserve by the creation of alternative green infrastructure routes (such as new permissive footpaths) for recreational access. The project will identify and agree new routes, which will be developed as appropriate. Necessary infrastructure such as stiles, fencing, signage/way marking, hedgerow planting/restoration and interpretation/localised publicity will be provided to encourage and manage use of the network.

### **Improved Connectivity - Costessey Circular Walks - £6,000**

The project is part of the Marriotts Way Improvement and Delivery Plan, specifically aimed at improving public access to Marriott's Way from surrounding residential areas in Costessey, through one or two additional (permissive) footpath/s, which would allow new signage and promotion of circular walks in Costessey based on Marriott's Way. There is no requirement for surface improvement on the additional permissive paths, which measure approximately 200m and 180m (and are approximately 3m wide). In order to bring forward the permissive path/s, the landowner would require stock-proof fencing along approximately 180m of his land which borders Marriotts Way. A new gate would be needed at each end of the permissive path/s, and signage to promote their use.

### **Cringleford N & N Strategic Connections - £58,000**

Green infrastructure projects of various types to link N&N Hospital, Yare Valley Walk in Cringleford, and possibly along A47 corridor: A) a footpath between N&N hospital walk and application to the west of Newfound Farm (around 365m); B) habitat connections between N&N hospital tree belt and boundary treatment for application to the west of Newfound Farm; C) a footpath through Cringleford Wood (around 600m); D) improvement to CWS in Cringleford (details to be confirmed). This would supplement GI to be delivered by permission 2013/1494 and likely to be delivered by application 2013/1793, shown as a green dashed line on the map.

### **Long Stratton Sports Hub – £500,000 (approved in principle last year)**

The project aims to bring together a number of facility-providing partners (South Norfolk Council, Long Stratton High School and Long Stratton Parish Council) to improve the sport and leisure facility stock in the village to support significant housing growth. It will create a new sport and leisure 'Hub' across three adjacent sites and provide new and enhanced facilities that are fit for purpose and better suited to the current and future facility needs of local residents. Management will be shared across the three sites, resulting in economies of scale and efficiencies in

service delivery. On completion, the following new or improved facilities would be available for school and community use.

Planning permission was granted in April 2016 for the creation of a new Artificial Grass Pitch at Long Stratton Leisure Centre. This project has attracted a grant of £216k of funding from the Premier League and Football Association Facilities Fund. The 12-week construction period is due to start on site in August 2016, with the facility ready for use by Long Stratton High School and by the local community in November 2016. Long Stratton Parish Council have also gained consent for the construction of a new pavilion at their Manor Road Playing Fields and project professionals are in the process of being appointed and funding options are being explored. Options for the redevelopment of Long Stratton Leisure Centre are being developed and it is expected that these will come before Members in late 2016. Discussions with Long Stratton High School regarding additional improvements to the facilities, including the swimming pool, are on-going.

### **Hales cricket and bowls clubhouse improvements - £30,000**

There is a need for a replacement pavilion to serve Loddon and Hales Cricket Club and Hales Bowls Club on their shared site on Green Road, just off the A146, to the south-east of Loddon. The latter had been forced to relocate to the current venue as a result of housing development on their previous site off the Yarmouth Road in Hales. The proposed new pavilion will give both clubs a permanent home in spaces that meet their respective needs, allowing to develop and grow participation across a range of ages.

### **Wymondham: New sports improvements (artificial grass pitch for football/rugby) - £250,000**

Ketts Park in Wymondham has been identified as being a location that would be suitable for a sports hub, the provision of which can ensure that there are economies of scale in outdoor sports delivery and that clubs can benefit from shared and jointly managed facilities, so it is proposed to provide a new full-size, floodlit artificial grass pitch (AGP) on the site which would take advantage of existing infrastructure. With tennis also being available on the Ketts Park site the argument for creating one of these hubs is strengthened and significant gains in sporting participation could be achieved. With the expected growth in demand for pitches in Wymondham due to the forthcoming housing, the carrying capacity of a full-size AGP will help to ensure that the quality of existing natural turf pitches (whose drainage will be improved as part of this project) is not compromised in future.

### **Diss Library self-access improvements - £25,000 (£120,000 sought across the Greater Norwich area towards 3 library projects)**

This project will introduce self-service technology that enables people to use the library outside the current opening times. The technology allows the library service to automatically control and monitor building access, self-service kiosks, public access computers, lighting, alarms, public announcements and customer safety. Each library will be able to have increased opening hours, making access to the library more convenient for current and new customers without an increase in staff costs. This is a great opportunity for libraries to be accessible and relevant to more people.

## **APPENDIX B – Project Updates**

### **Broadland**

**Early Delivery of Public Access to Harrison's Plantation, The Breck and Boar Plantation** – Norfolk County Council's Natural Environment Team delivered a completed Woodland Management Plan in June 2015. This woodland management plan focused on Harrison's Plantation and the Breck. Further work relating to Boar Plantation has been deferred. Initial works to ensure that Harrison's Plantation and the Breck were suitable for public access were undertaken between August 2015 and January 2016. With the agreement of the current landowner, Persimmon Homes, the woods, now referred to as Harrison's Wood, were opened to the public in May 2016. At the time of writing, work to complete the formal transfer of land into public ownership is ongoing.

**BRT Rackheath to City Centre (Salhouse Road / Gurney Road) including Cycling** – A project brief for scheme development has been agreed with Norfolk County Council, initial feasibility design work is being undertaken during 2016/17.

Total scheme costs are currently forecast to be in the region of £5M. An initial £400k of LGF funding for scheme delivery in 2016/17 was identified within the 2015/16 GNGB Growth Programme. This funding is now expected to be redirected to support the delivery of a junction and link road spur on Broadland owned land adjacent Plumstead Road to enable the completion of a road link between Salhouse Road and Plumstead Road, thereby reducing potential levels of traffic on Salhouse Road resulting from localised development which will support BRT on Salhouse Road / Gurney Road).

Whilst additional contributions for transport schemes along the Salhouse Road corridor may be secured as site specific mitigation from emerging nearby development proposals, it is likely that additional funds will be needed to fully implement bus and cycling proposals along this route. The need for additional CIL funding will be considered in subsequent investment plans.

**Salhouse Road Walk / Cycle Route (including connections to Norwich City Centre via Mousehold Heath)** – Project formed part of the larger programme of cycling improvements between the N&N Hospital and Salhouse Road, via Norwich City Centre and Mousehold Heath. The project itself comprised improved crossing facilities of Woodside Road and Salhouse Road for cyclists and pedestrians and a cycle path through Harrison's Plantation providing links to the Racecourse PH and Eastgate Place Development.

The programme has now been re-prioritised with Harrisons Plantation Woodland Park now forming the termination of the cycling improvements. These improvements were completed during 2015/16.

The cycle path scheme through Harrison's Plantation has now been deferred to be delivered through the S106 related to the White House Farm development. The current expectations are that this could be delivered as early as 2017/18.

**North-East Norwich Link Road** – The north-east Norwich link road between Broadland Business Park and Norwich Airport Industrial Estate will be predominately delivered through the development of permitted or proposed allocation sites in north-east Norwich.

Phase I of the Wroxham Road to Salhouse Road section of the route is now complete and work is expected to commence on Phase II during 2017/18. A detailed scheme for the Broadland Business Park to Plumstead Road section is currently under consideration by Broadland District Council and Norfolk County Council. It is currently forecast that construction of this element will be begun in 2017/18.

Local Infrastructure Fund (LIF) bids have been accepted in principle by the GNGB to support delivery of further elements of the link road between Buxton Road and North Walsham Road and phase I of the link road east of North Walsham Road.

Further detailed proposals for the link road will be considered as part of future planning applications. In order to ensure the timely and well-ordered delivery of the link road it may be necessary to support the delivery of some elements of the road through other funding sources.

**St Faiths Rd to Airport Transport Link** – Feasibility and scheme development has been begun with initial traffic surveys completed by Mouchel in June 2016.

The link is expected to be partially delivery through the development of the permitted development site north of Repton Avenue. However, in order to complete the link additional funds will be required. In total £1m of IIF funding has been allocated to this project split equally between 2016/17 and 2017/18 to enable the construction of the link. The delivery of some element of the link will be subject to construction being begun on related highway infrastructure through the permitted development site in a timely fashion.

**North Walsham Road Core Bus Route and Blue Pedalway Cycling** – Scheme development work was deferred from 2014/15 and is now programmed to take place in 2016/17.

The scheme development work will identify a scheme for the enhanced cycling facilities along Spixworth Road and North Walsham Road, for which £500k of funding was secured through the second round of DfT City Cycle Ambition Grant funding. The cycle improvement works are programmed to be delivered during 2017/18.

**Blue Pedalway - Chartwell Road – St Clements Hill – Spixworth Road Improved Cycle Crossing Facilities and associated works** - £120k of CIL funding was transferred to this scheme in the 2016/17 AGP from a previous commitment for a toucan crossing and associated work at School Lane / Chartwell Road / Denton Road. This transferred funding forms part of the match funding associated with the second round of DfT City Cycle Ambition Grant funding for improvements along the Blue Pedalway between Sprowston and Cringleford via Norwich City Centre. The overall cost of this scheme is forecast to be £400k.

The details of the scheme are currently being developed by the Transport for Norwich Team and on-site works are planned to be begun, and completed, in 2017/18.

**Neighbourhood Cycle Enhancements Along Former Route of Blue Pedalway** – School Lane / Chartwell Road / Denton Road – Toucan Crossing and associated works – £120k of funding for the implementation of this scheme in 2015/16 was identified in the 2015/16 GNGB Growth Programme. This was reallocated to improve crossing facilities of the outer ring road at St Clements Hill / Chartwell Road / Spixworth Road as part of the delivery of cycling improvements enabled by the second round of DfT City Cycle Ambition Grant funding, see above.

Notwithstanding the above a further grant of £120 was made in the 2016/17 AGP for the School Lane/ Chartwell Road/ Denton Road scheme on the basis that, enhancements for pedestrians and cyclists in this location remain an important local infrastructure priority. Subsequent scheme development work has however identified that an appropriate improvement cannot be delivered within this budget. The Infrastructure Delivery Board has agreed that this grant be reallocated to the North Walsham Road corridor to bolster the enhancements to be delivered through the DfT City Cycle Ambition Grant funding.

**Improved Cycle Crossing of Cannerby Lane / Wroxham Road / Cozens Hardy Road** – Scheme development deferred and its rescheduled commencement date is pending.

**Broadland Way (Thorpe St Andrew to Wroxham Cycle and Pedestrian facilities)** – Feasibility / scheme development was undertaken during 2015/16. A bid is included in the 2017/18 AGP for £150k to deliver a section of the scheme between Plumstead Road and Green Lane.

**Broadland Business Park Rail Halt** – The potential for a station at the Business Park has been investigated as part of a larger study for the Bittern Line. The Study has now completed and has concluded that the business case for improving the Bittern Line is sufficiently strong as to justify further work and research. Now that an evidence base has been gathered on the needs and feasibility, discussions are beginning with partner organisations, including the rail industry, on the merits of a Bittern Line Improvements Project Board. If agreed, the likely first task of the Project Board would be to commission a further study, for 'Option Selection' in accordance with stage 3 of Network Rail's Governance for Railway Investment Process (GRIP).

**North East Norwich Growth Triangle Green Infrastructure Delivery Plan** – Norfolk County Council's Natural Environment Team delivered the feasibility study as proposed during 2015/16. This study will be used to inform future priorities for green infrastructure investment and as the basis of future negotiations with developers on planning applications.

**East Broadland Green Infrastructure Delivery Plan** – Norfolk County Council's Natural Environment Team delivered the feasibility study as proposed during 2015/16. This study will be used to inform future priorities for green infrastructure investment and as the basis of future negotiations with developers on planning applications.

**North-West Forest and Heath Green Infrastructure Delivery Plan** – Norfolk County Council's Natural Environment Team were formerly engaged to produce a feasibility study during 2015/16. This work has, however, now been deferred and a new contract is expected to be let to complete the work 2017/18.

## **Thorpe Ridge: Protection and Enhancement of Woodlands and Provision of Public Access**

– Norfolk County Council's Natural Environment Team were formerly engaged to produce a feasibility study during 2015/16. This work has, however, now been deferred and a new contract is expected to be let to complete the work 2017/18.

## **Norwich**

**Wensum Riverside Walk** – The development of a revised layout and design for the Oasis site adjacent to Fye Bridge on the River Wensum. In partnership with key stakeholders to enhance the site to maximize its use, linkages and potential for access to the river. Project completed.

**Earlham Millennium Green** – Complete refurbishment of pedestrian routes through Millennium Green. Project completed.

**Marriotts Way** – Improvements to Marriott's Way within the urban area to encourage commuting by bicycle and on-foot. Phases 1 and 2 completed.

**Heathgate – Pink Pedalway** – The construction of a 3m wide lit cycling and walking path between Heathgate and Gurney Road at the junction with Britannia Road. The project provides a missing link between Heathgate and Gurney Road in order to provide a more direct and strategic route on the Pink Pedalway (NE Growth Triangle / Heartsease to N Norwich Research Park). Project complete.

## **Golden Ball Street/Westlegate**

- Phase 1 works completed
- Phase 2 works including those on Westlegate are continuing. Temporary access from Westlegate has now switch to from the St Stephens Plain direction so that work on the upper part of Westlegate can continue
- Work is currently underway at St Stephens Plain, the security CCTV has been relocated and this has allowed the traffic lane to be moved over to the other side of the new refuge islands
- The temporary pedestrian crossing has been relocated from Golden Ball Street to All Saints Street; it will remain in operation until early 2017

**Eaton Interchange** – Draft brief issued to create a bus rapid transit interchange in Eaton with the following features:

- Printed and electronic travel information;
- Size and layout that adequately accommodates the numbers of expected bus passengers and provides sufficient cover from the elements;
- Good accessibility for all users;
- Cycle parking;
- Reduce delays and difficulties turning left in the centre of Eaton for inbound buses;
- Reduce the visual blight of highway clutter in the centre of Eaton in line with the conservation area appraisal; and
- Provide space for comfortable and safe two way cycling on the cycle track adjacent to slip road between the centre of Eaton and Newmarket Road to the south of the A11.

**Carrow Bridge to Deal Ground riverside path** – Delivery of a short section of cycle / footway on north bank of the River Wensum will provide a key 'missing link' in the route between Norwich city centre / rail station and Whitlingham Country Park. The project is part of overarching vision to improve links between Norwich City centre and Whitlingham Country Park, alongside a new bridge across the River Wensum, to be delivered through development of Deal / Utilities site. It forms part of the vital connection to allow the development of the Deal Ground and utilities site. Funding will supplement £250K of existing Sustrans money.

**Colney River Crossing (NRP to Threescore)** – see below

### **South Norfolk**

The following projects were identified in the 2015/16 and/or 2016/17 South Norfolk Annual Infrastructure Business Plan for commencement and/or delivery to 2020/21:

**Norfolk & Norwich Hospital Health Wood Walks** – a footpath through the tree-belt surrounding the Norfolk and Norwich University Hospital – was completed in autumn 2015, and ended up coming in under budget due to good contract management by the appointed site contractor.

**Long Stratton Bypass & Hempnall Crossroads** – the Long Stratton Area Action Plan was adopted in May 2016, confirming the allocation of at least 1,800 homes and a corridor for the bypass. Further pre-application discussions work with the landowners/developers promoting the delivery of the bypass and the allocation of 1,800 homes in Long Stratton has taken place and a planning application(s) is expected to be lodged by the end of 2016.

**A47 improvements (particularly Thickthorn junction improvements and Easton-North Tuddenham dualling) – funded and delivered by Highways England** – Highways England feasibility work has been completed and the options development phase has commenced (it is expected to last until December 2016). Preferred improvement solutions will be announced in mid-2017, with the start of the statutory process in mid-2018 and construction predicted to start in 2020.

**Longwater junction and Easton strategy improvements (including walking and cycling)** – Improvements are required in the Longwater and Easton area of Norwich to resolve existing issues on the transport network and accommodate additional traffic arising from planned growth as set out in the adopted Joint Core Strategy for the Norwich area. After carrying various feasibility studies to address these pressures the following a number of smaller scale measures have been identified. Several have now been completed and were funded by the new retail store and housing development. Detailed design work continues for several other measures.

Assessments carried out in October 2015 concluded that both the A1074 to Longwater link Road and a second A47 bridge are effective in enabling the Longwater junction to operate satisfactorily in the future.

The assessment looked at the possibility of constructing a new link across or adjacent to the closed landfill site and concluded that it would be possible to construct an A1074 to

Longwater area link road adjacent to the Costessey landfill site by removing small amounts of the landfill material. This option is likely to cost around £10m and would be cheaper and easier to deliver than a new bridge over the A47, making it the preferred solution.

As yet no funding source for this work has been identified.

**Marriott's Way improvements** – various improvements to Marriott's Way (which passes through all three districts) were agreed in the 2015/16 and 2016/17 AGPs. In South Norfolk, improvements (to the value of approximately £100,000) to the cycle and footpath section between Gunton Lane and Red Bridge Lane were funded by CIL (including surface dressing improvements, surface water drainage improvements and improved directional signs). Preparatory works have been completed and re-surfacing is hoped to be carried out soon.

**Colney River Crossing (NRP to Threescore)** – a new footbridge and cycle path improvements to link Bowthorpe (Threescore) with the Norwich Research Park was awarded £401,000 in the 2016/17 Infrastructure Investment Plan mostly in Norwich, with £150,000 of this money earmarked for the South Norfolk section (principally the new bridge over the River Yare). Feasibility and design work has taken place, there has been consultation of local residents, and a planning application for the South Norfolk section is expected to be submitted in autumn 2016.

**Other Norwich Area Transportation Scheme Projects** – various A11 and A140 Corridor South Norfolk NATS projects (as part of a four-year programme running from 2015-19) were agreed as part of the 2015/16 Growth Programme, with LGF money secured. Scheme design of the Roundhouse Way Bus Interchange and the Cycle Link Extension Hethersett-Wymondham has taken place and is ongoing. Little work has taken place on the B1172 bus/cycle enhancements and Bus Priority Harford A47 junction to date, but it is expected that work will commence in 2016/17.



District	Project/Scheme Description	Total Estimated Scheme Cost (£,000)	Funding secured	SOURCE	Funding need	Funding profile				
						2017/18	2018/19	2019/20	2020/21	2021/22
Norwich	Kett's Heights	150		£10K Nbhd CIL, £50k CIL, £90K Grant funding	50		25	25		
South Norfolk	Wherryman's Way : Chedgrave Disabled Access Path	75		CIL	75		75			
South Norfolk	Wherryman's Way: Strategic Link at Reedham	35		CIL	35		35			
Area-wide	MW: Biodiversity Management with Community Engagement	160	£4k secured from Norwich Fringe Project, £15k HLF bid, £30k sought from Nfl Biodiversity Partnership	CIL / Other	111		22	22	22	22
Broadland South Norfolk	MW: Signage to Link Marriott's Way to the Adjacent Communities	20	HLF bid for £10k	CIL /other	10		10			
Broadland	Brundall to NEG T Connection	5		Promoter	5		5			
South Norfolk	Wherryman's Way : Yare Valley Cycle Route	15		CIL	15			15		
Broadland	West Brundall GI Project	425		CIL/S106/Nbhd CIL	425			75	350	
Broadland	South East Lingwood GI Connectivity	25		CIL/S106/Nbhd CIL	25			25		
Broadland	Long Distance Cycle Loop	75		CIL/S106	75			75		
Broadland	Witton Run	170		CIL/S106	170			170		
Broadland	MW: Aylsham Gateway	30		CIL / other	30			30		
South Norfolk	Boudicca Way cycle route	15		CIL	15			15		
South Norfolk	Boudicca Way links to development	15		CIL	15			15		
South Norfolk	Kett's Country Trail	85		CIL	85			85		
Broadland	Link from Blofield to Blofield Heath	125		CIL/S106/Nbhd CIL	125			125		
Broadland	Burlingham Trails Attractions and Facilities Project	240		CIL/S106/Other	240			80	80	80
Norwich	Boom Towers to Ber Street Woodland	750	HLF to be explored	CIL / HLF	750			250	250	250
Norwich South Norfolk	Norwich Crossing & Bridges - Whitlingham (Phase 2) Yare Bridge	1,000		CIL	1,000			333	333	333
Broadland	MW: Reepham surfacing and biodiversity	100		CIL /other	100				100	
Broadland	MW: Crossing over Taverham Road in Drayton	100		CIL / other	100				100	
Broadland	MW: Surfacing Works (Tesco's)	85	Tesco Bags of Help scheme being explored	CIL / other	85k estimate				85	
Norwich	MW: Hellesdon Station Area	210		CIL / other	210				210	
South Norfolk	MW: Trim Track - Costessey	10		CIL	10				10	
Norwich	Bishops Bridge to Whitefriars	50		CIL / Other	50				25	25
Norwich	MW: Inner Ring Road crossing	250		CIL / other	250				40	210
Broadland	Local walking circulars with links to pubs, restaurants and cafes	35		CIL/S106/Nbhd CIL	35					35
Broadland South Norfolk	MW: Crossing Points Improvement Project	89	HLF bid for £10k	CIL / other	79					79
South Norfolk	Wymondham - Tuttle Lane enhancements Phase 1	30		CIL	30					30
Norwich	Norwich Crossing & Bridges - Whitlingham Cycle Route and Thorpe Road	1,500		CIL/other	1,500					750

District	Project/Scheme Description	Total Estimated Scheme Cost (£,000)	Funding secured	SOURCE	Funding need	Funding profile				
						2017/18	2018/19	2019/20	2020/21	2021/22
<b>GI Total</b>						<b>639</b>	<b>1,721</b>	<b>1,476</b>	<b>1,676</b>	<b>1,814</b>
	Hellesdon New (relocated and/or enlarged) 420 Primary	6,400	-		6,400	500		780	2,560	2,560
	Blofield Primary Extension to 315	2,500	2,011		489		489			
	Beeston Park New (commissioned) 420 Primary #1	6,400	-		6,400		1,280	2,560	2,560	
	Little Plumstead Primary Extension to 420	4,500	400		350		39	31	140	140
	Norwich Central New (commissioned) Primary 210	4,100	-		1,000			200	400	400
	Hingham Primary Mobile Replacement	900	-		221			111	111	
	Easton Primary Extension to 420	2,500	-		2,500			2,500		
	Cringleford New (commissioned) 420 Primary	6,400	-		6,400			1,280	2,560	2,560
	Hethersett High Extension	5,000	1,754		3,246			325	325	1,298
	North Norwich New (commissioned) Secondary and existing schools	26,000	-		26,000			2,600	2,600	2,600
	Beeston Park New (commissioned) 420 Primary #2	6,400	-		6,400				1,280	2,560
	Long Stratton New (commissioned) 420 Primary	6,400	-		6,400				1,280	2,560

<b>Education Total</b>						<b>2,000</b>	<b>2,000</b>	<b>2,000</b>	<b>2,000</b>	<b>2,000</b>
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Norwich	Castle Gardens	1,472	-	S106, CIL, HLF	150	75	75			
South Norfolk	Long Stratton Sports Hub	2,545	1,145	Various inc CIL	500	500				
Norwich	Football Pitch Improvements	100	-	CIL	100	25	25	25	25	
South Norfolk	Hales cricket and bowls clubhouse improvements	160	130	CIL	30	30				
South Norfolk	Wymondham: New sports improvements (artificial grass pitch for football/rugby)	800	-	CIL	250	250				
Norwich	Hewett School swimming pool modernisation	199	-	CIL	199		199			
Broadland	Thorpe St Andrew New Sports Hall	2,700	1,900	S106/CIL	800		800			
Norwich	Courts and Yards of Norwich	300	-	CIL	300		150			
Broadland	Great Plumstead Open Space / Community Orchard	25	-	CIL	25		25			
Broadland	Brook & Laurel Farm Community Building	500	100	S106/CIL	400			400		
Norwich	Strategic play (including 5 projects)	430	-	CIL	430			78	67	78
Broadland	Land South of Salhouse Road Community Building	500	-	S106/CIL	500				500	
Broadland	North Sprowston & Old Catton Community Space including library	2,400	0	S106/CIL	2,400				2,400	
Broadland	Rackheath Community Building	500	0	S106/CIL	500					500
Broadland	Wroxham Library self access improvement and parking	35	0	CIL	43	43				
Norwich	Plumstead Road Library self access improvement and parking	85	0	CIL	85	85				
South Norfolk	Diss Library self access improvement	35	11	S106/CIL	25	24				
	<i>Library contribution</i>					<i>120</i>				
South Norfolk	Harleston Library self access improvement	35	0	CIL	35		35			
South Norfolk	Costessey Library self access improvement	35	0	CIL	35		35			
Broadland	St Williams Way Library self access improvement	35	0	CIL	35		35			
Norwich	Earlham Library self access improvement	35	0	CIL	35		35			
Norwich	Mile Cross Library self access improvement	35	0	CIL	35		35			

<b>Community Total</b>						<b>1,000</b>	<b>1,449</b>	<b>503</b>	<b>2,992</b>	<b>578</b>
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**Report to** Cabinet  
12 April 2017  
**Report of** Chief finance officer  
**Subject** Revenue budget monitoring 2016-17: Period 11

**Item**

**6**

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**Purpose**

To provide an update on the provisional financial position as at 28 February 2017, the forecast outturn for the year 2016-17, and the consequent forecast of the general fund and housing revenue account balances.

**Recommendation**

To note the financial position as at 28 February 2017 and the forecast outturn 2016-17.

**Corporate and service priorities**

The report helps to meet the corporate priority value for money services and the service plan priority to provide accurate, relevant and timely financial information.

**Financial implications**

The general fund budget is forecast to underspend by £1.255m. The housing revenue account budget is forecast to underspend by £3.100m.

**Ward/s:** All wards

**Cabinet member:** Councillor Stonard – Resources and business liaison

**Contact officers**

Justine Hartley, Chief finance officer 01603 212440  
Hannah Simpson, Group accountant 01603 212561

**Background documents**

None

## Report

1. Council approved budgets for the 2016-17 financial year on 23 February 2016.
2. The attached appendices show the forecast outturn and year-to-date positions for the general fund and the housing revenue account:
  - [Appendix 1](#) shows the general fund by corporate leadership team responsibilities, and by subjective group
  - [Appendix 2](#) shows the housing revenue account in (near) statutory format, and by subjective group
  - [Appendix 3](#) shows budget and expenditure for the year to date in graphical format

## General fund

3. Budgets reported include the resources financing the council's net budget requirement (which includes a contribution of £0.451m to reserve balances as allowed for in the medium term financial strategy) so that the net budget totals zero:

<i>Item</i>	<i>Approved budget £000s</i>
Net budget requirement	16,120
Non-domestic rates	(4,870)
Revenue support grant	(2,756)
Council tax precept	(8,494)
<b>Total general fund budget</b>	<b>0</b>

4. The general fund has been forecast to underspend by **£1.255m** at year end compared to a forecast underspend last month of **£1.096m**. Key forecast variances from budget are set out below:

<i>Forecast outturn P10 £000s</i>	<i>General fund service</i>	<i>Forecast outturn P11 £000s</i>	<i>Commentary</i>
(345)	Business services	(369)	Additional grant income not yet allocated related expenditure (£245k) and movement in bad debt provision (£81k).

<b>Forecast outturn P10 £000s</b>	<b>General fund service</b>	<b>Forecast outturn P11 £000s</b>	<b>Commentary</b>
493	Finance	554	Variance mainly due to: <ul style="list-style-type: none"> <li>• reduction of £200k in forecast interest income from housing company as planned loan not made</li> <li>• £50k reduction in expected interest income from investments</li> <li>• £44k higher MRP charges than budgeted</li> <li>• additional debit card charges of £60k</li> <li>• £88k housing benefits audit repayment and higher than budgeted bad debt provision.</li> <li>• £100k reduction in forecast retained business rates offset by £187k higher transfer-in from the Section 31 reserve than budgeted.</li> </ul>
(119)	Human resources	(124)	Vacant posts and current training spend less than budgeted.
(170)	Strategy and programme management	(174)	Vacant posts and higher than budgeted second homes income.
(306)	City development	(365)	Variance mainly due to: <ul style="list-style-type: none"> <li>• rent reviews taking place on asset properties, increasing the forecast income</li> <li>• bus shelter income higher than budgeted</li> <li>• staff savings</li> <li>• NORSE profit share higher than amount accrued</li> </ul>
(378)	Citywide services	(634)	Variance mainly due to: <ul style="list-style-type: none"> <li>• unbudgeted smoothing mechanism receipt relating to waste contract</li> <li>• vacant posts</li> <li>• repairs costs less than budgeted</li> <li>• waste income higher than budgeted.</li> </ul>
105	Neighbourhood housing	140	Variance mainly relates to private sector leasing. Current expenditure on rental forecasted to be lower than budgeted (£281k) due to less rental properties being available, resulting in lower than expected forecast income from rents and fees £369k.
(102)	Neighbourhood services	(108)	Variance mainly due to salary underspends and movement in bad debt provision.

5. The general fund shows an underspend against budget to date of **£8.778m**. This underspend to date is made up of multiple debit and credit figures where various income and expenditure lines are ahead of or behind budget profile. Significant overspends and underspends to date are:

<b>General fund service</b>	<b>Variance to date P11 £000s</b>	<b>Commentary</b>
Business services	(1,478)	<ul style="list-style-type: none"> <li>• (£615k) relating to additional government grants received and other grants received ahead of profile or related expenditure.</li> <li>• (£548k) behind profile on contingency budget to date.</li> <li>• Remainder due to timing differences on income and expenditure against the budget profile.</li> </ul>
Finance	(2,884)	Variance between profiled and actual housing benefit expenditure and subsidy payments.
Customer contact	(348)	Variance mainly due to timing mismatch between transformation challenge grant funding received and related expenditure being incurred.
City development	(1,917)	<p>Current underspend mainly due to:</p> <ul style="list-style-type: none"> <li>• income from bus lane enforcement and on-street yet to be paid over to county;</li> <li>• Highways grant income received but not yet spent or returned (section 38);</li> <li>• bus shelter income received higher than budgeted for</li> <li>• staff savings;</li> <li>• additional rental income above budget due to rent reviews;</li> <li>• additional grants and income from county not budgeted for.</li> </ul>
Property services	(526)	Centralised repairs and maintenance costs running behind profile.
Citywide services	(931)	Vacant posts and timing differences related to allocation of contract and repairs costs and waste contract smoothing mechanism.
Neighbourhood services	(258)	Staffing underspends and movement in bad debt provision.

6. Since setting the 2016-17 budget, additional amounts of grant income have been confirmed during the course of the year. In Period 11 an additional £2k of council tax annexe discount grant has been confirmed. This grant is ring-fenced to meet the costs of council tax administration and will be applied in line with the terms of the grant.

## Housing revenue account

7. The budgets reported include a £16.3m use of HRA balances, so that the net budget totals zero:

<i>Item</i>	<i>Approved budget £000s</i>
Gross HRA expenditure	60,372
Gross HRA income	(44,091)
Contribution from HRA balance	(16,281)
<b>Total net HRA budget</b>	<b>0</b>

8. The housing revenue account has been forecast to underspend by **£3.100m** at year end compared to a forecast underspend last month of **£2.587m**. Key forecast variances from budget are set out below:

<b>Forecast outturn P10 £000s</b>	<b>HRA division of service</b>	<b>Forecast outturn P11 £000s</b>	<b>Commentary</b>
(2,975)	Repairs and maintenance	(3,548)	<p>Overall variance reflects a reduction in forecast responsive repairs works (in line with recent years' outturns) and savings from renegotiated contracts.</p> <p>Key individual variances include:</p> <ul style="list-style-type: none"> <li>• major/minor repairs forecast based on current activity levels (£900k);</li> <li>• stair lift repairs forecast reflecting reduced number of repairs (£79k);</li> <li>• underspend on cavity insulation (£130k) and drainage (£90k)</li> <li>• central heating servicing based on activity to date (£218k);</li> <li>• asbestos removal estimate based on current activity (£215k);</li> <li>• asphalt balconies major work covered under capital projects therefore less revenue expenditure required (£80k);</li> <li>• fire prevention work carried out when identified, rather than planned (£70k);</li> <li>• no internal wall insulation planned for 2016 (£180k);</li> <li>• estate repairs forecast based on reduced number of repairs (£115k)</li> <li>• lower than budgeted demand for estate tidiness works (£150k)</li> <li>• lower than anticipated amount of improvements for elderly and disabled tenants (£113k)</li> <li>• minimal requirement for work on unadopted roads (£100k)</li> <li>• less requirement for garage repairs than originally anticipated (£55k)</li> <li>• lower current spend on void properties (£275k) due to increase in number of properties eligible for capital whole house upgrades</li> <li>• higher than budgeted tenant contributions relating to repairs (£322k).</li> </ul> <p>The movement in forecast variance from P10 is due to reduction in expected spend; mainly on cavity insulation, maintenance of unadopted roads and drainage.</p>
35	Rents, rates and other property costs	184	Anglian Water 16-17 statement received March 2017 forecast adjusted in line with statement. This is partially offset by increased service charges.
(283)	General management	(116)	<p>Key variances include:</p> <ul style="list-style-type: none"> <li>• vacant posts (£75k);</li> <li>• lower repairs and rates on area offices (£50k) due to changes in accommodation use.</li> </ul>

<b>Forecast outturn P10 £000s</b>	<b>HRA division of service</b>	<b>Forecast outturn P11 £000s</b>	<b>Commentary</b>
(283)	Special services	(555)	District heating gas forecast adjusted to reflect lower expenditure to date this year.
805	Depreciation and impairment	806	Actual depreciation calculated for the year.
(283)	Provision for bad debts	(283)	Based on Q3 bad debt provision calculation on outstanding rent arrears forecast to the year end.
359	Dwelling rents	398	Rental income forecast to be lower than budget due to delays on new-build projects.
(10)	Service charges - general	(107)	P11 updated forecast based on new service charges that came into effect October 2016. Service charges for water forecasted at an additional (£165k).

9. The housing revenue account shows an underspend against budget to date of **£5.803m**. This underspend to date is made up of many debit and credit figures where various income and expenditure lines are ahead of or behind budget profile. Significant overspends and underspends to date are:

<b>HRA division of service</b>	<b>Variance to date P11 £000s</b>	<b>Commentary</b>
Repairs and maintenance	(4,589)	These variances have arisen due to invoice delays which is usual for work of this nature. Also reflects overall reduced year-end forecast (see detail in previous table).
General management	(452)	Reduced rates on area offices (£30k), government grant received ahead of profile (£25k) and staff vacancies. Remainder due to smaller profiling differences split over a number of cost centres and the forecast underspends (see detail in previous table).
Special services	(882)	District heating gas and fuel oil costs less than profile (£382k). Sheltered housing gas costs also less than profile (£200k). Reduced sheltered alarm contract costs (£88k). Remainder due to small timing differences between actuals and profile.
Service charges - general	(267)	Annual leasehold service charges applied in October, but leasehold contribution to capital not processed until year end.

## Risks

10. A risk-based review based on the size and volatility of budgets has identified key budgets where inadequacy of monitoring and control systems could pose

a significant threat to the council's overall financial position. These are shown in the following table.

Key Risk Budgets	Budget £000s	Current Variance	Current Var %	Current RAG	Forecast Variance	Forecast Var %	Forecast RAG
Housing Benefit Payments & Subsidy	-30	-3,160	10368%	RED	335	-1098%	RED
HRA Repairs - Tenanted Properties	11,848	-3,548	-30%	RED	-2,715	-23%	RED
HRA Repairs - Void Properties	2,639	-804	-30%	RED	-233	-9%	RED
Multi-Storey Car Parks	-1,442	6	0%	GREEN	33	-2%	GREEN
City Hall	1,067	-138	-13%	RED	-64	-6%	GREEN
HRA Rents - Estate Properties	-59,223	58	0%	GREEN	278	0%	GREEN
Corporate Management including Contingency	-2,804	-974	35%	RED	-296	11%	RED
Private Sector Leasing Costs	-286	80	-28%	GREEN	133	-47%	RED

11. The red/amber status of items in the forecast RAG column is explained below.

Key risk budgets	Commentary
Housing benefit payments and subsidy	Variance to date due to timing differences between expenditure and subsidy receipts.  Year-end variance due to unbudgeted £88k housing benefits audit repayment and higher forecast bad debt provision.
HRA Repairs - tenanted properties and void properties	In-year variance mainly due to lower than budgeted responsive repair demand to date and invoicing delays.  Year-end variance reflects a reduction in forecast responsive repairs works (in line with recent years' outturns) and savings from renegotiated contracts. Further detail provided in HRA variance table (point 8).
City Hall	In-year variance mainly due to repairs and maintenance costs running behind profile (£127k).
Corporate management including contingency	Due to higher grant income receipts than budgeted (£245k). Year to date variance also due to only £13k contingency spend up to period 11.
Private sector leasing	Current expenditure on rental forecasted to be lower than budgeted (£281k) due to less rental properties being available, resulting in lower than expected forecast income from rents and fees £369k.

12. The 2016-17 budgets approved by council were drawn up in the expectation of reduced resources as announced by the previous government. There are risks to the current and medium term financial position from:

- Further reductions in government grant – the localisation of business rates and of council tax reductions has increased the risks to the council's financial position arising from economic conditions and policy decisions. In addition, recent Government announcements indicate that further reductions in Government funding are likely.
- Changes in policy – if further empowerment of local authorities is not matched by devolved resources

- Delivery of savings – the budget incorporates both savings measures already in place, and those planned for implementation during the year. If these savings are not achievable in full, overspends will result. With appropriate approvals these may be mitigated through provision made in the corporate contingency, up to the level of that contingency
  - Identification of further savings – work is continuing on developing proposals for additional savings to bridge the medium-term budget gap. If these proposals fall short, or are not implemented fully and in a timely manner, further budget shortfalls will result.
13. Forecast outturns are estimates based on management assessments, formulae, and extrapolation. They may not adequately take account of variables such as:
- Bad debts – budget reports show gross debt, i.e. invoices raised. While allowance has been made in the budget for non-collections, the current economic climate may have an adverse influence on our ability to collect money owed.
  - Seasonal factors – if adverse weather conditions or a worsening economic climate depress levels of trade and leisure activities in the city, there may be a negative impact on parking and other income.
  - Housing repairs and improvements – the rate of spend on void properties, though closely managed, is heavily influenced by void turnaround, since transfers can create a chain of voids involving significant repair costs.

## Financial planning

14. Overall levels of overspend and underspend will have an ongoing impact on the budget for following years and the size and urgency of savings requirements.
15. Net overspends and underspends will be consolidated into the general fund and housing revenue account balances carried forward to 2017-18. These are reflected in periodic updates to the *Medium term financial strategy* and *Housing revenue account business plan*.

## Impact on Balances

16. The prudent minimum level of general fund reserves has been assessed as £4.273m. The budgeted and forecast outturn's impact on the 2015-16 balance brought forward, is as follows:

<i>Item</i>	<i>£000s</i>
Balance at 1 April 2016	(12,158)
Budgeted contribution to balances 2016-17	(451)
Forecast outturn 2016-17	(1,255)
<b>= Forecast balance at 31 March 2017</b>	<b>(13,864)</b>

17. The general fund balance is therefore expected to continue to exceed the prudent minimum.
18. The *Medium term financial strategy* assumes that the reserves are further built up in 2016-17 ahead of drawing them down in future years to offset known and anticipated grant reductions and ensure a balanced budget.
19. The prudent minimum level of HRA reserves has been assessed as £5.968m. The budgeted and forecast outturn's impact on the 2016-17 balance brought forward, is as follows:

<i>Item</i>	<i>£000s</i>
Balance at 1 April 2016	(26,190)
Budgeted use of balances 2016-17	16,281
Forecast outturn 2016-17	(3,100)
Reduced revenue contribution to capital (see below)	(3,857)
<b>= Forecast balance at 31 March 2017</b>	<b>(16,866)</b>

20. The forecast revenue contribution to capital outlay has been reduced due to lower capital expenditure in year. Resources will be carried forward to fund future HRA spend.
21. The housing revenue account balance is therefore expected to continue to exceed the prudent minimum.
22. The HRA reserve balance will continue to be used to fund capital expenditure in 2016-17 and 2017-18. This will bring resources down closer to the recommended minimum balance and reduce the requirement to borrow, which incurs greater costs.

## Collection fund

23. The collection fund is made up of three accounts – council tax, the Business Improvement District (BID) account, and national non-domestic rates (NNDR).
  - Council tax is shared between the city, the county, and the police and crime commissioner based on an estimated tax base and the council tax rates agreed by each of the preceptors. Any surplus or deficit is shared in the following financial year.
  - The BID account is operated on behalf of the BID company, to collect their income from the BID levy. Any surplus or deficit is passed on to the BID company.
  - NNDR income is shared between the city, the county, and central government. Since localisation, any surplus or deficit is also shared, rather than as formerly being borne wholly by the government.
24. There are particular risks attached to NNDR, which are:
  - Appeals – the impact of any appeals will fall on the Collection Fund, and therefore in part on the city. The Valuation Office has cleared a large

number of appeals which has adversely affected the council's business rates income levels. However, a backlog of appeals remains and the value of the appeals is not known, nor the likelihood of success, nor the timing of the appeal being determined.

- NNDR billable – changes in the NNDR billable, e.g. demolition or construction of new billable premises, will impact on the amount billable. Assumptions of growth may also be affected by changes in the larger economic environment.
- NNDR collectable – arrears and write-offs (e.g. where a business goes into administration) will also impact on the collection fund.

25. These risks are monitored and mitigated through normal revenues operations.

26. A summary of the collection fund is provided below:

<i>Approved budget £000s</i>	<i>Current budget £000s</i>	<b>Collection fund summary</b>	<i>Actual to date £000s</i>	<i>Forecast outturn £000s</i>	<i>Forecast variance £000s</i>
		<b>Council tax</b>			
59,380	59,380	Expenditure	53,818	59,340	(41)
(59,380)	(59,380)	Income	0	(59,340)	41
		<b>Business Improvement District</b>			
656	656	Expenditure	634	654	(2)
(656)	(656)	Income	(25)	(654)	2
		<b>National non-domestic rate</b>			
79,138	79,138	Expenditure	69,238	75,845	(3,293)
(79,138)	(79,138)	Income	2,536	(75,845)	3,293
<b>0</b>	<b>0</b>	<b>Total collection fund</b>	<b>126,201</b>	<b>0</b>	<b>0</b>

27. On council tax, actual income is not posted from the council tax system into the finance system until year-end. The actual year-end surplus or deficit will be taken into account in considering distribution of balances between the preceptors (city, county, and police).

28. The council operates the BID account on behalf of the BID company, so no surplus or deficit will fall on the council's accounts.

29. Any deficit reported on the NNDR account will roll forward and be distributed in the 2017-18 budget cycle.

30. Additional (section 31) grant is received in the general fund to offset all or part of any shortfall in business rate income due to additional reliefs granted by government. All such grant monies received are transferred to an earmarked reserve and held to be offset against deficits in the years that they impact on the revenue accounts.

## Integrated impact assessment



**NORWICH**  
City Council

### Report author to complete

<b>Committee:</b>	Cabinet
<b>Committee date:</b>	
<b>Head of service:</b>	Chief finance officer
<b>Report subject:</b>	Revenue budget monitoring 2016-17
<b>Date assessed:</b>	22/03/17
<b>Description:</b>	This is the integrated impact assessment for the revenue budget monitoring 2016-17 report to cabinet

	Impact			
<b>Economic (please add an 'x' as appropriate)</b>	<b>Neutral</b>	<b>Positive</b>	<b>Negative</b>	<b>Comments</b>
<b>Finance (value for money)</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The report shows that the council monitors its budgets, considers risks to achieving its budget objectives, reviews its balances position, and is therefore able to maintain its financial standing
<b>Other departments and services e.g. office facilities, customer contact</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>ICT services</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Economic development</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Financial inclusion</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Social (please add an 'x' as appropriate)</b>	<b>Neutral</b>	<b>Positive</b>	<b>Negative</b>	<b>Comments</b>
<b>Safeguarding children and adults</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b><u>S17 crime and disorder act 1998</u></b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Human Rights Act 1998</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Health and well being</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

	Impact			
<b>Equality and diversity (please add an 'x' as appropriate)</b>	<b>Neutral</b>	<b>Positive</b>	<b>Negative</b>	<b>Comments</b>
Relations between groups (cohesion)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Eliminating discrimination and harassment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Advancing equality of opportunity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Environmental (please add an 'x' as appropriate)</b>	<b>Neutral</b>	<b>Positive</b>	<b>Negative</b>	<b>Comments</b>
Transportation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Natural and built environment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Waste minimisation and resource use	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Pollution	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Sustainable procurement	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Energy and climate change	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>(Please add an 'x' as appropriate)</b>	<b>Neutral</b>	<b>Positive</b>	<b>Negative</b>	<b>Comments</b>
Risk management	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The report demonstrates that the council is aware of and monitors risks to the achievement of its financial strategy.

<b>Recommendations from impact assessment</b>
<b>Positive</b>
None
<b>Negative</b>
None
<b>Neutral</b>
None
<b>Issues</b>
The council should continue to monitor its budget performance in the context of the financial risk environment within which it operates.

**GENERAL FUND SERVICE SUMMARY**

<i>Approved Budget</i>	<i>Current Budget</i>		<i>Budget To Date</i>	<i>Actual To Date</i>	<i>Variance To Date</i>	<i>Forecast Outturn</i>	<i>Forecast Variance</i>
<b>Business Services</b>							
1,800,982	1,345,989	Business Services	364,226	(1,113,892)	(1,478,118)	977,369	(368,620)
375,183	386,720	Democratic Services	921,404	953,918	32,514	416,657	29,937
(18,720,042)	(18,720,042)	Finance	(7,183,217)	(10,067,124)	(2,883,907)	(18,165,093)	554,949
0	0	Human Resources	1,101,315	1,057,273	(44,042)	(123,968)	(123,968)
0	0	Procurement and Service Improvement	2,575,673	2,416,122	(159,551)	(64,542)	(64,542)
<b>(16,543,877)</b>	<b>(16,987,333)</b>	<b>Total Business Services</b>	<b>(2,220,599)</b>	<b>(6,753,704)</b>	<b>(4,533,105)</b>	<b>(16,959,577)</b>	<b>27,756</b>
<b>Chief Executive</b>							
0	0	Chief Executive	226,874	187,210	(39,664)	(52,088)	(52,088)
0	(18,963)	Strategy and Programme Management	454,984	279,145	(175,839)	(192,849)	(173,886)
<b>0</b>	<b>(18,963)</b>	<b>Total Chief Executive</b>	<b>681,858</b>	<b>466,355</b>	<b>(215,503)</b>	<b>(244,937)</b>	<b>(225,974)</b>
<b>Customers, Comms and Culture</b>							
2,209,128	2,175,019	Communications and Culture	1,805,701	1,763,889	(41,812)	2,149,165	(25,854)
(60,851)	(645)	Customer Contact	1,930,540	1,582,447	(348,093)	(13,376)	(12,731)
<b>2,148,277</b>	<b>2,174,374</b>	<b>Total Customers, Comms and Culture</b>	<b>3,736,241</b>	<b>3,346,336</b>	<b>(389,905)</b>	<b>2,135,789</b>	<b>(38,585)</b>
<b>Regeneration and Growth</b>							
(1,418,443)	(1,318,759)	City Development	(3,893,382)	(5,810,764)	(1,917,382)	(1,683,800)	(365,041)
0	0	Environmental Strategy	121,592	105,609	(15,983)	(24,191)	(24,191)
0	0	Executive Head of Regeneration and	122,673	113,542	(9,131)	(8,654)	(8,654)
1,326,678	1,372,404	Planning	677,645	657,011	(20,634)	1,362,321	(10,083)
258,661	637,775	Property Services	1,676,484	1,149,490	(526,994)	629,567	(8,208)
<b>166,896</b>	<b>691,420</b>	<b>Total Regeneration and Growth</b>	<b>(1,294,988)</b>	<b>(3,785,112)</b>	<b>(2,490,124)</b>	<b>275,243</b>	<b>(416,177)</b>
<b>Strategy, People and Neighbourhoods</b>							
9,789,981	9,800,984	Citywide Services	7,567,443	6,636,430	(931,013)	9,166,961	(634,023)
1,796,364	1,692,616	Neighbourhood Housing	855,252	894,754	39,502	1,832,867	140,251
2,642,359	2,646,899	Neighbourhood Services	2,185,071	1,927,361	(257,710)	2,539,039	(107,860)
<b>14,228,703</b>	<b>14,140,499</b>	<b>Total Strategy, People and Neighbourhoods</b>	<b>10,607,766</b>	<b>9,458,545</b>	<b>(1,149,221)</b>	<b>13,538,867</b>	<b>(601,632)</b>
<b>0</b>	<b>(3)</b>	<b>Total General Fund</b>	<b>11,510,278</b>	<b>2,732,420</b>	<b>(8,777,858)</b>	<b>(1,254,616)</b>	<b>(1,254,613)</b>



**HOUSING REVENUE ACCOUNT STATUTORY SUMMARY**

<i>Approved Budget</i>	<i>Current Budget</i>		<i>Budget To Date</i>	<i>Actual To Date</i>	<i>Variance To Date</i>	<i>Forecast Outturn</i>	<i>Forecast Variance</i>
15,499,378	15,499,378	Repairs and Maintenance	13,785,892	9,197,136	(4,588,756)	11,970,483	(3,528,895)
5,936,838	5,936,838	Rents, Rates, and Other Property Costs	5,881,170	6,007,763	126,593	6,121,048	184,210
11,392,777	11,370,353	General Management	6,187,510	5,735,500	(452,010)	11,254,702	(115,651)
5,068,935	5,091,359	Special Services	4,179,356	3,297,703	(881,653)	4,535,900	(555,459)
22,139,594	22,139,594	Depreciation and Impairment	0	25,745	25,745	22,945,626	806,032
334,000	334,000	Provision for Bad Debts	0	0	0	51,000	(283,000)
(58,973,202)	(58,973,202)	Dwelling Rents	(54,058,774)	(53,894,224)	164,550	(58,575,484)	397,718
(2,223,564)	(2,223,564)	Garage and Other Property Rents	(2,100,698)	(2,040,554)	60,144	(2,139,530)	84,034
(8,343,247)	(8,343,244)	Service Charges - General	(7,956,596)	(8,223,499)	(266,903)	(8,449,989)	(106,745)
(75,000)	(75,000)	Miscellaneous Income	(68,750)	(91,448)	(22,698)	(99,729)	(24,729)
9,966,872	9,966,872	Adjustments and Financing Items	(195,950)	(163,800)	32,150	10,009,388	42,516
(548,381)	(548,381)	Amenities shared by whole community	0	0	0	(548,381)	0
(175,000)	(175,000)	Interest Received	0	0	0	(175,000)	0
<b>0</b>	<b>3</b>	<b>Total Housing Revenue Account</b>	<b>(34,346,840)</b>	<b>(40,149,678)</b>	<b>(5,802,838)</b>	<b>(3,099,965)</b>	<b>(3,099,968)</b>

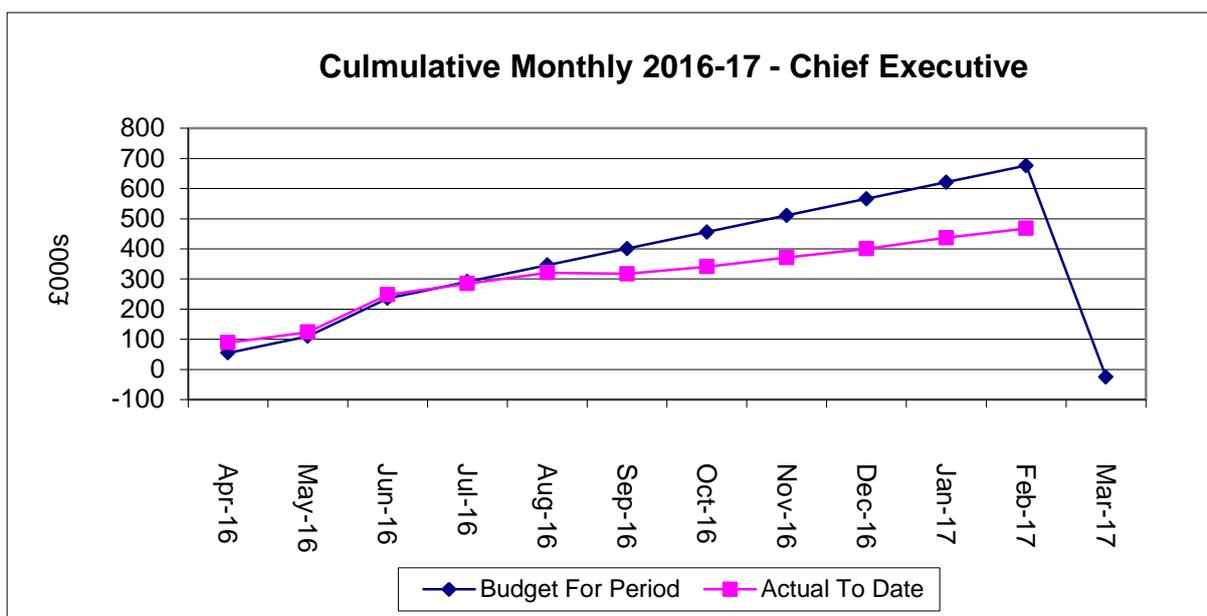
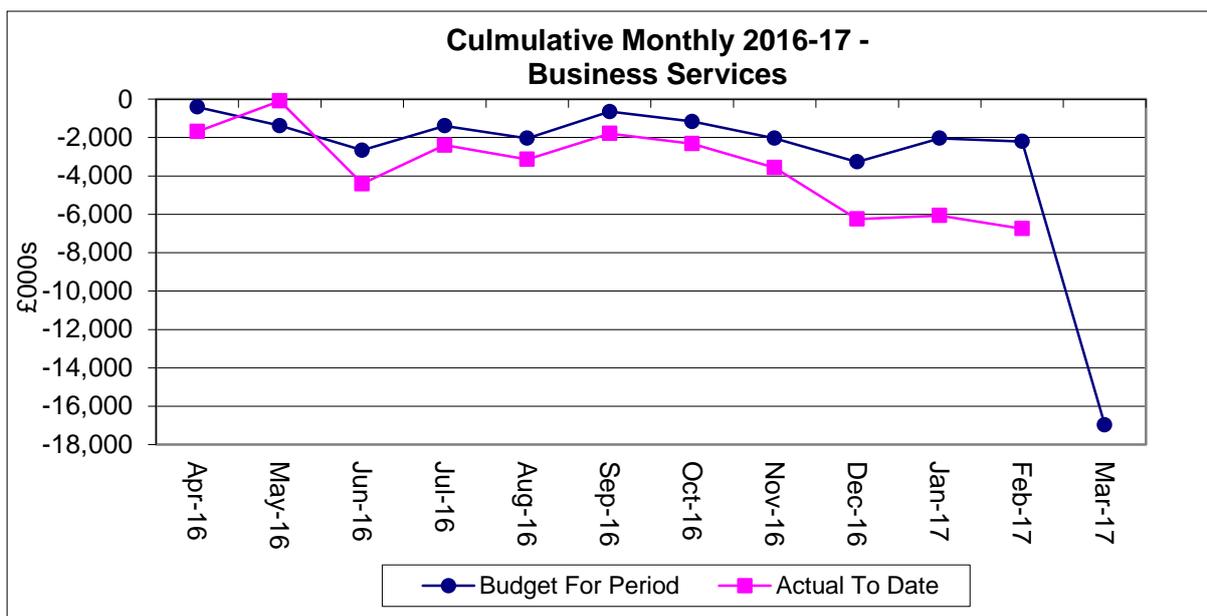


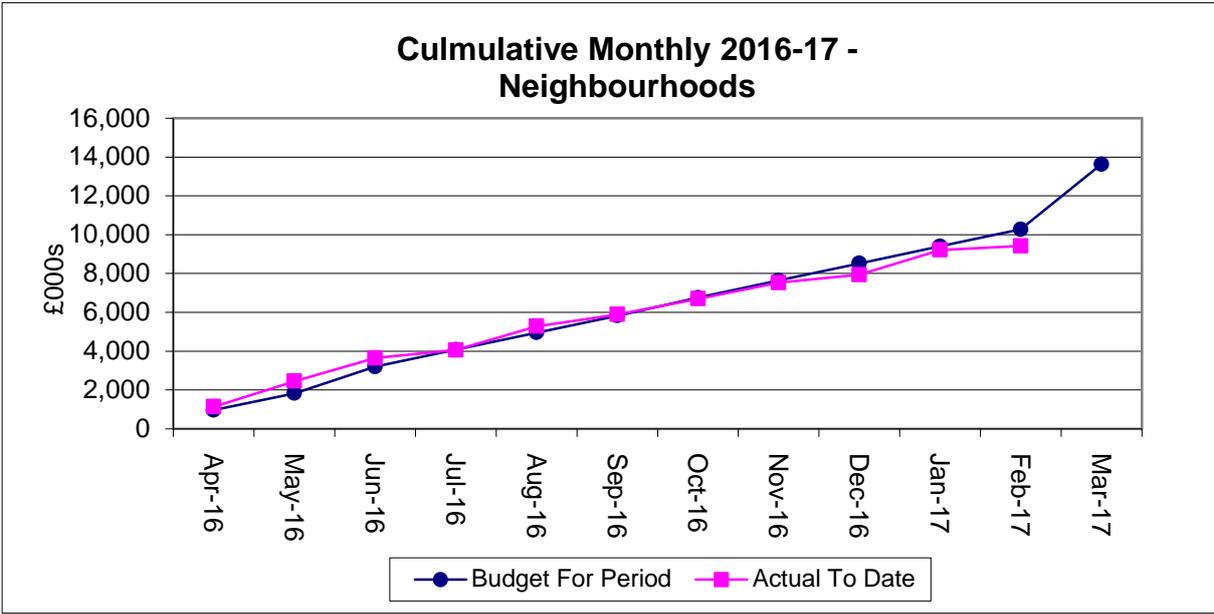
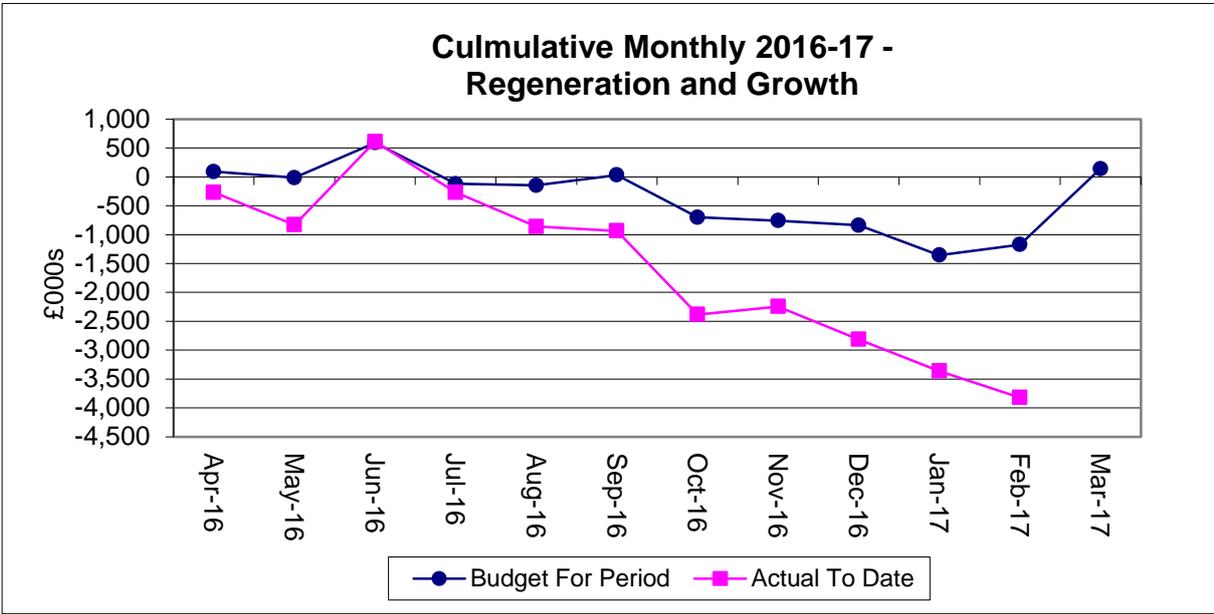
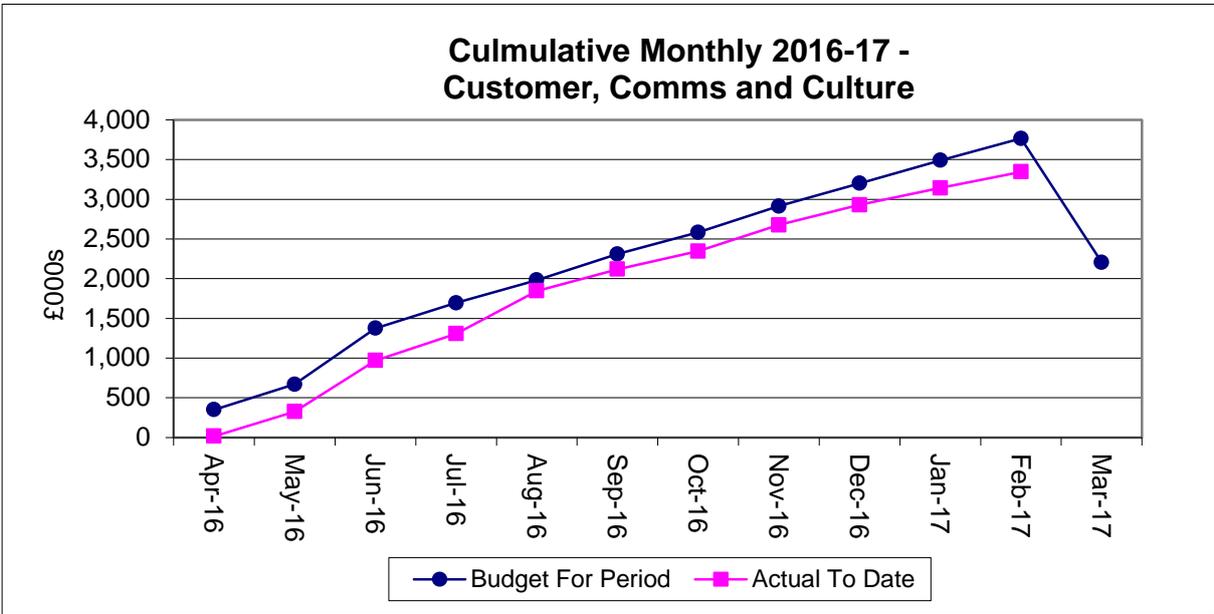
Budget and Expenditure – Monthly by Service Graphs

The following graphs show the monthly budget profile and income/expenditure to date for each service (both General Fund and Housing Revenue Account) for the financial year.

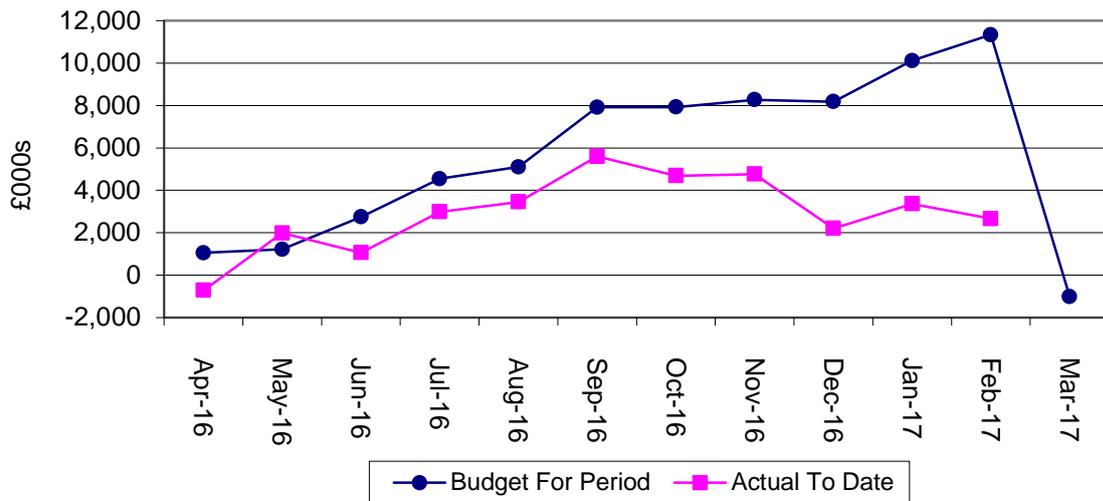
The actual income/expenditure reported is influenced by accrual provisions brought forward from the previous financial year, and by any delays in invoicing and/or payment.

Budgets are profiled to show the expected pattern of income and expenditure, and will be refined and improved during the course of the financial year.





### Culmulative Monthly 2016-17 Norwich City Council (Revenue)





<b>Report to</b>	Cabinet 12 April 2017	<b>Item</b>
<b>Report of</b>	Head of Planning Services	<b>7</b>
<b>Subject</b>	Self and custom build - government initiative, legislation and the council's proposed approach	

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### **Purpose**

To seek approval to introduce an annual fee and a local connection test for the council's self-build register.

### **Recommendation**

To introduce an annual fee and a local connection test for the council's self-build register as described in this report.

### **Corporate and service priorities**

The report helps to meet the corporate priority "Decent housing for all" and the service plan priority to implement the local plan for the city.

### **Financial implications**

An annual fee of £50 is proposed to enter or remain on the register. It is anticipated that this income will cover the costs of administering the scheme; however we recommend reviewing this fee on an annual basis.

**Wards:** All wards

**Cabinet member:** Councillor Bremner – Environment and sustainable development

### **Contact officers**

Lara Emerson	Planner (Development Management)	01603 212500
Judith Davison	Planning Team Leader - Projects	01603 212529
Graham Nelson	Head of planning services	01603 212530

### **Background documents**

None.

# Report

## Background and legislative framework

1. In an effort to stimulate the self and custom housebuilding market, the government introduced the *Self-build and custom housebuilding Act 2015* which brought in the requirement for councils to:
  - a) maintain a register of individuals and associations of individuals who wish to acquire serviced plots of land to bring forward self and custom housebuilding projects; and
  - b) have regard to those registers in plan-making, decision-taking, land disposal and other functions.
2. The definition for self-building is when an individual is directly involved in the building of their home (either hands-on or project managing) and custom housebuilding is when an individual works with a developer to build their own home. The Government is keen to support the self and custom housebuilding sector as a mechanism to deliver a substantial number of new homes each year.
3. The *Housing and planning act 2016* brought in additional options with regards to the register:
  - a) the option to introduce a local connection test; and
  - b) the option to introduce a financial test; and
  - c) the option to introduce an annual fee.
4. The *Housing and planning act 2016* also brought in an additional duty on councils to grant sufficient planning permissions for serviced plots to meet the demand for self and custom housebuilding as evidenced by the number of entries in the register. A serviced plot of land is defined as a plot with access to a public highway, and with connections for electricity, water and waste water.
5. The *Housing and planning act 2016* details how the local connection test and financial test above would affect the register. An applicant can be entered onto the register even if they don't satisfy the local connection test and/or financial test, (this forms Part 1 of the register). Individuals who do satisfy the tests will be entered onto Part 2 of the register, and it is the number of individuals who are on Part 2 of the register which dictates the number of plots that the council has a duty to grant permission for.
6. There is further detail included within legislation and guidance which is not included in this report as it is not directly relevant but can be read within the legislation itself<sup>1and2</sup>.

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<sup>1</sup> <http://www.legislation.gov.uk/ukpga/2015/17/introduction/enacted>

<sup>2</sup> <http://www.legislation.gov.uk/ukpga/2016/22/contents/enacted>

7. A report was taken to sustainable development panel at their meeting of 22 February 2017 at which they agreed to recommend the following approach be adopted by cabinet.

### **The council's current and proposed approach**

8. The council has been maintaining a register of individuals and associations of individuals who wish to acquire serviced plots of land to bring forward self and custom housebuilding projects since the requirement came into force on 1 April 2016. The register currently consists of 58 individuals and an association made up of 8 individuals.
9. To satisfy the duty set out within the *Housing and planning act 2016*, the council will monitor the number of permissions which have been granted for serviced plots which could be used for self and custom housebuilding. There is a distinct lack of guidance within the legislation about what type of permissions count towards this figure. NPLaw have indicated that we can interpret this fairly broadly, so many small residential schemes which are given permission may be considered to contribute towards our identified demand. Each permission will be considered individually on its merits in order to judge its suitability for self or custom housebuilding, and the council will take into consideration any further advice or guidance on how to interpret this part of the act.
10. The *Greater Norwich local plan*, which will cover Broadland, Norwich and South Norfolk, is currently at an early stage of preparation and will have regard to the self and custom housebuilding legislation and the registers in the three districts in developing policies.
11. The basic eligibility criteria for entry onto the register is for any applicant to be aged 18 or over; a British citizen, national of an EEA state or Switzerland; and seeking to acquire a serviced plot of land to build a house as that individual's sole or main residence. In order to ensure that self and custom housebuilding plots for local people are prioritised, the council proposes to introduce a local connection test. This test would require individuals to satisfy the criteria below in order to be entered onto Part 2 of the register (as set out in paragraph 6 above). Applicants would self-declare whether they satisfy the criteria and the council would carry out 'spot checks' by requesting evidence from a random sample of applicants rather than requesting evidence with every application.
12. The proposed local connection test is similar to that being used by other local authorities, and would be met if an applicant fulfils any of the following criteria:  
  
That the applicant:
  - a) is currently a resident within the Norwich City Council boundary; or
  - b) has been a resident within the Norwich City Council boundary for six months of the past three years; or
  - c) currently works within the Norwich City Council boundary; or
  - d) has an immediate family member (sibling, child or parent) who is a resident within the Norwich City Council boundary; or

e) has been discharged from the British Armed Forces and their most recent permanent address was within the Norwich City Council boundary.

13. As provided for in the *Housing and planning act 2016*, the council proposes to introduce an annual fee for individuals and associations to enter themselves onto the self and custom housebuilding register. The act allows councils to introduce a fee which covers the costs incurred by the council in carrying out the duties (including the maintenance of the register and the monitoring of permissions). The council proposes an annual fee of £50 to enter or remain on the register. It is estimated that this fee income would cover approximately half a day per week of officer time which should be sufficient to carry out this function, however, the council will review this fee on an annual basis.
14. The council does not intend to introduce a financial test because of the staff resources required to assess whether an applicant's financial status would enable them to purchase a plot and finance a build.

### **Conclusion**

15. As set out above, the council will continue to promote self and custom housebuilding as a mechanism to boost housebuilding and add variety and choice to the housing market, by maintaining a register and by monitoring relevant permissions.



## Report author to complete

<b>Committee:</b>	Cabinet
<b>Committee date:</b>	12 April 2017
<b>Head of service:</b>	Head of Planning Services
<b>Report subject:</b>	Self and custom build - government initiative, legislation and the council's proposed approach
<b>Date assessed:</b>	30 March 2017
<b>Description:</b>	Integrated Impact Assessment of the council's proposed approach to self and custom build

	Impact			
<b>Economic (please add an 'x' as appropriate)</b>	<b>Neutral</b>	<b>Positive</b>	<b>Negative</b>	<b>Comments</b>
<b>Finance (value for money)</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The proposed fee income is set to cover the costs incurred by the council.
<b>Other departments and services e.g. office facilities, customer contact</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No significant impact identified
<b>ICT services</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No significant impact identified
<b>Economic development</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No significant impact identified
<b>Financial inclusion</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No significant impact identified
<b>Social (please add an 'x' as appropriate)</b>	<b>Neutral</b>	<b>Positive</b>	<b>Negative</b>	<b>Comments</b>
<b>Safeguarding children and adults</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No significant impact identified
<b><u>S17 crime and disorder act 1998</u></b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No significant impact identified
<b>Human Rights Act 1998</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No significant impact identified
<b>Health and well being</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No significant impact identified

	Impact			
Equality and diversity (please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Relations between groups (cohesion)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No significant impacts identified
Eliminating discrimination and harassment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No significant impacts identified
Advancing equality of opportunity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No significant impacts identified
Environmental (please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Transportation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No significant impacts identified
Natural and built environment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No significant impacts identified
Waste minimisation and resource use	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No significant impacts identified
Pollution	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No significant impacts identified
Sustainable procurement	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No significant impacts identified
Energy and climate change	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No significant impacts identified
(Please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Risk management	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No significant impacts identified

## Recommendations from impact assessment

### Positive

The introduction of a fee will help the council to meet the costs incurred in the operation of the self and custom build register, monitoring and associated duties.

### Negative

There are no significant negative effects.

### Neutral

The majority of the impacts are assessed as neutral.

### Issues

No significant issues are highlighted.

<b>Report to</b>	Cabinet 12 April 2017	<b>Item</b>
<b>Report of</b>	Chief finance officer (Section 151 Officer)	<b>8</b>
<b>Subject</b>	Procurement for income generation for Norwich City Council by advertising in its three multi storey car parks	

## KEY DECISION

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### **Purpose**

To consider the award of the contract for income generation for Norwich City Council by advertising in its three multi storey car parks

### **Recommendation**

To award the contract for the management of internal advertising space in the council's three multi-storey car parks to Colin Huggins and Donna Titcombe in a business partnership known as Raymar Leisure, trading as Digital Signage Company.

### **Corporate and service priorities**

The report helps to meet the corporate priority value for money services

### **Financial implications**

The council will receive a guaranteed fixed income fee of £212, 800. Whilst this fee is spread across the five year period of the contract, annual income totals are set at rising increments during this time.

If there is any net income for the year (that is: income which is over and above *double* the guaranteed fixed income fee), the council will also receive an overage of 25% of that amount.

Loss in the region of £125-150k over a five year period (via NPS, who currently manage the sale of advertisement posters in the three MSCP's).

**Ward/s:** Multiple Wards

**Cabinet member:** Councillor Stonard - Resources and business liaison

### **Contact officers**

Kyle Jameson, Benefits Realisation Officer	01603 213151
David Rogers, Client Property and Parking Manager	01603 212463
Andy Watt, Head of city development services	01603 212691

## **Background documents**

None

# Report

## Background

1. The 'income theme' strand of the transformation programme has been investigating the possibilities of generating income from advertising and sponsorship.
2. Opportunities have been identified from previously commissioned reports, best practice, case studies and research.
3. The procurement exercise focussed on immediate advertising income opportunities provided by the vehicles and associated footfall passing through the council's three multi-storey car parks (MSCPs).
4. NPS currently manage the sale of advertisement posters in these three MSCP's, with income over a five year period likely to be in the region of £125-150k.
5. Research has been conducted to help determine available opportunities, possible partners and current practices. Initial informal and without prejudice discussions have also taken place with operators to better understand the market.
6. The Authority is currently in contract with a company to oversee the bus shelter advertising contract. They were contacted and invited to the informal discussions but no response was received.

## Options

7. Having a contract for internal MSCP advertising specifically would help to obtain maximum income for the Authority by utilising contractors' key skills, knowledge, expertise and contacts.
8. It is recommended that the council appoint a contractor to manage the entire process of installing, maintaining, selling, removing etc. advertising displays in the MSCPs. Therefore requiring little to no resource or investment by the council whilst still receiving a share of the income.
9. A contract period of five years with the option of a five year extension (at the council's discretion) is recommended to allow a long enough period to warrant the potential required investment by a contractor, whilst providing the council the opportunity to change arrangements after five years.
10. A guaranteed fixed income fee p.a. was required from the contractor to ensure that the council receives a regular income. This also ensures that the income received exceeds the income currently generated by our arrangement with NPS.

## Conclusion and tender exercise

11. A full procurement exercise was undertaken and one tender response was received from Colin Huggins and Donna Titcombe in a business partnership known as Raymar Leisure, trading as Digital Signage Company.
12. The tender response was evaluated against a two stage process. Stage one was on a pass/fail basis that suppliers had to pass to proceed to Stage two. Raymar

Leisure, trading as Digital Signage Company passed this stage as they provided evidence of the requested insurances and an adequate health and safety policy.

13. As Raymar Leisure, trading as Digital Signage Company were the only respondents to the ITT, they automatically scored 100% of the pricing marks in Stage 2.
14. They propose to pay the council a guaranteed fixed income of £212,800 over the five year period. As well as an overage of 25% of any net income for the year, over and above double the agreed income fee.

## Integrated impact assessment



**NORWICH**  
City Council

The IIA should assess **the impact of the recommendation** being made by the report  
Detailed guidance to help with completing the assessment can be found [here](#). Delete this row after completion

### Report author to complete

<b>Committee:</b>	Cabinet
<b>Committee date:</b>	12/04/2017
<b>Director / Head of service</b>	Justine Hartley
<b>Report subject:</b>	Procurement for income generation for NCC by advertising in its three multi storey car parks
<b>Date assessed:</b>	27/02/2017
<b>Description:</b>	Procurement for income generation for NCC by advertising in its three multi storey car parks

	Impact			
<b>Economic (please add an 'x' as appropriate)</b>	<b>Neutral</b>	<b>Positive</b>	<b>Negative</b>	<b>Comments</b>
<b>Finance (value for money)</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Awarding the contract will increase income generated by this activity by at least £15,000 in year one, rising to an additional £25,000 from year three.
<b>Other departments and services e.g. office facilities, customer contact</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>ICT services</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Economic development</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Financial inclusion</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Social (please add an 'x' as appropriate)</b>	<b>Neutral</b>	<b>Positive</b>	<b>Negative</b>	<b>Comments</b>
<b>Safeguarding children and adults</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b><u>S17 crime and disorder act 1998</u></b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Human Rights Act 1998</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Health and well being</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

	Impact			
Equality and diversity (please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Relations between groups (cohesion)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Eliminating discrimination & harassment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Advancing equality of opportunity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Environmental (please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Transportation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Natural and built environment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Waste minimisation & resource use	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Pollution	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Sustainable procurement	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Energy and climate change	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(Please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments

	Impact			
<b>Risk management</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The contract guarantees the council a fixed income for the next five years, reducing the risk of reduced income levels due to advertising market conditions.

Recommendations from impact assessment	
<b>Positive</b>	
	Positive financial and risk management outcomes for the council from awarding the contract.
<b>Negative</b>	
<b>Neutral</b>	
<b>Issues</b>	

**Report to** Cabinet  
12 April 2017  
**Report of** Director of Neighbourhoods  
**Subject** Award of contracts (Housing)

**Item**

**9**

## **KEY DECISION**

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### **Purpose**

To seek approval for the award of various contracts under the Eastern Procurement Framework Agreement in council homes to provide the following works (kitchens, bathrooms, windows, doors, roofing, and external wall insulation) on council owned/managed homes.

### **Recommendations**

1. To award the contracts as detailed in the report as follows:
  - a. Replacement of kitchens to Foster Property Maintenance Limited (50% of contract value);
  - b. Replacement of bathrooms to Foster Property Maintenance Limited (50% of contract value);
  - c. Replacement windows to Anglian Building Products Limited;
  - d. Replacement doors to Anglian Building Products Limited (50% of contract value); and,
  - e. Replacement doors to Ashford Commercial Limited (50% of contract value)
2. Delegate authority to the director of neighbourhoods in consultation with the deputy leader and cabinet member for housing to:
  - a. award the masonry repointing contract at a cost of £750,000 on completion of a mini tender process; and,
  - b. award the contract for the installation of full thermodynamic hot water systems at a cost of £500,000 on completion of a procurement exercise to identify the best value supplier.

### **Corporate and service priorities**

The report helps to meet the corporate priority “Decent housing for all” and the service plan priorities to continue to deliver the programme of making all council homes decent, to maximise the use of our housing stock and to enable new homes.

## **Financial implications**

Funding for these contracts will be met from the approved housing revenue account budget.

**Wards** All wards.

**Cabinet member** Councillor Harris – Deputy leader and cabinet member for council housing

## **Contact officers**

Gary Atkins – Associate director of operations, NPS Norwich Ltd 01603 227902

Jay Warnes – Head of strategic property services, NPS Norwich Ltd 07771520210

John Hodson – Manager – major works 2, NPS Norwich Ltd 01603 227911

## **Background documents**

None.

# Report

## Background

1. The council has a programme of structural repairs and improvements to ensure the housing stock remains in a good state of repair and tenants have quality homes in which to live in. These works are implemented via a number of term contracts, framework contracts and ad-hoc tenders and the contracts covered in this report form a part of this programme of works.
2. The work contributes to the council's aim of providing decent housing for all and is a continuation of delivery towards the council's Norwich Standard.
3. The scope of the property improvements covered by this report covers:
  - Replacement kitchens and bathrooms
  - Replacement windows
  - Replacement doors
  - Re-roofing
  - External wall installation
  - Masonry re-pointing
  - Thermodynamic hot water systems

## Procurement process

4. All contracts in this report were procured using the Norwich City Council and Eastern Procurement Limited framework agreement previously agreed by Cabinet and evaluations of the tenders were carried out by Eastern Procurement Limited.
5. Contract prices form part of the Eastern Procurement Limited framework agreed schedule of rates.

## Award of contracts

6. It is recommended that the contracts be awarded as follows:

Kitchens (50% volume)	Foster Property Maintenance Limited	£1,771,850
Bathrooms (50% volume)	Foster Property Maintenance Limited	£1,262,500
Windows	Anglian Building Products Limited	£552,000
Doors (50% volume)	Anglian Building Products Limited	£726,000
Doors (50% volume)	Ashford Commercial Limited	£726,000
Roofing	Aspect East Anglia Limited (Trading as Aspect Roofing)	£1,060,000
External wall insulation	Anglian Building Products Limited	£660,000

7. The award of the contracts for new kitchens and bathrooms will result in an estimated 250 new kitchens and 200 new bathrooms that will help achieve the final phases of the Norwich standard.
8. Due to the high value of the kitchen and bathroom replacement contracts and the need for work to continue in the new financial year, 50% of the award is requested to be agreed now with the remaining 50% to be re-procured to ensure value for money is achieved.
9. Delegated authority is sought to award the masonry repointing contract at a cost of £750,000 following a mini tender process to select the best value supplier.
10. Delegated authority is also sought to award the contract for the installation of full thermodynamic hot water systems at a cost of £500,000 following a procurement exercise to identify the best value supplier.

## Integrated impact assessment



**NORWICH**  
City Council

The IIA should assess **the impact of the recommendation** being made by the report

Detailed guidance to help with completing the assessment can be found [here](#). Delete this row after completion

### Report author to complete

<b>Committee:</b>	Cabinet
<b>Committee date:</b>	12 April 2017
<b>Head of service:</b>	Lee Robson
<b>Report subject:</b>	Award of Various Housing Planned Work Contracts 2017/18
<b>Date assessed:</b>	April 2017
<b>Description:</b>	To advise cabinet of the letting of various contracts under the Eastern Procurement Limited Framework Agreement to provide the following works (Kitchens, Bathrooms, Windows, Doors, Roofing, and External Wall Insulation) on council owned/managed homes, and for the delegated power to award where mentioned above.

	Impact			
<b>Economic (please add an 'x' as appropriate)</b>	<b>Neutral</b>	<b>Positive</b>	<b>Negative</b>	<b>Comments</b>
<b>Finance (value for money)</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The Eastern Procurement Limited framework ensures the Council achieves best value for money. The tender returns are competitively priced and lower cost compared to previous installations.
<b>Other departments and services e.g. office facilities, customer contact</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>ICT services</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Economic development</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Financial inclusion</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Marginal impact through installation of roofing (insulation), double-glazed windows and well-sealed/insulated doors.
<b>Social (please add an 'x' as appropriate)</b>	<b>Neutral</b>	<b>Positive</b>	<b>Negative</b>	<b>Comments</b>
<b>Safeguarding children and adults</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>S17 crime and disorder act 1998</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

<b>Human Rights Act 1998</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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Health and well being	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Provision of all facets of these contract awards have potential to improve the health and wellbeing of families.
<b>Equality and diversity (please add an 'x' as appropriate)</b>	<b>Neutral</b>	<b>Positive</b>	<b>Negative</b>	<b>Comments</b>
Relations between groups (cohesion)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Eliminating discrimination & harassment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Advancing equality of opportunity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Environmental (please add an 'x' as appropriate)</b>	<b>Neutral</b>	<b>Positive</b>	<b>Negative</b>	<b>Comments</b>
Transportation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Natural and built environment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Waste minimisation & resource use	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Pollution	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Reduction in Carbon Footprint of affected properties.
Sustainable procurement	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Eastern Procurement Limited framework.
Energy and climate change	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Specifically the delivery of windows, doors, external wall insulation and roofing (insulation) will contribute to reducing the council's overall carbon emissions and footprint.
<b>(Please add an 'x' as appropriate)</b>	<b>Neutral</b>	<b>Positive</b>	<b>Negative</b>	<b>Comments</b>
Risk management	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

## Recommendations from impact assessment

### Positive

Reduced fuel bills therefore preventing fuel poverty, reduction in carbon emissions within the housing stock and for the city contributing to our overall reduction target.

### Negative

### Neutral