

Central Bedfordshire  
Council  
Priory House  
Monks Walk  
Chicksands,  
Shefford SG17 5TQ



**please ask for** Jonathon Partridge  
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**date** 29 November 2012

## NOTICE OF MEETING

### SUSTAINABLE COMMUNITIES OVERVIEW & SCRUTINY COMMITTEE

Date & Time

**Thursday, 13 December 2012 10.00 a.m.**

Venue at

**Council Chamber, Priory House, Monks Walk, Shefford**

Richard Carr  
**Chief Executive**

To: The Chairman and Members of the SUSTAINABLE COMMUNITIES OVERVIEW & SCRUTINY COMMITTEE:

Cllrs D McVicar (Chairman), A R Bastable (Vice-Chairman), Mrs C F Chapman MBE, Mrs R B Gammons, K C Matthews, Ms C Maudlin, J Murray, B Saunders and P Williams

[Named Substitutes:

D Bowater, Dr R Egan, R W Johnstone, T Nicols, A Shadbolt and I Shingler]

All other Members of the Council - on request

**MEMBERS OF THE PRESS AND PUBLIC ARE WELCOME TO ATTEND THIS  
MEETING**

## AGENDA

1. **Apologies for Absence**

Apologies for absence and notification of substitute members

2. **Members' Interests**

To receive from Members any declarations of interest and of any political whip in relation to any agenda item.

3. **Chairman's Announcements and Communications**

To receive any announcements from the Chairman and any matters of communication.

4. **Minutes**

To approve as a correct record the Minutes of the meeting of the Sustainable Communities Overview and Scrutiny Committee held on 18 October 2012 and to note actions taken since that meeting.

5. **Petitions**

To receive petitions from members of the public in accordance with the Public Participation Procedure as set out in Annex 2 of Part A4 of the Constitution.

6. **Questions, Statements or Deputations**

To receive any questions, statements or deputations from members of the public in accordance with the Public Participation Procedure as set out in Annex 1 of part A4 of the Constitution.

7. **Call-In**

To consider any decision of the Executive referred to this Committee for review in accordance with Procedure Rule 10.10 of Part D2.

8. **Requested Items**

To consider any items referred to the Committee at the request of a Member under Procedure Rule 3.1 of Part D2 of the Constitution.

## REPORTS

**Item      Subject**

**Page Nos.**

9	<p><b>Executive Member Updates</b></p> <p>To receive for information verbal updates from the Executive Members for Sustainable Communities Strategic Planning and Economic Development and Sustainable Communities Services.</p>	*	
10	<p><b>Leisure Facilities Strategy</b></p> <p>To consider the draft Leisure Facilities Strategy prior to consultation for development as a Supplementary Planning Document.</p>	*	15 - 66
11	<p><b>CCTV Strategy</b></p> <p>To consider the CCTV Strategy for Central Bedfordshire.</p>	*	67 - 84
12	<p><b>Quarter 2 performance report</b></p> <p>The report highlights the Quarter Two performance from Sustainable Communities</p>	*	85 - 96
13	<p><b>Quarter 2 capital budget monitoring report</b></p> <p>To receive the quarter 2 capital budget monitoring report for the Sustainable Communities directorate.</p>	*	97 - 104
14	<p><b>Quarter 2 revenue budget monitoring report</b></p> <p>To receive the quarter 2 revenue budget monitoring report for the Sustainable Communities directorate.</p>	*	105 - 118
15	<p><b>Climate Change Strategy and Carbon Management Plan</b></p> <p>To consider progress regarding the delivery of the Climate Change Strategy and the Carbon Management Plan and proposals relating to the LGA's Climate Local initiative.</p>	*	119 - 126
16	<p><b>Work Programme 2012/13 and Executive Forward Plan</b></p> <p>To consider the currently drafted Committee work programme for 2012/13 and the Executive Forward Plan.</p>	*	127 - 152

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**CENTRAL BEDFORDSHIRE COUNCIL**

At a meeting of the **SUSTAINABLE COMMUNITIES OVERVIEW & SCRUTINY COMMITTEE** held in Council Chamber, Priory House, Monks Walk, Shefford on Thursday, 18 October 2012.

**PRESENT**

Cllr D McVicar (Chairman)  
Cllr A R Bastable (Vice-Chairman)

Cllrs	Mrs R B Gammons	Cllrs	J Murray
	K C Matthews		B Saunders
	Ms C Maudlin		P Williams

Apologies for Absence: Cllrs Mrs C F Chapman MBE

Members in Attendance:	Cllrs	P N Aldis	
		Mrs A Barker	Chairman of the Council
		R D Berry	
		D Bowater	Chairman of Audit Committee
		I Dalgarno	Deputy Executive
			Members for Sustainable Communities - Services
		R W Johnstone	
		D Jones	
		T Nicols	
		I Shingler	
		J N Young	Executive Member for Sustainable Communities - Strategic Planning and Economic Development

Officers in Attendance:	Mr S Andrews	– Strategic Planning and Housing Team Leader
	Mr P Cook	– Head of Transport Strategy and Countryside Access
	Mr R Fox	– Head of Development Planning and Housing Strategy
	Ms C Frost-Bryant	– Senior Planning Officer, Local Planning and Housing Team
	Mrs J Keyte	– Head of Community Safety
	Mr J Partridge	– Scrutiny Policy Adviser
	Ms S Wileman	– Service Development Manager

Others in Attendance	Mr P Bateman	Framptons
	Ms K Morgan	Bedfordshire Probation Trust
	Mr T Rogers	Area Commander

Mr G Surkitt  
Ms K Sylvester-Kilroy  
Superintendent Mark Turner

Bedfordshire Fire and  
Rescue Service  
Woods Hardwick  
Old Road Securities  
Bedfordshire Police

#### SCOSC/12/44 **Members' Interests**

There were no declarations of interest of political whip in relation to any agenda item.

#### SCOSC/12/45 **Chairman's Announcements and Communications**

There were no Chairman's announcements or communications.

#### SCOSC/12/46 **Minutes**

##### **RESOLVED**

**That the Minutes of the meeting of the Sustainable Communities Overview and Scrutiny Committee held on 26 September 2012 be confirmed and signed by the Chairman as a correct record.**

#### SCOSC/12/47 **Petitions**

No petitions were received from members of the public in accordance with the Public Participation Procedure as set out in Part D2 of the Constitution.

#### SCOSC/12/48 **Questions, Statements or Deputations**

No questions, statements or deputations were received from members of the public in accordance with the Public Participation Procedure as set out in Annex 1 of Part A4 of the Constitution.

#### SCOSC/12/49 **Call-In**

The Panel was advised that no decisions of the Executive had been referred to the Panel under the Call-in Procedures set out in Appendix "A" to Rule No. S18 of the Overview and Scrutiny Procedure Rules.

#### SCOSC/12/50 **Requested Items**

The Committee was informed that a requested item had been received from Cllr Nicols relating to the draft development strategy and infrastructure requirements in the proposed urban extension north of Luton. As Cllr Nicols was not currently present the Chairman stated that the item would be considered as part of Item 11 (Minute SCOSC/53/12 refers).

## SCOSC/12/51 Community Safety Plan and Priorities (2013/14)

The Deputy Executive Member for Sustainable Communities Services introduced a report that informed the Committee of the three priorities that had been identified for adoption by the Community Safety Partnership for 2013-14. Cllr Dalgarno emphasised that although there were three identified priorities work would continue in all other areas.

In response to the report Members discussed the following issues in detail:-

- Whether the term 'night time economy' was appropriate. Officers commented that this was a national term.
- Whether the 17% reduction in crime between July 2011 and June 2012 was accurate. Bedfordshire Police responded that they were confident that this was accurate reflection of local performance. It was commented that a small number of residents accounted for a high number of incidents of crime. Integrated Offender Management (IOM) and partnership working has led to more targeted work on this small group of perpetrators.
- The prevalence of crime that was linked to drug or alcohol abuse.
- The multi-agency approach being used to tackle anti-social behaviour (ASB) and provide support to victims. Officers commented that an ASB risk assessment management conference had been hosted to determine the areas of highest risk and to develop a local approach. It was reported that in some cases the victims of ASB did not report it as they felt intimidated.
- Reassurances that policing in rural areas would not suffer as a result of police restructures. Bedfordshire Police responded that the continued presence of Police and Community Safety Officers (PCSOs) in rural areas showed the ongoing commitment to rural policing.
- Why Healthier Relationships Courses were being delivered specifically to male perpetrators of domestic violence. In response to questions from Members it was commented that whilst there were female perpetrators of domestic violence this was a smaller cohort and targeted work was more appropriately being undertaken with this group.
- The activity that was underway to enhance links between the Youth Offending Service (YOS) and the Community Safety Partnership (CSP). Officers commented that specific work was underway to support young offenders when they turned 18 years of age. Young offenders had considerable contact with the Youth Offending Team up to the point they turned 18 but after that support tended to cease. Work was underway through IOM to encourage engagement with young adults beyond the point at which they turn 18.
- The information that had been used to determine 'community priorities', which included a significant amount of consultation and community feedback.

In addition Cllr Murray also commented specifically on the difficulty he had communicating with Bedfordshire Police in the Dunstable area recently.

Whilst the Committee did not feel it was necessary to make a recommendation Members did ask that concerns relating to the emerging issue of metal theft be noted. It was commented that good work was being undertaken in relation to tackling metal theft and raising awareness of this issue locally and this needed to continue.

**RECOMMENDED that the Executive support the three Partnership Strategic Assessment Priorities identified for 2013-14 as follows:-**

- a. Anti-Social Behaviour (nuisance and personal)**
- b. Offending (by substance misusers and young people)**
- c. Violent offences (domestic abuse and night time economy).**

### **SCOSC/12/52 Masterplan for Land at Steppingley Road and Froghall Road, Flitwick**

The Committee received a report from the Executive Member for Strategic Planning and Economic Development that proposed a masterplan for Land at Steppingley Road and Froghall Road, Flitwick in light of public consultation. In addition Gary Surkitt, Woods Hardwick, and Peter Bateman (Framptons) who were both acting for the site promoters, Old Road Securities, explained to Members the main features of the masterplan and the outcomes of the consultation process. The Committee were also informed that two further consultation responses had been received following the publishing of the report. These responses related to the need for greater contributions towards infrastructure, including education and health, and transport. The Executive Member also stated that the masterplan was capable of delivering up to 400 homes, which was a reduction in housing numbers from the original 450 allocated in the original Site Allocations Development Plan Document.

In response to the report Members discussed the following issues in detail:-

- Whether young people had been consulted on the type of equipment to be provided in the Multi-Use Games Area (MUGA) and the extent to which young people had commented as part of the consultation. In response officers commented that the Town Council had been consulted for their views on the equipment to be provided in the MUGA. Further discussions would be undertaken on the type of equipment to be provided during the planning application stage. It was also commented that there had been limited responses from young people during the public consultation although opportunities had been made available.
- The percentage of homes that would be affordable in the development. The developer was aware of the Council's policy for 35% affordable homes. This figure would be discussed in greater detail during the planning application stage.
- Concerns that there had been no attempt made to show how the concerns and responses received through the consultation had been taken into account.
- The proposed height of properties in the development, which the developers stated would be no higher than 2 storey with space to



extended into the roof unless there was a specific structural reason for a larger building.

- The importance of ensuring effective connectivity and usage of shared space and ensuring that the two did not adversely affect one another.
- The importance of pathways being designed so as to minimise community safety concerns.
- The effective use of noise contours to minimise disruption to residents living adjacent to the railway.

Whilst Members did not feel a recommendation was necessary it was requested that in the future more detailed responses be provided to consultation responses detailing how they had been taken into consideration and any action that was intended to be taken.

**RECOMMENDED that the Executive adopt the masterplan as technical guidance for development management purposes.**

#### SCOSC/12/53 **Draft Development Strategy for Central Bedfordshire**

The Committee were informed that in addition to the report on the draft Development Strategy a requested item had been received from Cllr Nicols and circulated to Committee Members (**Appended**). The request raised several questions relating to the draft development strategy and infrastructure requirements in the proposed urban extension North of Luton. A response to these issues was also circulated to Members of the Committee (**Appended**). To enable Members of the Committee to read and consider both the requested item and the response the meeting was adjourned.

#### **Meeting adjourned at 11.29am and reconvened at 11.40am**

Cllr Nicols raised concerns that the 4,000 homes proposed North of Luton would be provided without a 'strategic bypass' and that infrastructure would not be provided in a timely way. He suggested that rather than a new infrastructure route being provided it would be glued on to current infrastructure. Cllr Nicols commented that officers had previously indicated that there would be a spine road but that it would not be provided during the early part of the development. It was suggested that officers had also previously indicated that a mechanism for the forward funding of a strategic bypass would be designed and put in place before the housing was delivered. It was Cllr Nicols' view that a spine road/link road must be provided before the homes were delivered.

Cllr Nicols then commented on the lack of connection between the evidence base and the draft Development Strategy. Specific references were made to the absence of a Strategic Housing Market Assessment (SHMA) and a Strategic Housing Land Availability Assessment (SHLAA). Cllr Nicols commented that the document could not be viewed as a whole without the evidence base, which included the Sustainability Assessment, and this had not been provided at previous OSC meetings. He also commented that the draft Development Strategy referred to a transport modelling study (which did not identify the potential nature of a 'strategic' road), which had also not been

available when the Committee previously considered the strategy. The response provided by officers stated that these documents had been presented to the Committee in May 2012 but Cllr Nicols stated they had not been completed until June/July 2012 so could not have been available. Cllr Nicols also stated that the evidence documents were impossible to obtain, in part due to the current structure of the planning internet pages. Cllr Nicols suggested this may have affected the consultation response to the draft Development Strategy.

Cllr Nicols felt that the draft Development Strategy was too Luton centric. The infrastructure requirements focused on what was needed for Luton but did not identify the strategic corridor for his ward. It was suggested that it had been a cut and paste job.

In summary Cllr Nicols stated that there was no evidence that a strategic bypass would be built in time and to standard for 4,000 homes North of Luton. He believed that the homes would appear but the road would not. Cllr Nicols said that Cllr Young had previously stated that a series of connected estate roads would be provided for the development that could have a 20mph speed limit. Cllr Nicols did not consider this to be 'strategic' in nature. Cllr Nicols felt there were no means of funding the infrastructure that was needed and without the identification of an appropriate funding mechanism for a strategic road North of Luton, or the forward funding for that road, it could not be included in the Development Strategy.

In response to the issues raised by Cllr Nicols the Head of Development Planning and Housing Strategy commented as follows:-

- The evidence base for the Development Strategy had evolved over time in the same way as any other plan produced in the past. At some stage the Council had to go out to public consultation in order to move things along.
- The housing trajectory fulfilled the same function as a SHLAA and this was available in the public domain.
- A compendium of background information to the Development Strategy would be helpful but it would be too large in size to print. The Council made all background documents available in public and on request.
- The Sustainability appraisal had been presented to the Sustainable Communities OSC meetings on 16 May 2012 and 11 June 2012 and Members raised specific queries relating to its content. The Sustainability Appraisal provided the basis for the public consultation.
- The Head of Development Planning and Housing Strategy had not stated that the whole of the proposed road to the North of Luton would be provided upfront. It had been stated that the Council would ensure the road would be provided as a whole, not that it would be delivered upfront.
- It was positive that there was one consortium of developers for the site to the North of Luton as this would assist the process of providing infrastructure contributions. Officers did not currently know the exact detail of how much a road of a strategic nature would cost but negotiations with developers were ongoing.
- It was envisaged that a strategic road would be provided across North Luton, possibly in stages as the development proceeded but the

consortium of developers for this site were aware of the Council's expectations.

Cllr McVicar queried whether officers felt that development North of Luton should be removed from the strategy if a road could not be provided prior to development. Officers suggested that it would be possible to construct homes in some parts of the development without the provision of the full extent of a new road. In addition Cllr Young stated that the link road would be provided as the new estates were built. Officers had tried to provide clarity in the draft development strategy but "link road" was probably a better description of this road than "strategic bypass." Cllr Young stated it was his opinion that there had not been a fundamental change in the plan in relation to this link road. The road would be provided in its entirety across the course of the development plan but it was very unlikely that it would be provided in entirety before the homes were constructed. As an example Cllr Young stated that the first part of the development could be a rail freight interchange. This would enable a dual section of road from West of the M1 towards the East in order to link with that interchange. Further links would come forward as other parts of the development were completed. Cllr Young guessed that it would be impossible for the Council to forward fund the length of the proposed road and that it would not be right for the Council to do this. The size of the proposed development would be sufficient to ensure the construction of the road.

In response Cllr Nicols stated that whilst he did not expect a bypass to be provided before the housing was delivered he did expect the mechanism for the funding of the road to be in place otherwise the strategy should not be agreed. He also stated that if the road was no longer considered to be a "bypass" the draft Development Strategy should be amended to reflect the change in terminology. The draft Development Strategy also referred to both a 'spine road' and a 'bypass'.

In response Cllr Young stated that as a result of feedback from OSC he would consider amending the terminology from 'bypass' to 'link road' throughout the Development Strategy. In addition the Head of Development Planning and Housing Strategy stated that the funding mechanism for the road would be Section 106 contributions. The preference would be to tie this into one S106 agreement but it may require several. It was stated that the Council would ensure the delivery of the entire route across the life of the plan.

Cllr Shingler commented that the M1/A6 link road should be a strategic bypass and not a series of link roads through the estates. He suggested that the link should be provided before the homes were completed. Cllr D Jones also raised concerns that the Development Strategy set out planned development up to 2031. If the road was not completed until 2031 it would be unacceptable. Cllr D Jones also commented on the need for further consideration of the combined impact of North Houghton Regis and North Luton urban extensions upon traffic in the villages. Cllr Young clarified that whilst the road would be delivered within the lifetime of the plan that did not mean it would not be delivered until 2031.

Councillor Barker stated that a significant number of homes had been proposed in the Wixams Southern Expansion area and that a masterplan for the area had identified proposals for a Country Park. Cllr Barker felt that it was critical that this Country Park be provided immediately in order to prevent the encroachment of the Wixams towards Houghton Conquest. Further clarification was also required as to how and where this park would be provided. Cllr Barker also stated that all of the comments of Houghton Conquest Parish Council had not been included in the consultation responses. Additional concerns relating to access, transport, development in Stewartby, drainage and sewerage had also been raised. In response the Strategic Planning and Housing Team Leader stated that the masterplan stage would be the appropriate time to discuss when and where a Country Park would be provided. The plan for this area included the Country Park as an essential part of the development, which should be provided at an early stage.

Councillor Aldis stated that he felt the proposed actions in response to the key issues raised in the consultation were inadequate. He also queried whether the Development Strategy would put a restriction on the types of retail development permitted in some areas and whether the Council had a definition of 'sustainable development'. In response the Strategic Planning and Housing Team Leader stated that there was a retail policy currently in place that expressed a preference for 'A' class retail before other uses. This policy would be enhanced in the final strategy. Officers were currently working through the proposed actions to the consultation responses and this would be ready for the Executive. It was agreed that a copy be circulated to Members of the Committee prior to the Executive meeting. In addition Cllr Young stated that the Council's policy in relation to backfill would be enhanced.

In addition to the comments raised by other Members the Committee discussed the following issues in detail:-

- The proposed actions to the consultation responses were inadequate and needed to be addressed prior to the Executive meeting. In the future reports should set out proposed actions in a more detailed manner.
- The terminology in the development strategy relating to the strategic bypass should be amended to read 'link road'.
- Members could not reasonably expect roads to be on the ground before homes but the Council should do its best to prevent any undue delays.
- The final version of the Development Strategy including any changes resulting from this OSC meeting should be circulated to Members of the Committee prior to the Executive meeting.
- The importance of protection for Bedfordshire Greensand Ridge.
- The need to understand the amount of additional employment that was proposed for Luton.
- The importance of supporting rural public transport and considering initiatives to share transport such as using school buses during the day.
- The importance of delivering the M1/A6 link road as it had been alluded to in other agreed plans that this route would be provided. The Council has always said that infrastructure would be provided before homes and this should be no different now. In response Cllr Young stated that the

Council would not be able to fund the road itself but it would ensure the mechanism for funding this road was in place. It would not however be delivered in full before the homes were in place.

- Whether the Council could provide further clarity regarding CIL contributions for the proposed East of Leighton Linslade development. In response officers commented that they did not know how much could be achieved through CIL contributions until a charging scheme had been agreed by the Council. A detailed transport assessment had been completed for this proposed development that showed transport could cope, a link to this information could be provided to Members on request.
- Whether there had been any changes as a result of the appraisal of strategic sites and what was meant by the term “single threshold for all strategic sites across Central Bedfordshire.” In response the Head of Development Planning and Housing Strategy stated that the single threshold would define what the Council considered to be a strategic site, for example the number of houses that were to be delivered. It was also stated that there had been no changes to the strategic sites as a result of the appraisal but the full plan would be available for the Executive meeting.

**RECOMMENDED that the Executive consider the detailed comments of the Committee and other Members as detailed in the body of the Minutes above. These relate to the following specific issues:-**

- **The need to provide more detailed actions as a result of the consultation responses.**
- **Terminology relating to the “strategic bypass” to be amended to read “link road”.**
- **The importance of the link road North of Luton being of a sufficiently strategic nature to support transport in the area.**
- **The importance of identifying an adequate funding mechanism to deliver the link road North of Luton and the need to consider whether any development in this area could be provided without the forward funding of this link road.**
- **The importance of protecting Bedfordshire Greensand Ridge.**
- **The importance of supporting rural public transport.**
- **The need to set out in full the outcomes of the appraisal of strategic sites.**
- **The importance of appropriate evidence being made available on which to base decisions relating to the suitability of the Development Strategy.**
- **The need to understand the combined impact of North Houghton Regis and North Luton urban extensions upon traffic in the villages.**
- **The importance of immediately delivering a Country Park in order to prevent the encroachment of the Wixams towards Houghton Conquest.**
- **The need to amend policies in relation to retail provision and backfill to ensure they were of sufficient strength.**

Note: Councillors Murray and Saunders both left the meeting during consideration of this item and were not present when the recommendations were agreed.

#### **SCOSC/12/54 Work Programme 2012/13 and Executive Forward Plan**

The Committee received their work programme for 2012/13 and Executive Forward Plan. A Member queried why there was no Executive Member update item on the agenda of the Committee as was provided at other Overview and Scrutiny Committees. It was agreed that in the future an update should be provided at the start of the meeting from the relevant Executive Members.

**RESOLVED that the work programme of the Sustainable Communities Overview and Scrutiny Committee be agreed and that an update from the Executive Members for Sustainable Communities Services and Sustainable Communities Strategic Planning and Economic Development be provided at all meetings in the future.**

(Note: The meeting commenced at 10.00 a.m. and concluded at 12.55 p.m.)

**Meeting:** Sustainable Communities Overview and Scrutiny Committee  
**Date:** 13 December 2012  
**Subject:** Draft Leisure Facility Strategy  
**Report of:** Cllr Brian Spurr, Executive Member for Sustainable Communities - Services  
**Summary:** The report provides an overview of the Leisure Strategy, progress to date and sets out emerging preferred options for the Leisure Facility Strategy for comment prior to Executive on 8 January 2013.

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**Advising Officer:** Gary Alderson, Director of Sustainable Communities  
**Contact Officer:** Jill Dickinson, Head of Leisure Services  
**Public/Exempt:** Public  
**Wards Affected:** All  
**Function of:** Executive

#### **CORPORATE IMPLICATIONS**

##### **Council Priorities:**

1 The Leisure Facility Strategy will support the following Council priorities;

- Enhancing Central Bedfordshire – creating jobs, managing growth, protecting our countryside and enabling businesses to grow.
- Promote health and wellbeing and protecting the vulnerable.
- Great universal services – bins, leisure and libraries.
- Value for money – freezing council tax.

##### **Financial:**

2 The Leisure Facility Strategy will be used to guide investment priorities including CBC capital investment. The capital programme, approved at Council on 23 February 2012 includes funds for Leisure Strategy Implementation and together with Saxon Pool and Leisure Centre sports hall extension totalled £8m over 4 years from 2012/13 to 2015/16.

3 In order to support the emerging themes of the Leisure Strategy a range of potential schemes have been considered which limit the cost to the Council of borrowing capital funds, either by providing income for the Council and/or can be supported by third party contributions. Two schemes at Tiddenfoot and Saxon Pool Leisure Centres were approved by Executive on 2 October 2012 totalling £3.1m. These two projects are in detailed design stage for commencement towards the end of March 2013.

- 4 Initial affordability modelling has started to identify costs and CBC capital investment for refurbishment and/or rebuilding facilities from 2013/14 onwards on a phased basis which will also propose use of the capital budget that has not been spent in 2012/13 as set out in the Executive report of 2 October 2012. Additional capital requirements may be necessary in 2013/14 not currently budgeted for if Houghton Regis Leisure Centre swimming pool is reopened.
- 5 It is also intended for the Leisure Facilities Strategy to be adopted as a Supplementary Planning Document (SPD) to secure Section 106 and Community Infrastructure Levy funds.

**Legal:**

6. Public authorities have a statutory duty to promote equality. This is dealt with in detail in the Equalities section of Corporate Implications.

**Risk Management:**

7. The following risks have been identified, which are considered in more detail below:
  - Failure to deliver the Council's priorities
  - Reputational risks
  - Risk to customer satisfaction
8. The development of the Leisure Facility Strategy, part of the Council's Medium Term Plan is planned for approval by Executive in January 2013. Emerging preferred options aim to address key issues which have been tested by member and stakeholder consultation. The approved capital programme includes funds for Leisure Strategy Implementation.
9. Sport England methodology used to assess the quality, quantity and accessibility of a range of specific sports facilities shows the Council has aging leisure centres operating at capacity and in some cases operating above the threshold for comfortable use at peak times. Additional capacity is required to reduce pressure on these facilities and prevent a decline in customer satisfaction levels.
10. Other risks, such as failure to discharge statutory responsibilities, failure of partnership working, procurement, environmental and financial risks could also be incurred during the implementation of the strategy. The strategy serves to minimise these risks by setting an agreed framework for development.

**Staffing (including Trades Unions):**

11. Not Applicable.

**Equalities/Human Rights:**

12. Public authorities have a statutory duty to promote equality of opportunity, eliminate unlawful discrimination, harassment and victimisation and foster good relations in respect of nine protected characteristics; age disability, gender re-assignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.



13. The improvements to the leisure facilities aim to enhance customer experience and promote equality of opportunity, and make sport and physical activity a regular part of life for all.

**Public Health**

14. Leisure facilities are a key community health resource. The Leisure Facility Strategy aims to ensure there is a sustainable and high quality sport and physical activity infrastructure for local communities to engage in regular physical activity to help prevent ill health, generate long term improvements in overall levels of health and wellbeing and thereby reducing the costs to society for the NHS and social care.

**Community Safety:**

15. Under section 17 of the Crime and Disorder Act the Council has a statutory duty to do all that is reasonable to prevent crime and disorder with its areas. Leisure facilities and the activities that they offer provide positive opportunities, particularly to young people, who may otherwise engage in activities that may be considered anti-social.

**Sustainability:**

16. The Leisure Facility Strategy will seek to extend and improve facilities so that our customers participate in sport and physical activity through a network of good quality accessible and readily available public sport and recreation facilities, reducing the need for customers to travel to other local authority areas to participate in these activities.
17. Leisure Centres are significant contributors to the Council's carbon footprint (12%) and improving energy consumption/efficiency (which also has benefits in terms of running costs) will be an important consideration as part any key emerging preferred options.

**Procurement:**

18. Procurement of consultants to support CBC in developing all chapters of the Leisure Strategy was undertaken via a Sport England framework compliant with CBC procurement rules.
19. The Leisure Facility Strategy will guide the Council's leisure facility investment decisions, and any future Executive approval for capital investment in leisure facilities will be followed by a procurement process to identify appropriate professional project management consultants to undertake detailed design, engineering and quantity surveying services. The procurement of these services will be carried out in consultation with the Council's procurement team via an existing local authority purchasing and distribution framework agreement known as Eastern Shires Purchasing Organisation (ESPO) approved by CBC. Procurement for a construction contract to undertake the capital investment works will then be procured.

20. The Leisure Management contract for Sandy Sport and Community Centre, Saxon Pool and Leisure Centre, Flitwick Leisure Centre and Houghton Regis Leisure Centre will be procured with the support of the Council's procurement team using a restricted tender route for a contract start date of 1 October 2013.

**RECOMMENDATION(S):**

**The Committee is asked to:-**

- 1. Comment on the process and progress to date and emerging preferred options for inclusion in the Leisure Facility Strategy to be approved by Executive on 8 January 2013.**
- 2. Comment on emerging capital investment priorities for phased CBC capital expenditure from 2013/14 onwards.**

**Introduction**

21. The Leisure Strategy is part of the Medium Term Operational Plan and will provide;
- a comprehensive picture of leisure facilities and opportunities within Central Bedfordshire up to 2031
  - Supplementary Planning Documents (SPD) strategies in compliance with Local Development Framework (LDF) requirements for securing and spending Section 106 and Community Infrastructure Levy funds
  - strategic direction for the delivery of leisure facilities and opportunities for all potential stakeholders across the area
  - direction for CBC capital investment proposals to meet customers needs

- 22 The Leisure Strategy is broad in scope and the timetable for its development is phased.
- Chapter 1 Leisure Facilities (indoor sport and leisure centres, comprising a range of sport and leisure activities) commenced in January 2012 and will be completed and ready for SPD consultation by January 2013. The need for subsequent research on facilities in community and village halls has been identified and commissioned. Results will be added to the Chapter 1 findings in January 2013.
  - Chapter 2 – Recreation and Open Space (a defined range of green spaces, providing formal and informal recreational activity facilities and opportunities) commenced in July 2012 and will be completed by June 2013.
  - Chapter 3 – Playing Pitches (outdoor formal, grass and artificially-surfaced sports playing pitches) commenced in October 2012 and will be completed by June 2013.
  - Chapter 4 – Physical Activity (a defined range of physical activity classes, sports, exercises etc. undertaken indoors and outdoor) commenced in October 2012 and will be completed by May 2013.
- 23 The project is managed in line with Prince 2 methodology, with a Project Board comprising Assistant Director, Executive Members and a range of internal and external stakeholders including Neil Allan Associates the consultants appointed to support project delivery. The Board has met on five occasions since approving the Project Initiation Document and Communication and Consultation Strategy on 30 January 2012.

## **METHODOLOGY**

24. An audit and assessment of leisure facilities has involved undertaking desk based research using Sport England tools, facility inspections, stakeholder consultation and two Facility Planning Model runs (Sport England modelling of supply and demand of existing facilities in 2012 and 2022). This approach is considered to be best practice by Sport England.
25. A third Facility Planning Model run prepared in consultation with the Leader, Deputy Leader, and Executive Members for Sustainable Communities Services modelled specific scenarios for pools and sports halls to test locations of new facilities and/or extensions to existing facilities, and/or rationalisation of facilities and their impact on meeting demand and capacity issues.
26. The Audit & Assessment Report details the evidence on facility quality, quantity and future needs of leisure facilities and is available for public view and comment at [www.centralbedfordshire.gov.uk](http://www.centralbedfordshire.gov.uk).
27. The key findings from the audit and assessment as summarised in Appendix A and described in paragraph 30 of this report shaped the Issues and Options for leisure facilities. Early consultation with members and wider stakeholders in May 2012 considered initial findings.

28. The Issues and Options report, at Appendix B, has been subject to consultation with members on 8 November 2012 and wider stakeholders on 19 and 21 November 2012. The consultation has validated the audit and assessment and gained broad consensus on the key findings and issues and options.
29. As a result of that consultation on the Issues and Options, emerging preferred options have been identified which will form the basis of the draft leisure facility strategy.
30. On 8 January 2013 Executive will consider for approval the Leisure Facility Strategy. The report will make recommendations on policy, and investment priorities prior to consultation for adoption as a Supplementary Planning Document. The same report will also provide an update on leisure management contract procurement.

### **KEY FINDINGS FROM AUDIT AND ASSESSMENT**

- 31 A summary of the key findings is set out in Appendix 1. The main themes can be summarised as follows;
  - There is a low supply of facilities in Central Bedfordshire. This relates to swimming pools, sports halls, squash courts, indoor bowls, indoor tennis and health and fitness equipment.
  - Facilities are well located to serve the needs of local residents
  - Overall demand for these facilities is met because residents also use facilities in neighbouring authority areas.
  - The leisure facility stock is aging with the need to invest to prevent a decline in use.
  - Facilities are at capacity and in some cases operate above the threshold for comfortable use at peak times. Additional capacity is required to reduce pressure on these facilities.
  - Rationalisation of the existing stock with newly built facilities in new locations within the growth area of Leighton Linlade and Houghton Regis do not serve those growing populations any better than the existing facility locations do and may disadvantage existing users.

### **EMERGING PREFERRED OPTIONS**

32. Emerging preferred options are starting to set a direction of travel to form the basis of the Leisure Facility Strategy to be approved by Executive on 8 January 2013. These emerging preferred options include;
33. (a) Develop an approach to planning standards for facility provision to;
  - i. identify planning policy approach to new provision
  - ii. ensure consistency of approach in dealing with planning applications
  - iii. ensure provision is appropriately targeted in relevant areas of Central Bedfordshire
  - iv. provide clear and reasoned justification for S106 / CIL negotiations and contributions

34. (b) Extend capacity and make significant improvements to the quality of customers experience within CBC's current leisure centres by;
- i. considering the facility needs by Place making area to ensure the current level of demand for leisure facilities can be maintained
  - ii. identifying capital investment priorities for refurbishment and improvements
  - iii. identifying capital investment priorities where rebuilding is more cost effective than refurbishment
  - iv. Ensuring Council revenue and capital investment is cost effective and achieves value for money via invest to save, procurement, and maximising opportunities for securing external funding.
35. (c) Maximise the capacity of existing supply across Central Bedfordshire so that customers can access a broader range of facilities not in direct control of CBC;
- i. Seeking to increase community access to leisure facilities at schools and other education and military establishments and village and community halls to ease capacity at peak times.
  - ii. Considering how CBC can increase access to current facilities by improving transport options.
  - iii. Enabling and facilitating National Governing bodies sporting aspirations rather than directly provide
- 36 The draft Leisure Facility Strategy will detail requirements for facilities by Place making area. In summary, the following preferred leisure facility provision is emerging;
- West area: New Leisure Centre at Flitwick comprising 8 lane 25m pool and 4 court sports halls.
  - Leighton Linsalde/Rural South: Refurbishment of Tiddenfoot Leisure Centre. New sports hall in the growth area.
  - Dunstable/Houghton Regis: Refurbishment of Dunstable Leisure Centre. Consider reopening Houghton Regis swimming pool at existing centre for short term provision. Longer term, in the context of Houghton Regis North development, New Houghton Regis Leisure Centre comprising 6 lane 25m pool and 6 court sports hall.
  - East: Refurbishment of Saxon Pool and Leisure Centre. New sports hall at Saxon Pool and Leisure Centre and at Eatonbury School.

## **OTHER RELATED WORK**

37. **CBC Capital Programme**

Two significant schemes to refurbish and extend the facilities at Tiddenfoot and Saxon Pool Leisure Centres were approved by Executive on 2 October 2012. These were developed in consultation with the Leader, Deputy Leader, and Executive Members for Sustainable Communities Services to support the emerging themes and priorities of the Leisure Strategy. The proposals aim to limit the cost to the Council of borrowing capital funds, either by providing income for the Council as a result of that investment and/or aim to be supported by third party contributions.

38. This decision has enabled the council to demonstrate it is responding quickly and directly to key issues emerging from the Leisure Strategy audit and assessment including high usage and aging stock.

39. Phasing further capital investment to ensure the remaining facilities benefit from significant improvement include;

- A new facility at Flitwick Leisure Centre and any enabling work to be planned from 2013/14,
- Refurbishment at Dunstable and at Houghton Regis Leisure Centres. This will need to be determined within the context of Houghton Regis North development and the associated provision for new leisure facilities in Houghton Regis, along with the outcome of the procurement process for Houghton Regis Leisure Centre which may conclude to re open the swimming pool prior to any further longer term investment that may be concluded for Houghton Regis North.
- Other cyclical investment for essential maintenance and refurbishment of Council leisure facilities.

40. **Leisure Management Contracts**

A related issue is the leisure facilities management contracts at Sandy, Saxon Pool, Flitwick and Houghton Regis Leisure Centres.

41. On 14 February 2012 Executive awarded a one year leisure management contract for Houghton Regis Leisure Centre (HRLC) to start on 1 April 2012 with an option to extend year on year.

42. The reason given to Executive on 14 February 2012 for recommending the appointment of a contractor to operate and manage HRLC in 2012/13 for one year was so that CBC could consider and determine its longer term role in respect of the provision and operation of leisure facilities in Central Bedfordshire, as it develops its Leisure Strategy.

43. On 15 May 2012 Executive considered an extension period for the leisure management contract at Flitwick Leisure Centre, Saxon Pool and Leisure Centre and Sandy Sport and Community Centre which would have expired on 31 March 2013. Executive approved an extension for 6 months from 1 April 2013 to 30 September 2013 with an option to extend for up to a further 6 months to 31 March 2014.

44. The reason given to Executive on 15 May 2012 for recommending the extension on this contract was so that the Leisure Facilities Strategy could be developed and for the Council to use that information to consider its priorities for investment. In turn, its investment priorities will inform the specification of the leisure facility management contract to be procured in 2013 for a longer term contract.
45. Following a 6 month review of the HRLC contract in October 2012, Executive Members for Sustainable Communities Services are supportive of including HRLC in the procurement process of a longer term contract so that the financial viability for HRLC and any economies of scale can be tested. It also gives the Council an opportunity to test the market with regard to reopening HRLC swimming pool and harmonise 4 of the 6 leisure centres currently under contract.
46. A pre procurement phase started in the summer of 2012 and has considered current leisure market trends and potential investment opportunities in order to establish the type of contract to be tendered.
47. An initial market overview shows a positive interest in the potential for a contract with CBC from a range of commercial providers and Trusts in the industry. It has also confirmed that no private leisure operators are interested in bidding mainly due to the limited scope for delivering sufficient financial profit margins.
48. The contract period is likely to be in line with industry norms which are in the region of 10 years with an option to extend for a further 5 years which enables any capital investment to be recovered. There are additional benefits for CBC to consider a slightly different contract period of 10 years with an option to extend for a further 7 years as this would mean there would be a coterminous end date with the leisure management contract at Dunstable and Tiddenfoot Leisure Centres in 2030.
49. The procurement timetable will allow for a contract start date of 1 October 2013 and progress will be reported to Executive on 8 January 2013.

### **Conclusion and Next Steps**

50. The report seeks to provide an overview of approach and progress to date on the first chapter of the Leisure Strategy setting out key findings and emerging preferred options for the Leisure Facility Strategy along with an indication of potential phasing of capital investment at the Council's leisure centres, for comment prior to approval at Executive on 8 January 2012.

### **Appendices:**

Appendix A – **Audit & Assessment Key findings**

Appendix B – **Issue ad options report**

**Background papers and their location:** (open to public inspection)

Audit and Assessment at [www.centralbedfordshire.gov.uk](http://www.centralbedfordshire.gov.uk)

## Appendix A

### Audit & Assessment Key findings

The draft Audit & Assessment comprises facility evidence gathered with some specific scenarios modelled to test refurbishment and/or new provision.

#### Sports halls and swimming pools

- 1 The assessment includes all halls of 3+ courts which include the sports halls in the Council's Leisure Centres and a number of schools. The assessment includes fifteen indoor pools on 11 sites within Central Bedfordshire. Eight are accessible to the public on a pay and play basis and the remaining 7 are for registered members or clubs on a block booking system.
- 2 The supply of these facilities in Central Bedfordshire is below average but overall demand is well met because the public use facilities in neighbouring Council areas. Even by 2022 with significant increase in population and demand, overall demand is well met because Central Bedfordshire increasingly exports its demand for facility use.
- 3 High usage of the facilities exceeds 'comfortable' usage levels by 2022. Specifically the dual use site sports halls are at capacity at peak times.
- 4 Facilities are not in prime condition and are unlikely to be fully fit for purpose without significant investment. Attractiveness of these facilities declines over time resulting in a reduction in use as customers can access other facilities outside Central Bedfordshire.
- 5 A small proportion of the population cannot access swimming pools and sports halls either in Central Bedfordshire or in neighbouring authorities because they do not have access to private transport. The amount of unmet demand is equivalent to about 1 additional 4 court sports hall and 1 additional 6 lane 25m pool over the whole district, but none of this demand is in sufficient concentration to warrant an additional hall or pool in one location to meet this issue alone.
- 6 The stock of swimming pools and sports halls is well located across Central Bedfordshire. Rationalisation of the existing stock with newly built facilities in new locations within the growth area of Leighton Linlade and Houghton Regis do not serve those growing populations any better than the existing facility locations do.
- 7 Additional capacity is required particularly at peak times to reduce pressure on these facilities. Major refurbishment and the provision of additional halls and pools have the benefit of increasing supply and creating a very modern stock benefiting Central Bedfordshire residents (drawing back users who currently use halls in other local authority areas). An outcome is also likely to be that comfortable levels of use are exceeded in some locations, particularly Dunstable and Houghton Regis where throughput is particularly high from local residents, those accessing the facilities on foot and from residents living in Luton.



8. Additional capacity for sports halls should also be considered by expanding the use of school halls for the community to help alleviate high use at peak times but management and access is a key concern.

**Other built facilities**

- 9 For Health & Fitness there are 19 health and fitness venues providing a total of 844 health and fitness stations. Whilst quality is good, there is a localised undersupply of up to 600 fitness stations in gyms across Central Bedfordshire within the public leisure centres.
- 10 For Squash there are 9 venues with 18 courts equating to supply in line with the national average. There is a high demand for squash concentrated at peak times of the day, 10-20% above the national average, resulting in a shortfall of approximately 3-5 courts to meet current demand.
- 11 For Indoor Bowls there is one facility providing 6 rinks (or lanes). This is very low provision when compared to the region and poorly located to meet the needs across Central Bedfordshire. However spare capacity at local indoor bowls clubs suggests the level of supply is adequate.
- 12 For indoor tennis there is no provision in Central Bedfordshire and 5 centres with 13 courts in adjacent authority areas. Further work is required to assess whether additional courts in Central Bedfordshire are required by local clubs to meet local demand.

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## Appendix B

### ISSUES AND OPTIONS

#### General Introduction and Background

Central Bedfordshire Council appointed Neil Allen Associates to produce four of the five elements that will comprise the Leisure Strategy. Chapter 4, the Physical Activity Strategy is being produced in-house. The chapter headings are:

Chapter 1: Leisure Facilities Strategy  
Chapter 2: Recreation & Open Space Strategy  
Chapter 3: Playing Pitch Strategy  
Chapter 4: Physical Activity Strategy\*  
Overarching Leisure Strategy

\* Chapter 4 will be written in house and will be developed into a sign-posting and delivery programme for physical activity.

In line with emerging Government guidance in the National Planning Policy Framework, each chapter of the Leisure Strategy will carry out an assessment of the current provision of identified leisure facilities across Central Bedfordshire in 2012. Each chapter will further evaluate the respective leisure requirements which result from the growth in Central Bedfordshire's population up to 2031. Chapters 1 to 3 will each be developed into a Supplementary Planning Document (SPD) which will provide facility standards/future facility requirements to be met through the planning process and will form material evidence and policy to inform the Council's emerging Development Strategy.

The purpose of the Strategy is to support the securing of new and improved facility provision via the development management process. It does not include an evaluation of Central Bedfordshire Council's capital or management role in the delivery of some of the facilities in this chapter. A separate report on the Council's delivery role is also being prepared.

#### Structure of Chapters

The stages in the development of the Leisure Strategy are set out below.

#### Audit & Assessment

Stage 1 for each chapter comprises an audit and assessment which has gathered the evidence using the relevant methodology and research tools for each chapter, combined with facility inspections and stakeholder feedback, which details both the current and future provision required to meet the sport and recreation needs of Central Bedfordshire residents now and to 2031.

#### Issues & Options Report

Stage 2 is the Issues and Options Report whose main purpose is to present the key findings arising from the audit and assessment of each chapter, to identify the main issues affecting provision now and in the future and to present for consultation policy options to address these issues.

The issues and options identified are essentially a consensus of all the main findings, and owe their status equally to both the desk research and practical local comments on current facility adequacy.

The options are in effect draft standards and policies in the making, and will be further refined and developed as a result of ongoing consultation to inform the final strategy.

### **Draft Leisure Facilities Strategy**

At stage 3, the options will be further refined and developed into standards/future requirements and policies which will be used in the creation of the final draft strategy.

### **Consultation**

Throughout each stage of the process, a range of consultees, including national and local organizations, governing bodies of sport, leisure operators and contractors, sports clubs, town and parish councils and others have been invited to comment on current and future leisure requirements as set out in the Communications Plan.

The audit and assessment of built leisure facilities within the scope of Chapter 1 is now complete. The key findings for this chapter detailed in this Issues & Options Report result from a combination of site inspections, detailed desk-based research using Sport England and other planning tools and consultation with leisure operators and managers, together with initial contact with stakeholders.

### **Scope and Methodology**

#### **Sport England and other planning tools**

Within the Leisure Facilities chapter, both swimming pools and sports halls have been evaluated using Sport England's Facilities Planning Model (FPM), which is currently the most detailed and comprehensive method available for calculating sports facility requirements in an area. The FPM utilizes population and facility data to model the need for, location and type of facilities required by the given population. Other sports rely on a range of other tools available.

The facilities considered in this chapter are:

- Swimming pools
- Sports halls
- Indoor tennis
- Indoor bowls
- Health and fitness centres
- Squash
- Specialist facilities where appropriate

The full list of facilities considered is set out in the appendix. Further work is being undertaken to evaluate the provision and need for dance/aerobics studios/fitness classes where they are not provided within the main facility types.

The final Strategy period will be 2013-2031 to conform to the emerging Development Strategy, although the Sport England modeling tool restricts the facility planning horizon to 2022.

**Facility Size/Standard** approach to standard setting to be added.

The following categories identify which facilities are included in the scope of this chapter, defined by their size and standard

National/regional – the scope specifically excludes facilities that have a national/regional/sub regional catchment or are intended to provide specialist facilities for elite athlete.

District – the scope specifically includes facilities which provide accessible sports facilities which can be reached generally within a travel time of about 20 minutes. This is recognized as the time that people would reasonably expect to travel by car, public transport or on foot to reach a sports facility, and it is accepted that most facilities at this level have such a catchment, though there is a distance decay factor which assumes that participation declines the further from the facility people live within this travel time.

Local – the scope specifically excludes facilities that are below a certain size criterion. Have a very local catchment or have limited public access.

**Other evidence CBC to add**

Housing growth

Population

Deprivation

Access

Public CBC health responsibilities

Health issues and targets

**AIMS AND OBJECTIVES**

The overall aim for indoor sports facilities is:

- To improve facility provision and meet overall need both now and in the future.

More detailed objectives include:

- To increase participation in indoor sports
- To enable the full range of sports activities to flourish, including recreational, teaching, coaching, club activity and the development of excellence.
- To enable the development of clubs
- To help reach hard to reach groups and those not currently taking part in sport
- To contribute towards the health agenda
- To ensure that future provision for indoor sport is made in accordance with available resources
- To guide the investment strategies of Central Beds Council and other potential providers
- To make provision for the increased demands brought about by new housing development
- To highlight the means of implementing new and enhanced provision
- To ensure good management and value for money

## **SPORTS HALLS**

### **SCOPE**

The halls included in the scope of this section are all those over 1 badminton court in size, with some degree of community use. These are located at 'public' leisure centres, schools with agreed community use and some other facilities. The more detailed assessment of current and future need undertaken with the use of the FPM concentrates on larger halls of 3 courts and above. The study area for all assessments includes halls in Central Bedfordshire and the surrounding local authority areas, and results are analysed both on a Central Bedfordshire-wide basis and on a Placemaking Area basis.

### **OBJECTIVES**

The general objectives for indoor sports set out above apply equally to sports halls.

### **SUMMARY OF AUDIT AND ASSESSMENT**

#### **Current situation 2012**

##### **Supply and demand**

- There are 46 main sports (of 1 court and above) and a further 13 ancillary halls on 42 sites within Central Bedfordshire, with an estimated 131 courts and floorspace of 20,000m<sup>2</sup>. 10 halls are available on a pay and play basis, mainly on LA sites managed by a Trust or commercially, 47 are available on a mostly block booking system to clubs and others (mainly on school sites and therefore available only outside of school times) and 2 are only used privately. 16 of the existing halls are 4 courts or larger, including the main LA halls in Dunstable, Houghton Regis and Leighton Buzzard (all 6 courts) and Flitwick, and a number of school halls. There is a large 8-court hall at Cranfield University primarily for students there but available for outside use, and other large halls at MOD and security establishments with varied amounts of community use. Many of the halls on school sites have smaller capacities, including single court facilities, which limits the range of activities that can take place.
- Total supply is the equivalent of about 70 courts. Total demand generated by the existing population taking into account participation rates and accessibility is for the equivalent of 72 courts including a comfort factor (a proportion of the theoretical capacity which is considered as being the limit where the facility starts to become uncomfortably busy). When comparing demand and supply solely within Central Beds (as a broad indication of adequacy of halls), there is an apparent shortfall of sports hall space of about 2-3 courts (or less than 1 hall).

##### **Satisfied (SD) and unmet (UD) demand**

- Demand is satisfied in the FPM where there is spare capacity at a sports hall, and residents live within a reasonable catchment of the facility. In an area like Central Bedfordshire, it is not possible for all demand to be satisfied, mainly because residents live outside the walking catchments of halls in towns or of driving distance in the more rural areas.
- 95% of the demand for sports hall provision in Central Bedfordshire is being satisfied by facilities within or outside the district. This is broadly consistent across the district and study area, and higher than the average. The level of satisfied demand is almost as much as is possible because it is not realistic for all demand to be satisfied because of capacity and/or accessibility restrictions of facility provision

- Central Bedfordshire exports a large proportion of its satisfied demand (27%) to neighbouring areas, almost all by those with access to a car. This is due mainly to the high levels of mobility and to the close proximity and good accessibility to facilities in areas that adjoin Central Bedfordshire e.g. Luton, Letchworth, Hitchin, Milton Keynes and St Albans.
- Unmet demand for sports hall provision represents 6% of the total demand and equates to approximately 4 courts (about one hall). The unmet demand is spread across the district, the highest concentrations being in Leighton Buzzard, Dunstable/HR and Biggleswade and Sandy. However even here they total a relatively small amount of provision and would not be sufficient to justify new sports hall provision being made at the present time for this reason alone.
- Almost all of the unmet demand is due to residents living outside the catchment of a sports hall and mostly from those who do not have access to a car. Many areas of the district fall outside the walking catchment of a hall and a significant amount of the unmet demand is considered to be due to the rural nature of the district and the lack of accessibility on foot, and in some cases by car.
- Central Bedfordshire is a net exporter of demand to LAs outside of about 1550 visits. It retains only 73% of its own SD and exports 27%, slightly mitigated by 16% of capacity imported from outside. In general therefore it relies on halls outside the district to meet some of its demand, and in particular Luton, Bedford, MK and North Herts.

#### Accessibility

- All residents of Central Bedfordshire currently can be considered to have good access to sports halls as almost all residents can access a hall within a 10-minute travel time.

#### Usage

- Used capacity is the proportion of total capacity of a sports hall that is taken up by current users. A used capacity figure of 80% is taken as an indication that a sports hall is 'comfortably full'. The district average is 68%, although this varies across the district. The 'public' halls at Flitwick, Tiddenfoot, Houghton Regis and Dunstable all exceed 'comfortable' capacity, the large halls at Sandy and Biggleswade also operate above this level and some other school halls are also at or reaching these similar levels. However some of the other facilities have a good deal of spare capacity to meet additional need, though these may not be located in the ideal position to meet this demand – Cranfield, Ampthill and Old Warden in particular.

#### Condition

- Although the main facilities are for the most part quite aged, the range of facilities available, disabled access, changing and the ancillary services such as parking are quite good.

#### Summary of 2012 situation

- **There is no justification for additional sports halls to satisfy the unmet needs of the existing (2012) population in the district.** Supply of halls is below the average and apparently insufficient to meet locally generated demand, when supply takes into account actual availability and demand reflects comfortable usage of halls without being crowded. However despite this, almost all demand from CB residents is met.
- **However, the main current issue for sports hall provision in Central Bedfordshire appears to be the apparent high use of the main centres at Flitwick, Tiddenfoot, Houghton Regis and Dunstable as well as the dual use halls at Biggleswade and Sandy, which the model estimates are operating well above comfortably full levels. So while there is insufficient demand to justify a new hall to meet unmet**

**demand, consideration should be given to providing additional capacity in the peak period at (these or) other halls to reduce the pressure on these facilities.**

- One exception might be Biggleswade, the only main town without a 'public' hall, although the provision of an additional hall here would need to consider the displacement of demand from other facilities, such as Stratton US, Sandy and Shuttleworth.
- There may be some possibility of increasing capacity by promoting additional 'public' access to other halls in the district, mainly the school halls, such as Alameda, Redborne, Manshead and Vandyke, and also at Cranfield and Shuttleworth, although the latter two facilities are not well located to accommodate additional use, being in smaller settlements remote from the main population. Otherwise it is difficult to see how capacity can be increased at the main public halls, except for major rebuild or significantly increased opening times (which are probably difficult to achieve).

**Future situation 2022**

In order to estimate future hall requirements to meet the needs of Central Bedfordshire's population to 2022, the FPM was used to model the effect the 13% increase in population would have on meeting future demand.

**Supply and demand**

- The supply of sports hall space in Central Beds does not change in run 2, except for the attractiveness of halls, but Central Beds remains relatively poorly provided for halls compared with the average
- Total demand increases by 10%, compared with a population increase of 13%, reflecting an ageing population.
- The 2012 shortfall (when assessing supply against demand crudely) of 3 courts increases to 9 courts (i.e. threefold).

**Satisfied and unmet demand**

- Satisfied demand for sports halls increases overall within the district by 10% in terms of total visits though this remains at the same proportion (95%). This is still higher than the national average (91%). Accessibility and mode of transport to halls remain similar and continue to reflect high car ownership and relative rurality throughout Central Beds.
- With increased population UD levels also increase by 8% in terms of numbers of visits, though in percentage terms remain broadly similar. The actual number of visits remains the equivalent of about 1 additional hall over the whole district, none of which is in sufficient concentration to warrant additional halls still for this reason alone. The levels of unmet demand are still the result of lack of accessibility to halls mainly by those without access to a car.
- The district retains a larger amount but smaller proportion of its own SD, but at the same time becomes a larger net exporter of demand than in run 1, thus relying more on the availability of hall space outside the district

**Accessibility**

- All residents of Central Bedfordshire still have good access to a hall as nearly all residents can access a pools within a 10 minute travel time

**Usage**

- The used capacity figure overall of 68% in run 1 increases considerably to 73%, but still generally below the level when halls are considered 'uncomfortable', However, all the main halls are operating well over their comfortable capacity, and Dunstable, Flitwick and Tiddenfoot are almost at absolute capacity.



Tiddenfoot and Sandy actually lose some usage and throughput, probably as a result of reduced attractiveness and demand being met elsewhere.

#### Condition

- Without significant investment the condition of halls by 2022 will have deteriorated with corresponding effects on their attractiveness to users.

#### Summary of 2022 situation

- Future need is dependent on any increase in population, which is mitigated by the ageing of the population. Supply is still relatively low, and on a crude comparison is insufficient to meet locally generated demand within Central Beds, but a larger than average level of demand is satisfied in 2022 and what levels of unmet demand exist **are still not in sufficient concentrations to justify the provision of any additional halls in the district to meet this criterion alone**. New halls might be built but they would only succeed in displacing demand from other existing halls nearby. One possible exception might be the Biggleswade area, where there are no 'public' halls to serve one of the district's main towns.
- **The main concern by 2022 remains the high usage sports halls in the district, nine (of the 20) of which now exceed their comfortable capacity, and in particular the main 'public' halls in the larger towns, but also the dual use centres in Biggleswade, Sandy and Robert Bloomfield . So while there is insufficient demand to justify a new hall to meet unmet demand, consideration should be given to providing additional capacity in the peak period at (these or) other halls to reduce the pressure on these facilities. At the same time, some halls have reduced throughput, presumably as a result of decreased attractiveness, so significant refurbishment might be required.** As with run 1, there is a case for improved access to some halls with spare capacity, but again they may not be best located to absorb additional usage.

#### Possible scenarios 2022

In order to calculate the hall space required to meet the needs of Central Bedfordshire's growing population to 2022, modelling of four future scenarios has been undertaken to test the impact of changes to hall provision and condition to assess the different impact these changes would have on meeting future demand.

The four scenarios were based around the 'public' halls and modelled new halls, refurbishment of halls, and closure of some facilities. The findings of these scenarios are set out below - all the scenarios have different impacts on levels of satisfied demand, usage and the need for additional facilities. The results have been used to develop some of the options set out below, and are summarized here.

#### Scenario 1 - major refurbishment to 5 public leisure centre halls

- The current quality of halls is good at present, but by 2022 the age and functionality of all halls will have declined. A short-term option therefore is that a programme of renewal and/or refurbishment be put in place to maintain all facilities to achieve a 'good' quality standard.
- Phased over 5 year between 2013 – 2017 and creates more widespread improvement across Central Beds.
- The main effect of this option is to increase the throughputs/used capacity of the 5 centres refurbished. All 5 centres are estimated to have used capacity at 100% because it modernises five centres increasing their attractiveness relative to the 15 centres unchanged.
- Refurbishment (as opposed to new build) will have a decreasing impact over time.

- This is the smallest scale of change of any of the new options and is probably the cheapest.

**Scenario 2 – development of three new sports halls - Houghton Regis LC, Flitwick LC and Saxon LC, and three refurbished sports halls – Sandy CC, Dunstable LC and Tiddenfoot LCs**

- Possibly the best option in terms of cost/sports effective terms, as it provides 6 new/refurbished centres which is when compared to option SH4 a more manageable programme and lower cost and a bit more extensive in scale than option SH2
- Still leaves some unmet demand but possibly this could be met by increasing the hours of community use at some of the 15 other centres which are not changed.

**Scenario 3 - major refurbishments to all public leisure centres, new facility at Stotfold (Etonbury middle school) and refurbishing and intensifying management at school halls**

- Most effective run in providing a strategic approach to meeting the demand for sports halls across Central Beds up to 2022.
- Also the most extensive and expensive requiring management of 12 projects - although only half are provision changes, the rest are management changes.
- Does provide new centres in growth areas and so more opportunity to achieve developer contributions to meet capital cost but increased revenue costs and which are going to be extensive.
- The new/extensive modernisation of sports halls in Central Beds does retain more Central Beds demand but it also attracts users from the ROSA, so much so that the headroom of spare capacity is only 4% as used capacity is 76%. If participation in hall sports was to rise by (say) 1% this headroom would be eliminated and centres become uncomfortably full. Possible resolved/managed by priority use/bookings for Central Beds residents if practical.

**Scenario 4– development of four new centres at Flitwick LC, Dunstable/Houghton Regis LC, Leighton Linlade LC, Stotfold (Etonbury Middle School) and two major refurbishments at Sandy Sports & CC and Tiddenfoot LC. Plus closure of 2 existing centres Houghton Regis LC and Dunstable LC**

- Probably the second best option in providing the most strategic assessment and provision of a modern supply of sports halls by 2022 to meet the demand from Central Beds residents.
- However, the closure of the 2 centres in the Dunstable/HR area and replacement with the new combined Dunstable and Houghton Regis centre looks too severe in terms of overall supply and demand balance. It is putting immediate “halls full” pressure on the new centre as well as on All Saints Academy
- Overall the one new combined Houghton Regis and Dunstable LC is not the right balance and the reduction of 6 courts in this area is too much.

## **CONSULTATIONS**

Clubs, governing bodies and local councils replying highlighted the following:

- There are considered insufficient halls for community badminton clubs to be accommodated
- School halls do not meet the need for badminton particularly at exam times
- School facilities could be coordinated to accommodate badminton and other specialist facilities throughout the district
- An 8-court specialist centre for badminton in Bedfordshire could be justified, which could be of economical design and cost
- There is a reasonable justification for a ‘public’ hall in Biggleswade to meet local need for sports hall activities such as badminton

- Stratton School is very amenable to additional community usage, within the constraints of the existing management structure. There is potential to accommodate specialist facilities for particular sports (e.g. cricket)
- The need for local facilities for local people in smaller communities needs addressing.
- The school facilities at Harlington US are acknowledged to be inaccessible because of the nature of the school management

#### KEY ISSUES

- The assessment suggests that although there is relatively low provision, it is difficult to justify any more halls in the district to meet unmet demand. Evidence shows that the construction of new halls would not achieve a higher proportion of satisfied demand because existing halls are shown to be well located to serve the major settlements and identified growth areas. Equally, improving upon the 8% unmet demand is unlikely to be possible, due to the rural nature of much of Central Bedfordshire
- There is some evidence that the main 'public' sports halls in Flitwick, Tiddenfoot, Houghton Regis and Dunstable and others are at capacity already and will get more crowded by 2022, and that additional capacity may be required to meet this concern even now.
- Central Beds does rely on hall provision in neighbouring LA areas to meet much of its demand. Measures might be taken to redress this situation.
- School sports halls offer a good opportunity for community use. Many schools give good community access to their sports halls, but there are still some which do not. There is a need to improve community access to school halls in the evening and at weekends, and possibly a role for management of community time to be coordinated throughout the district, perhaps with the involvement of the Council. Schools also need to be supported in terms of managing community access to sports halls, including marketing, types of booking systems and management solutions to community use.
- There is the need for range of halls of various sizes and types to allow all different activities to take place, including competitions, and to permit the development of specialist facilities for particular sports. If all secondary schools have a main sports hall, which is available for public use, they could be developed with a different specialist facility in order to improve provision across the district.
- The role of village halls and smaller sports halls is crucial in meeting the needs of smaller communities in the outlying parts of the district, especially where they are suitable for sport, and where access to main halls is not available to local communities.
- It is clear that the majority of sports halls (mainly those on school sites but also the main 'public' halls) were built over 30 years ago, and only half of these have been refurbished. There has been very little sports hall construction in Central Bedfordshire in the last 30 years. It can be assumed from this data therefore that the sports hall stock overall is not in prime condition, and is unlikely to be fully fit for purpose far into the future.
- In the current financial climate, the best way of funding new halls or hall improvements needs to be considered.

- The additional population in the new housing areas will significantly increase the demand for sports halls in the future. New provision could take place within the new housing areas, or be more centrally located to meet the demand from both these and existing built up areas.

### **OPTIONS FOR CONSIDERATION**

A number of options have been developed for future action, primarily from the scenario testing in the FPM. These are not comprehensive or in any way exclusive and consultees are asked to consider these and any others that may present themselves.

#### **SH1 - DO LITTLE.**

This option, which relies on retaining the current stock of halls with routine maintenance, is unlikely to be a realistic proposal given the issues set out above.

### **PLACE MAKING OPTIONS**

#### **DUNSTABLE/HOUGHTON REGIS AREA**

##### **SH2 – REFURBISH DUNSTABLE LEISURE CENTRE SPORTS HALL**

- The impact of refurbishment of the main sports halls is normally felt in the increased attractiveness of these centres leading to higher used capacity and annual throughputs. However Dunstable Leisure Centre is already at capacity and there is no difference.
- This option has decreasing impact over time and is small-scale.
- This option still leaves facilities in the local area and overall at capacity and additional halls would be required to free this up.

##### **SH3 – REFURBISH HOUGHTON REGIS LEISURE CENTRE SPORTS HALL**

- This option does make the existing sports hall more attractive, with a short term impact on usage
- The outcome of this option is similar to above, with the exception that the nearly full Houghton Regis sports hall now reaches absolute capacity.
- This option has decreasing impact over time and is small-scale.
- This option also leaves facilities in the local area and overall at capacity and additional halls would be required to free up this.

##### **SH4 – BUILD NEW SPORTS HALL AT HOUGHTON REGIS LEISURE CENTRE AND CLOSE EXISTING HALL**

- This option results in a smaller supply of halls as the replacement Houghton Regis hall is only 4 courts in size (in this scenario).
- Satisfied demand remains the same as before as the hall is more attractive, albeit smaller, but less satisfied demand is retained in the area.
- Throughput decreases but there is still a very high utilised capacity (almost 100%)
- Although this is a longer term solution than refurbishment, the halls in the area are at capacity and additional courts are still required to meet local demand.

##### **SH5 – BUILD NEW SPORTS HALL IN DUNSTABLE/HOUGHTON REGIS GROWTH AREA AND CLOSE HOUGHTON REGIS AND DUNSTABLE HALLS**

- This option results in a drop in supply as two halls are replaced by one in a new location.
- There is no effect on satisfied demand as more visits are exported outside.
- Throughput in the area declines but utilised capacity increases to almost 100%
- The closure of the 2 centres and replacement with the new combined Dunstable and Houghton Regis centre is too severe in terms of overall supply and demand

balance, and puts immediate “hall full” pressure on the new centre as well as on All Saints Academy.

**LEIGHTON BUZZARD/RURAL SOUTH AREA**  
**SH6 – REFURBISH TIDDENFOOT SPORTS HALL**

- The impact of refurbishment of the main sports halls is normally felt in the increased attractiveness of these centres leading to higher used capacity and annual throughputs, and this applies here.
- This option has decreasing impact over time and is small-scale.
- There remains some spare capacity overall, but the main centres are almost at absolute capacity.

**SH7 – BUILD NEW SPORTS HALL IN LEIGHTON BUZZARD/LINSLADE GROWTH AREA AND REFURBISH TIDDENFOOT HALL**

- This option results in an increase in supply as the existing hall at Tiddenfoot is retained and refurbished. This results in an increase in 6 courts overall in the area.
- There is no effect on satisfied demand as levels are already high, but demand retained in the area increases, and the area is a net importer
- Throughput in the area increases by about 20% but utilised capacity decreases by 9% to comfortable levels. However the main halls are at over 90% capacity.
- The retention of 2 main centres in this area gives the area a good supply of facilities, and a range of different venues. This option is however relatively expensive.

**WEST AREA**

**SH8 – REFURBISH FLITWICK LEISURE CENTRE SPORTS HALL**

- This option does make the existing sports hall more attractive, with a short term impact on usage
- There is no significant change to levels of supply and satisfied demand, and throughput and utilised capacity are similar. However the existing sports hall does reach absolute capacity.
- This option has decreasing impact over time and is small-scale.
- This option leaves the main centre at capacity and spare capacity needs to be taken up at other centres in the area.

**SH9 - BUILD NEW SPORTS HALL IN FLITWICK AND CLOSE EXISTING HALL**

- This option is very little different from the above where the Flitwick hall is refurbished.
- The main impact is that the new hall is more attractive, but when tested with other refurbishments, this makes little difference.
- This option retains the local area as a net exporter, but throughput and utilised capacity are very similar to SH8 above,
- The advantage of this option is as a longer term solution to the main issues, at an additional expense.

**SH10 - MORE COMMUNITY USE OF CRANFIELD UNIVERSITY SPORTS HALL**

- This option was not tested specifically, but increased community availability in an area of the district not well provided with sports halls would meet a local need.
- This hall is the biggest in the district and is capable of use for a range of activities requiring a larger space, including competitions and tournaments
- This option requires negotiation with the university on the availability of community time.

## **EAST AREA**

### **SH11 – BUILD NEW SPORTS HALL AT SAXON POOL BIGGLESWADE**

- This option increases supply in the local area, but because of the high existing levels, there is no impact on satisfied demand. Instead a new hall gives more choice to local residents.
- Throughput in the area increases significantly and utilised capacity drops from just below comfortable levels to 70%.
- The new hall drags back demand from outside but the area remains a net exporter.
- This option increases choice of sports halls in the east area

### **SH12 – BUILD NEW SPORTS HALL AT ETONBURY MIDDLE SCHOOL, STOTFOLD**

- This option increases supply in the east area, but has no impact on satisfied demand in the area, because of the already high levels. More demand is retained, though the area continues as a net exporter.
- Throughput increases by 20% but utilised capacity remains just below comfort levels.
- Etonbury sports hall immediately reaches absolute capacity
- This option therefore makes little difference to the overall supply and demand equation, but offers more choice to local residents, and in particular this part of the district. It is likely that some demand is diverted from centres outside Central Beds.

### **SH13 BUILD NEW SPORTS HALL ELSEWHERE IN STOTFOLD**

Although this option was not tested, it is likely that the outcome would be similar to SH11 above.

### **SH14 – UNDERTAKE MAJOR REFURBISHMENT OF SANDY SPORTS AND COMMUNITY CENTRE**

- This option is difficult to assess given that major refurbishment of Sandy sports hall was part of a wider scenario.
- It is likely however that the outcome would be similar to other refurbishments – i.e. it makes the existing sports hall more attractive, with a short term impact on usage, makes little difference to levels of satisfied demand and has decreasing impact over time and is small-scale.
- However the refurbishment does increase throughput at Sandy and raises utilised capacity to absolute maximum.

### **SH15 – MORE COMMUNITY USE OF SHUTTLEWORTH COLLEGE SPORTS HALL**

- This option was not tested specifically, but increased community availability in an area of the district not well provided with sports halls would meet a local need.
- This hall is only 3 courts in size and is capable of use for a range of (probably) specialist activities requiring a smaller space, subject to greater public access.

**Some of the above options would be affected by facility provision, replacement or improvement in neighbouring LA areas, not tested in the scenarios.**

## **GENERAL OPTIONS**

### **SH16 - REFURBISH EXISTING SPORTS HALLS ACROSS THE DISTRICT AS A COMPREHENSIVE PROGRAMME**

- This option means the comparatively modern stock in Central Beds will be much more attractive to users, which will draw in more demand from residents outside Central Beds but who live within the drive time catchment area of a sports hall in Central Beds.

- It is a very beneficial programme of improvement of sports halls and creates a very modern stock across the area benefiting Central Beds residents.
- But it is a very extensive and costly programme of investment in sports halls which does create significant changes in supply with an overall 12% increase in sports hall capacity in visit number. Also there is now a very modern and extensive supply of sports halls which meets most of the demand for sports halls.
- It could however be a victim of its own success in drawing in more users from outside the area and creating almost "over full" sports halls as there is little spare capacity across Central Beds.
- If hall sports participation rates rises, by say 1% - 2% then the sports halls will become very full very quickly. Possibly a more modest and targeted programme of sports hall modernisation of some of the other runs than run 5 is more cost and sports effective.

**SH17 – IMPROVE ACCESS TO EXISTING SCHOOL HALLS BY NEGOTIATION AND AGREEMENT**

- Access to schools and college sports halls is often restricted to clubs and regular bookings only and as such these facilities have limited impact upon the supply of sports halls for wider community use. However, their ability to assist in meeting the local demand for indoor sport should be considered.
- This option alone is unlikely to meet the overall needs of Central Beds for sports halls but would meet some local demand. It should be considered in conjunction with the major options set out above.

**SH18 - CONSIDER COMMUNITY ACCESS TO OTHER CURRENTLY UNUSED HALLS e.g. HENLOW CAMP** – this option would have limited impact on demand, but would absorb some usage in a more local part of the district.

**SH19 – REVIEW THE PROGRAMMING OF EXISTING HALLS TO PROVIDE MORE CAPACITY AT PEAK TIMES FOR USERS WITH THE GREATEST DEMAND** - again this can be considered in conjunction with other options, but by itself would be unlikely to make a major impact overall

**SH20 – ENCOURAGE THE GREATER UTILISATION OF VILLAGE AND COMMUNITY HALLS FOR SPORT, PARTICULARLY WHERE THESE ARE SUITABLE TO ACCOMMODATE ORGANISED ACTIVITY**

Improvements where possible and feasible to the structure, management and programming of village and community halls, particularly in the main villages but also in the main towns where smaller scale activities could take place, would make a significant impact on overall availability, particularly where a full sports specification is not required (e.g. for recreational play). This is likely to be a local solution which supplements the other options above.

**SH21 - CONSIDER POSSIBLE OPTIONS FOR DELIVERY**

These will include developer contributions, LA capital spending, borrowing, grant aid and public private partnerships. The development of a standard for future provision, or a schedule of future sports hall requirements, will need to be considered.

## SWIMMING POOLS

### SCOPE

The pools included in the scope of this section are indoor swimming pools of over 20m in length and 400m<sup>2</sup> and above in water area, with some degree of community access and use. This includes pools in leisure centres and commercial gyms which are aimed at meeting the needs of local community, and is in accordance with the methodology for the Sport England Facilities Planning Model (FPM) used in much of the assessment. The study area includes pools in Central Bedfordshire and the surrounding local authority areas, and results were analysed both on a Central Bedfordshire-wide basis and on a Placemaking Area basis.

The strategy does not include consideration of specialist swimming pools and facilities that may have a national/regional/sub-regional catchment e.g. 50m pools for elite athletes, and leisure pools.

School, private and outdoor pools point do not form a significant part of the assessment although there are school pools just outside of the district that formed part of the main assessment (e.g. Lealands High School), and small/private/outdoor pools within and around Central Beds which may have a local role to play in helping meet needs albeit on a limited basis.

### OBJECTIVES

The additional objectives for swimming pools are:

- To increase participation in swimming
- To enable the full range of swimming activities to flourish, including recreational, teaching, coaching, club activity and the development of excellence.
- To enable the development of clubs and swimming squads
- To provide a balanced approach to the provision of swimming for all ages and abilities
- To improve levels of safety through teaching more people to swim

### SUMMARY OF AUDIT AND ASSESSMENT

#### Current situation 2012

##### Supply and demand

- There are currently 15 indoor pools (11 main and 4 learner, teaching or smaller pools) on 11 sites throughout Central Bedfordshire. Eight of these are fully accessible to the public on a pay and play basis, including the main 'public' pools at Dunstable Leisure Centre, Flitwick Leisure Centre, Tiddenfoot in Houghton Regis and Saxon Pool & Leisure Centre in Biggleswade, 4 pools at commercial health and fitness clubs which are mainly available to registered members, and 3 on other sites mainly with restricted access. A number of other pools have either recently closed, are solely in private use or are outdoors, and therefore are mainly outside the scope of this section as they make limited contribution to meeting community need.
- The overall supply of water space in Central Bedfordshire per 1000 people is 8m<sup>2</sup>, which is lower than the national average of 13m<sup>2</sup>. In contrast, five of the surrounding local authorities have high to very high levels of water space, while two have very low levels of water space.
- When comparing supply of pools and local demand, there appears to be a shortfall in water space across Central Bedfordshire of about 600m<sup>2</sup>.



### Satisfied and unmet demand

- In fact, very high levels of demand for swimming are met in the district (demand is met if there is spare capacity in a pool and residents live within the driving or walking catchment of a pool). 92% of demand for pool space is met (slightly higher than the national average of 91%), either within Central Bedfordshire or at surrounding local authority pools
- The 8% of demand unmet is generally demand created by people living in rural areas outside the driving catchment of a pool or those in the main towns without a car. This is considered to be an acceptable and expected level of unmet demand, which is unlikely to fall in an area like this.
- Of the 92% of satisfied demand, 69% is retained within facilities in Central Bedfordshire, while the remainder (31%) is met by facilities in the surrounding local authority areas. As such, other local authorities are meeting some of Central Bedfordshire's demand for swimming
- Central Bedfordshire is a net exporter of demand to LAs outside of about 2100 visits per week, and in general therefore it relies on pools outside the district to meet its demand.

### Accessibility

- All residents of Central Bedfordshire currently can be considered to have good access to a pool as all residents can access a pools within a 20 minute travel time

### Usage

- Pools are considered to be at comfortable levels of use if they are used at no more than 70% of their capacity. The average result for pools in Central Bedfordshire is 71%, which suggests that overall pools in Central Beds are above their comfortable capacity.
- Individual results show that the main pools in the district are mainly operating above their comfortable capacity at peak times - Flitwick 87%, Tiddenfoot 80%, Dunstable 100% considerably exceed comfortable usage levels, although Saxon Poll is at 61%.

### Condition

- Currently the main public pools are considered to be in fair to good condition, but the main 'public' swimming pools are not in prime condition, and are unlikely to be fully fit for purpose far into the future unless there is significant investment.

### Summary of 2012 situation

Unmet demand in Central Beds is the equivalent in total of about one additional pool over the whole district, **but this is spread too thinly to warrant a new pool in any one location that would significantly reduce the unmet demand levels.** The location of pools on the edge of and outside CB fulfils an important role in meeting CB's needs, through good accessibility of local residents, and CB residents therefore have ample access to pools. CB therefore currently relies on neighbouring LA areas to meet much of its demand for swimming.

The main current conclusion for swimming pool provision in Central Bedfordshire appears to be the apparent high use of the Flitwick, Tiddenfoot and Dunstable Leisure Centre pools, which the model estimates are operating well above comfortably full levels. **So while there is insufficient demand to justify a new pool to meet unmet demand, additional capacity in the peak period is required at (these or) other pools to reduce the pressure on these facilities.**

## Future situation 2022

In order to estimate future pool requirements to meet the needs of Central Bedfordshire's population to 2022, the FPM was used to model the effect the 13% increase in population would have on meeting future demand.

### Supply and demand

- The supply of pools and water space remains unchanged in Central Bedfordshire, overall water space per 1000 people is reduced to 7m<sup>2</sup>, which is lower than the national average of 12m<sup>2</sup>.
- Four of the surrounding local authorities are assumed to continue to have high levels of water space, while two have very low levels of water space.
- The effect of the 13% increase in population is an increased apparent shortfall in water space across Central Bedfordshire of 900m<sup>2</sup>.

### Satisfied and unmet demand

- With an increase in population of 13%, there is a corresponding rise in demand for pool space of 11%. However, 92% of demand for pool space continues to be met. Unmet demand stays at 8% overall, although the number of visits increases accordingly.
- A smaller proportion of this (67%) is retained within facilities in Central Bedfordshire. 33% is now met by facilities in the surrounding local authority areas as such other local authorities are meeting an increasing amount of Central Bedfordshire's demand for swimming.
- Central Beds becomes an even higher exporter of demand to neighbouring areas.

### Accessibility

- All residents of Central Bedfordshire still have good access to a pool as all residents can access a pools within a 20 minute travel time

### Usage

- The average usage of pools in Central Bedfordshire increases to 75%, well above comfort levels, and individual pools at Flitwick 92%, Tiddenfoot 98%, Dunstable 80% and Saxon 74% all now exceed comfortable usage levels

### Condition

- Without significant investment the condition of pools by 2022 will have deteriorated with corresponding effects on their attractiveness to users.

### Summary of 2022 situation

- Future need is dependent on any increase in population, which is mitigated by the ageing of the population. **However unmet demand is still not in sufficient concentrations to justify the provision of any additional pools in the district to meet this criterion alone. New pools might be built but they would only succeed in displacing demand from other existing pools nearby.**
- **The main concern by 2022 remains the high usage of now all 4 main 'public' pools in the four main towns.** Despite a reduction in the usage of the Dunstable LC pool in the face of competition from the relatively increasing attractiveness of the 'new' Luton Sports Village pools, the 4 main pools are all operating at or near absolute capacity, although there is still some spare capacity at the commercial pools, which meet less community use because of their membership policies and availability. **Additional capacity is therefore required for this purpose**

## **Possible scenarios 2022**

In order to calculate the pool space required to meet the needs of Central Bedfordshire's growing population to 2022, modeling of three future scenarios has been undertaken to test the impact of changes to pool provision and condition to assess the different impact these changes would have on meeting future demand.

The three scenarios were based around the 'public' pools and modeled new pools, refurbishment of pools, and closure of some facilities. The findings of these scenarios are set out below - all the scenarios have different impacts on levels of satisfied demand, usage and the need for additional facilities. The results have been used to develop some of the options set out below, and are summarized here.

### **Scenario 1 - reopen and refurbish Houghton Regis pool and make major refurbishments to all other main 'public' pools**

- The current quality of pools is good at present, but by 2022 the age and functionality of all pools will have declined. One option therefore is that a programme of renewal and/or refurbishment be put in place to maintain all facilities to achieve a 'good' quality standard.
- Reopening of Houghton Regis pool would achieve additional water space, meet local demand in this part of the district and drag back in demand from outside the district.
- Major refurbishment of 4 pools will provide a short term improvement in the attractiveness of the pools, but this is likely to exacerbate the used capacity which are all already at uncomfortable levels. All main pools will operate above comfort levels.
- A refurbishment (as opposed to new) will have a decreasing impact over time.
- The main effect of this option is to increase throughputs and re-import demand from outside Central Bedfordshire, although it still remains a net exporter. Additional pools may still be required to overcome capacity issues.
- This is a relatively cheap option, as it results in the least additional water space.

### **Scenario 2 - build new Flitwick pool and new Houghton Regis LC pool and major refurbishment of all other 'public' pools**

- Construction of new pools at Flitwick and Houghton Regis would comprehensively address demand and increase throughput of users at these new facilities. In Houghton Regis in particular this is the best option for meeting demand from residents without cars as the new larger HR pool on the existing site, has a large walking catchment.
- Used capacity at the other pools still remains over comfort levels and the main pools are all operating over capacity. Refurbishments will increase attractiveness which will continue to exacerbate the used capacity levels.
- This is probably the best option in terms of meeting demand and improving throughput, although it is relatively expensive.

### **Scenario 3 - build new larger Flitwick pool and new pools within the growth areas of Leighton/Linslade and Houghton Regis/Dunstable, close Flitwick, Tiddenfoot and Dunstable pools, and major refurbishment to Saxon pool**

- This scenario produces the most additional water space, but levels of satisfied demand actually fall because of the lack of walking access to the new HR and Dunstable pool.
- This scenario has higher throughput but overall utilised capacity is below comfortable levels of use, although the HR and Dunstable pool operates at absolute capacity.
- This scenario still results in net export of demand. The new Leighton Linslade pool operates at relatively low capacity because of the attractiveness of the nearby

HR and Dunstable pool and the slightly worse location of the new LB pool compared with Tiddenfoot

- This is probably the most expensive option, though the opportunity exists to relate better to the growth areas and seek developer contributions.

## CONSULTATIONS

The Amateur Swimming Association (the governing body for swimming) did not respond to the initial consultation, but the development of new pools or improvement of existing comply with the current strategic aims of the association and the target for swimming facilities up to 2013.

Clubs and local councils replying did highlight the following:

- Tiddenfoot is considered inadequate to meet all the demands on it, and in particular during the day when there is no community use (the assessments above tend to consider only the peak hours which do not necessarily correspond)
- There is a local desire/aspiration for an additional pool in Leighton Buzzard
- The recent closure of the pool at Houghton Regis is considered to have had a serious impact on local swimming, particularly on daytime school activity.

## KEY ISSUES

- Taking into account location, size and availability, the existing pools meet a wide demand for recreational swimming, teaching and/or club activities. Swim clubs and others still experience difficulty of gaining access at their preferred times, particularly in Leighton Buzzard.
- The assessment suggests that although there is relatively low provision, it is difficult to justify any more pools in the district to meet unmet demand. Evidence shows that the construction of new pools would not achieve a higher proportion of satisfied demand because existing pools are shown to be well located to serve the major settlements and identified growth areas. Equally, improving upon the 8% unmet demand is unlikely to be possible, due to the rural nature of much of Central Bedfordshire
- There is some evidence that the main leisure centre pools in Flitwick, Tiddenfoot and Dunstable are at capacity already and will get more crowded by 2022, and that additional capacity may be required to meet this concern.
- Central Beds does rely on pool provision in neighbouring LA areas to meet much of its demand. This includes the 'new' 50m pool at Luton Sports Village. Measures might be taken to redress this situation.
- The recent closure of Houghton Regis pool highlights a need for additional swimming pool space in this part of the district.
- There is clearly some concern in Leighton Buzzard about the adequacy of swimming provision in the town.
- The role of commercial pools at health clubs in meeting the local demand for swimming has significant potential and should be considered.

- The current quality of pools is considered good at present, but unlikely to be fit for purpose after 2020. There is an issue of age and functionality with some pools, many of which were built before 1990, although some refurbishment has taken place. Quality improvements will differ according to whether pools are replaced or renewed. By 2022 the existing pools will in some instances be in excess of 40 years old, and without significant investment their condition will have deteriorated to a degree where they are significantly less fit for purpose. This will have a corresponding effect on their attractiveness to users.
- The decline in the used capacity at Dunstable by 2022 (from 100% to 80%) shows that the pool's age and condition mean it has become less attractive to users who will choose to swim elsewhere. Without investment a similar effect may be expected on the other pools.
- In the current financial climate, the best way of funding new pools or pool enhancements needs to be considered.
- The additional population in the new housing areas will significantly increase the demand for swimming in the future. New provision could take place within the new housing areas, or be more centrally located to meet the demand from both these and existing built up areas.

#### **OPTIONS FOR CONSIDERATION**

A number of options have been developed for future action, primarily from the scenario testing in the FPM. These are not comprehensive or in any way exclusive and consultees are asked to consider these and any others that may present themselves.

#### **SW1 - DO LITTLE.**

This option, which relies on retaining the current stock of pools with routine maintenance, is unlikely to be a realistic proposal given the issues set out above

#### **PLACE MAKING OPTIONS**

##### **DUNSTABLE/HOUGHTON REGIS AREA**

##### **SW2 – REFURBISH DUNSTABLE LEISURE CENTRE POOL**

- This option has a limited impact on satisfied demand and this diminishes over time as the relative attractiveness of the refurbished pool decreases
- Throughputs increase in the short term, and some exported demand outside is drawn back, but the area remains a net exporter
- Capacity issues remain, and pools are mainly full.
- This is a relatively cheap option

##### **SW3 – REOPEN AND REFURBISH HOUGHTON REGIS LEISURE CENTRE SPORTS HALL**

- The increase in supply results in a higher level of satisfied demand, and in particular better access on foot than at present.
- The local area retains a larger proportion of its own demand and effectively draws back demand from outside the area and district
- Utilised capacity increases in the area from 76-88% and all local pools are at capacity
- This option improves local accessibility to pools but still means that additional water space is necessary because all pools in the area are full

##### **SW4 – BUILD NEW SWIMMING POOL AT HOUGHTON REGIS LEISURE CENTRE AND CLOSE EXISTING POOL**

- A new larger pool in Houghton Regis increases water space in the local area by two-fold
- Unmet demand in the area increases to 96%, about as high as is possible
- Walking access improves compared with at present and represents a much higher proportion of total access
- Throughput in the local area doubles and the area becomes a major importer of demand from outside
- Utilised capacity at the new pool is at 80% above comfort levels, so additional water space might still be necessary to overcome this

**SW5 – BUILD NEW SWIMMING POOL IN DUNSTABLE/HOUGHTON REGIS GROWTH AREA AND CLOSE HOUGHTON REGIS AND DUNSTABLE POOLS**

- Satisfied demand declines compared with the existing as the new pool is further away for those without cars
- Utilised capacity is still above comfortable levels of use
- The local area becomes a major importer of demand from outside
- There are still capacity issues as the new pool is at absolute capacity
- This an expensive option but it is more closely related to development in terms of developer contributions

**LEIGHTON BUZZARD/RURAL SOUTH AREA**

**SW6 – REFURBISH TIDDENFOOT SWIMMING POOL**

- This option has a limited impact on satisfied demand and this diminishes over time as the relative attractiveness of the refurbished pool decreases
- Throughputs increase in the short term
- Capacity issues remain, and the existing pool remains mainly full.
- This is a relatively cheap option

**SW7 – BUILD NEW SWIMMING POOL IN LEIGHTON BUZZARD/LINSLADE GROWTH AREA AND CLOSE TIDDENFOOT POOL**

- Satisfied demand increases only slightly compared with the existing as the new pool is further for those without access to a car
- Throughput is likely to increase but utilised capacity reduces significantly (the scenario only tested a number of new pools altogether and the Dunstable option affects the Leighton Buzzard area disproportionately)
- This an expensive option but it is more closely related to development in terms of developer contributions
- It is difficult to assess the benefits of this option alone because of the impact of other new pools in the scenarios

**WEST AREA**

**SW8 – REFURBISH FLITWICK LEISURE CENTRE SWIMMING POOL**

- This option achieves more throughput than at present, because there is a short term increase in attractiveness.
- It draws back some demand from outside the area but remains a net exporter
- Throughput increases but utilised capacity overall in the local area and Flitwick now reaches 100%
- This is a short term option with little impact on long term satisfaction of need

**SW9 - BUILD NEW 6 LANE SWIMMING POOL IN FLITWICK AND CLOSE EXISTING POOL**

- This option achieves an increase in supply in the local area, increased attractiveness and therefore throughput and reduces the overall shortfall in pool space
- However the Flitwick pool is still operating above comfortable levels of use.
- This is a relatively expensive option

**SW10 - BUILD NEW 8 LANE SWIMMING POOL IN FLITWICK AND CLOSE EXISTING POOL**

- This option achieves a reduced shortfall in water space by doubling the water area compared with now. The pool is more attractive and throughput increases by one third.
- The utilised capacity is reduced to below 70% (the comfort level).
- The new pool reduces the reliance on pools outside the area
- This is an expensive option.

**EAST AREA**

**SW11 – REFURBISH EXISTING SAXON POOL**

- This option addresses a declining attractiveness at Saxon Pool although this would only be in the short term.
- It would increase throughput at the pool and in the local area and draw back some demand from outside
- This is a relatively cheap option.

**SW12 – BULD NEW POOL IN SANDY**

- This option was not tested as part of the scenarios but it is unlikely to be justified in view of the relative proximity of Saxon Pool and the likelihood that usage from the latter would merely be displaced to Sandy.
- There is unlikely to be a significant increase in satisfied demand except for those without use of a car near to any pool in Sandy.
- It would release some pressure on Saxon Pool which without any improvement is at 75% capacity

**Some of the above options would be affected by facility provision, replacement or improvement in neighbouring areas, not tested in the scenarios.**

**GENERAL OPTIONS**

**SW13 - NEGOTIATE BETTER ACCESS WITH COMMERCIAL PROVIDERS OF GYMS AND HEALTH CLUB POOLS**

- Access to commercial pools at health clubs is restricted to members only and as such these facilities have limited impact upon the supply of water space,. However, their ability to assist in meeting the local demand for swimming should be considered.
- This option is unlikely to meet the overall needs of Central Beds for swimming but would meet some local demand. It should be considered in conjunction with the major options set out above.

**SW14 - CONSIDER COMMUNITY ACCESS TO OTHER CURRENTLY UNUSED POOLS e.g. HENLOW CAMP** – this option would have limited impact on demand, but would absorb some usage in more local areas of the district.

**SW15 – REVIEW THE PROGRAMMING OF EXISTING POOLS TO PROVIDE MORE CAPACITY AT PEAK TIMES FOR USERS WITH THE GREATEST DEMAND** – the evidence shows that there is no justification for the provision of an additional pool in any one location to meet additional unmet demand. However, additional capacity could be gained by increasing the usage of the main existing pools. Again this can be considered in conjunction with other options but by itself would be unlikely to make a major impact overall.

**SW16 – CONSIDER BETTER UTILISATION OF ANY SMALL POOLS WHERE APPROPRIATE**

The main pools have been considered in the assessment and the main options above are likely to have the greatest impact on future swimming provision. There are a few

smaller pools, on health club and some school sites, which could be utilised to meet a more local demand, but these are likely to have a limited impact overall.

**SW17 - CONSIDER POSSIBLE OPTIONS FOR DELIVERY**

These will include developer contributions, LA capital spending, borrowing, grant aid and public private partnerships. The development of a standard for future provision, or a schedule of future swimming pool requirements, will need to be considered.



## **HEALTH AND FITNESS CENTRES**

### **SCOPE**

The health and fitness facilities included in the scope of this section are those facilities providing fitness stations for both cardiovascular and strength training, more commonly known as gym, and exclude spaces for aerobics and dance activities. These are located at 'public' leisure centres, schools with agreed community use and at commercial/private leisure and health clubs. The study area for all assessments includes centres in Central Bedfordshire and the surrounding local authority areas, and results were analysed both on a Central Bedfordshire-wide basis and on a Placemaking Area basis.

### **OBJECTIVES**

The general objectives for indoor sports set out above apply equally to health and fitness centres

## **SUMMARY OF AUDIT AND ASSESSMENT**

### **Current situation 2012**

#### **Supply and demand**

- There are 19 health and fitness venues providing a total of 844 health and fitness stations across the district. Of these nine are available on a pay and play basis, six are for registered members and four are for private use only. Two venues comprising 57 stations are understood to have recently closed. In terms of availability for the wider community, 494 stations are there for pay and play use (59%) either in LA, education or commercial management, 268 are for registered members (32%) on education and commercial sites, and, 82 (10%) are privately used. Members' clubs and those used by local sports clubs are not necessarily available to the wider community (and therefore weighted down 50%), so the effective number of 'public' stations in the district is 628.
- The relative supply of fitness stations in Central Bedfordshire is less than 2/3 of the regional and national averages, lower than other LAs in the county and the county average and about 25% of the best provided LA in the region.
- On this basis of a calculation using industry criteria, it is estimated that a total of 1210 stations are required during the peak time period to accommodate current levels of demand. There is an apparent significant deficit of 350-600 stations
- Over the wider area (comprising the LA areas immediately surrounding Central Beds) however, there is an apparent surplus of 1400 stations, and all except Luton has sufficient stations to meet estimated local demand. The total surplus easily exceeds the CB shortfall, though the shortfall in Luton means that CB residents in the south of the district might not be able to access gyms so easily in Luton itself

#### **Accessibility**

- As with most other facilities, accessibility to health and fitness centres is determined by the location of the facility, and the distribution of the population. Car access is good, with all residents able to access a centre within 20 minutes. 85% of local residents are also within a 20-minute public transport journey. However a significant proportion of those living outside the main towns cannot gain ready access to centres, and walking access is only good in the main towns where the centres exist.

### Condition

- Overall the quality of health and fitness centres can be said to be good, only one centre has not been built or refurbished since 2000, and the condition and range of main and ancillary facilities meets current requirements.

### Summary of 2012 situation

There appears to be a significant shortfall of health and fitness stations within Central Beds of up to 600 stations.

This general conclusion is mitigated by several factors however:

- ROSA has a major surplus of stations when comparing estimated demand with supply, of 1400 stations.
- The supply of stations in Luton, the LA most closely linked to Central Beds, has increased recently with additional facilities at Luton Sports Village and Lewsey Park, and average provision here is higher than in CB, although there is a small deficit in provision on the above analysis.
- As with other types of sports facilities, there is an evident export of demand from Central Beds to neighbouring LA area.

It is much more likely therefore that if any shortfalls exist in Central Beds, these are localised, and indeed the operators of the main 'public' leisure centres have highlighted some shortfalls in Leighton Buzzard, Flitwick and maybe Biggleswade. Commercial clubs are likely to be meeting the members' only demand.

**There is therefore some justification for limited additional health and fitness provision in Flitwick and Leighton Buzzard. Additional capacity might also be able to be released at private clubs who might be encouraged to open up their own facilities for wider community use where necessary.**

### Future situation 2022

As with other facilities, future need is dependent on any increase in population, which may be mitigated by the ageing of the population. Even if increased participation in accordance with local and SE targets is not achieved, it is likely that additional stations will be required in the next 10-15 years over and above any planned increases at the present. Positive provision for health and fitness should be made particularly in conjunction with new housing development throughout the district.

Furthermore, with the provision of other new sporting facilities a new health and fitness suite can provide great opportunities for cross-selling and marketing and help to increase participation in other sports and activities and therefore should always be considered as an 'add-on' when considering other new sporting provision.

### CONSULTATIONS

Clubs, governing bodies, operators and local councils replying did highlight the following:

- Provision for health and fitness needs to account for participation by young people
- There is a clearly identified need among some public sector operators that additional stations are required (commercial managers were reluctant to provide data, and it must be assumed that there is a balance in commercial provision because of market factors). Flitwick LC already demonstrates a need for more stations at peak times, while Tiddenfoot managers suggest capacity has been reached here. Houghton Regis LC has recently upgraded its gym from 15-65 stations as part of the modernisation process recently undertaken (although take

up at the time of visit was still very low) and Saxon Pool gym has also been updated but the free weights section is known to be inadequate.

### **KEY ISSUES**

- The assessment has found that health and fitness provision in the district is well below average. Central Beds does rely on fitness provision in neighbouring LA areas to meet much of its demand. Measures might be taken to redress this situation.
- The scale and size of new health and fitness centres will be determined by demand, and the need to make other provision sustainable. Therefore, a new facility is only likely to be built if it is economically viable and sustainable to do so as part of other provision e.g. in conjunction with a new sports hall, swimming pool or AGP.
- The optimum size of health and fitness centres may depend on a range of factors, and there is no ideal number of stations per centre.
- It is clear that most health and fitness centres are in good condition, only one centre has not been built or refurbished since 2000, and the condition and range of main and ancillary facilities meets current requirements. Quality and condition need to be maintained to keep facilities fit for purpose over the period of the strategy.
- The additional population in the new housing areas will significantly increase the demand for health and fitness centres in the future. New provision could take place within the new housing areas, or be more centrally located to meet the demand from both these and existing built up areas.

### **OPTIONS FOR CONSIDERATION**

A number of options have been developed for future action. These are not comprehensive or in any way exclusive and consultees are asked to consider these and any others that may present themselves.

#### **HF1 - DO LITTLE.**

This option, which relies on retaining the current stock of centres with routine maintenance, is unlikely to be a realistic proposal given the issues set out above, and the fact that trends and fashions are constantly evolving.

#### **HF2 - PROVIDE ADDITIONAL STATIONS AT CENTRES WITH EXISTING SHORTFALLS**

These include Flitwick LC, and Leighton Buzzard

#### **HF3 - IMPROVE CAPACITY BY NEGOTIATING ADDITIONAL ACCESS BY THE WIDER COMMUNITY TO COMMERCIAL AND PRIVATE FACILITIES**

It is likely that there is some spare capacity at commercial health and fitness gyms which might be available to the wider community by negotiation, or by some form of public subsidy, to meet unmet demand

#### **HF4 - MAKE ADDITIONAL PROVISION IN CONJUNCTION WITH THE INCREASED NEEDS OF THE NEW HOUSING AREAS, PARTICULARLY NEAR HOUGHTON REGIS AND LEIGHTON BUZZARD**

Health and fitness centres are smaller in scale than sports halls and swimming pools, and consideration should be given to direct provision as part of new housing development on a local basis.

**HF5 - MAKE BETTER USE OF EXISTING FACILITIES AT SCHOOLS AND OTHER LOCAL FACILITIES**

This option alone is unlikely to meet the overall needs of Central Beds for health and fitness stations, but would meet some local demand. It should be considered in conjunction with the major options set out above.

**HF6 – ENCOURAGE SCHOOLS AND OTHER EDUCATIONAL ESTABLISHMENTS TO INCORPORATE HEALTH AND FITNESS FACILITIES AS PART OF SCHOOL SPORTS HALL PROVISION**

Health and fitness facilities are complementary to sports halls and other sports facilities, and should be considered in conjunction with planned improvements to these facilities as considered elsewhere in this report

**HF7- CONSIDER COMMUNITY ACCESS TO OTHER CURRENTLY UNUSED HALLS e.g. HENLOW CAMP, CHICKSANDS** – this option would have limited impact on demand, but would absorb some usage in a more local part of the district.

**HF8 – ENCOURAGE THE PROVISION OF HEALTH AND FITNESS FACILITIES WITHIN VILLAGE HALLS**

Small scale health and fitness facilities can be considered as part of the usage of smaller facilities such as village halls, to meet a local on-the-doorstep amenity in smaller settlements distant from purpose provided centres. This can include the conversion of ancillary rooms and other smaller spaces. It is likely that this will comprise a local solution with limited overall impact

**HF9 - CONSIDER POSSIBLE OPTIONS FOR DELIVERY**

These will include developer contributions, LA capital spending, borrowing, grant aid and public private partnerships. The development of a standard for future provision, or a schedule of future health and fitness requirements, will need to be considered.

## **SQUASH**

### **SCOPE**

The squash facilities included in the scope of this section are at 'public' leisure centres, schools (where appropriate), colleges and local clubs, where there is some availability for community use. The study area for all assessments includes facilities in Central Bedfordshire and the surrounding local authority areas, and results were analysed both on a Central Bedfordshire-wide basis and on a Placemaking Area basis.

### **OBJECTIVES**

The general objectives for indoor sports set out above apply equally to squash

### **SUMMARY OF AUDIT AND ASSESSMENT**

#### **Current situation 2012**

##### **Supply and demand**

- There are 9 squash clubs and centres in the district, with a total of 21 courts, 5 of which are glass backed, allowing for viewing and coaching. Three courts are on 2 private sites, so the effective availability for wider community use is 18 courts, of which 4 are mainly club based, and the remainder are at the main leisure centres.
- There are 48 venues in the surrounding LA areas, with a total of 134 courts.
- It is also known that a number of squash venues have closed in recent months, including Luton Regional Sports Centre and Putteridge Recreation Central (both in Luton).
- Relative provision in Central Beds (0.08 courts per 1000) is similar to the overall average for the study area, and higher than the average for Bedfordshire. The lack of courts in Luton (with a relatively large population) deflates the county figure. Best provision is in Huntingdonshire, Dacorum and Aylesbury Vale, where the main squash centres are some distance from Central Beds itself. By comparison, it is estimated that there are 4500 squash courts in England overall, which gives a relative supply of 0.08 courts per 1000 people. Central Beds provision is therefore about the national average.
- Based on participation data collected from the Active People Surveys by Sport England, it is assumed that the demand for squash courts in Central Beds is about 10-20% above the national average, but this will fluctuate and may well not increase significantly given the most recent trends in participation.

##### **Accessibility**

- No detailed assessment of accessibility was undertaken (and accessibility mapping is not available from Active Places), but the distribution of centres around Central Beds and in locations close to the district boundary suggest that a very high proportion of local residents live within a 20 minute drive of a squash facility.

##### **Condition**

- No detailed quality assessments were undertaken, but hearsay evidence suggests that facilities are generally in a fair condition, although some 'public' courts require better maintenance and management.

### Summary of 2012 situation

Existing provision per capita overall for squash is almost the average for England, while demand is estimated from national participation rates at about 10-20% above the average.

Some evidence exists that courts and centres are already under some pressure, particularly in the south of the county and district.

Comparing supply with estimated demand, it is suggested that there is an existing shortfall of about 3-5 courts to meet current demand. In particular there is a need for venues with at least three courts.

Quality is generally fair and overall accessibility to existing courts good.

**Additional squash provision (minimum 3 courts) should therefore be considered either as free standing centres in 1-2 locations or more probably as part of the development of any multi use leisure centres arising from other sections of this assessment.**

### Future provision

As with other facilities, future need is dependent on any increase in population, which is mitigated by the ageing of the population. It is likely that additional squash courts might be required in the next 10-15 years over and above current increased requirement.

### CONSULTATIONS

The governing bodies of squash were consulted and highlighted the following:

- There is a lack of squash facilities particularly in the south of the county, and three court venues would be supported. In public venues, clubs should be encouraged to prosper.
- There is a need to consider the provision of larger venues with at least 3 courts primarily to satisfy the requirements of the governing body for development programmes for young people and others.

### KEY ISSUES

- The assessment has found that squash provision in the district is at about the national average, although it is likely that demand is higher. There is some evidence from the governing bodies of a shortfall of courts to meet local demand, including in the adjacent area of Luton, where courts have recently closed
- The 'public' leisure centres tend not to fully permit the development of clubs based there, with an impact on club development, coaching and junior participation.
- There is almost a separate need to develop courts on leisure centre sites and clubs, which cater for a slightly different user type.
- Quality and condition are considered to be fair/good, but need to be maintained to keep facilities fit for purpose over the period of the strategy.
- The additional population in the new housing areas will significantly increase the demand for squash centres in the future. New provision could take place within

the new housing areas, or be more centrally located to meet the demand from both these and existing built up areas.

#### **OPTIONS FOR CONSIDERATION**

A number of options have been developed for future action. These are not comprehensive or in any way exclusive and consultees are asked to consider these and any others that may present themselves.

##### **SQ1 - DO LITTLE.**

This option, which relies on retaining the current stock of courts with routine maintenance, is unlikely to be a realistic proposal given the issues set out above, and the fact that trends and fashions are constantly evolving.

##### **SQ2 - PROVIDE ADDITIONAL 3 COURT SQUASH CENTRES IN LEIGHTON BUZZARD, FLITWICK AND DUNSTABLE**

This may be achieved in conjunction with any new leisure centre development.

##### **SQ3 – DEVELOP NEW SQUASH COURTS AT NEW PROPOSED LEISURE CENTRES UP TO 2022/MAKE ADDITIONAL PROVISION IN CONJUNCTION WITH THE INCREASED NEEDS OF THE NEW HOUSING AREAS, PARTICULARLY NEAR HOUGHTON REGIS AND LEIGHTON BUZZARD**

##### **SQ4 – REFURBISH AND ENHANCE EXISTING CENTRES TO ENSURE FITNESS FOR PURPOSE TO 2022 AND BEYOND**

**SQ5 – IMPROVE BY NEGOTIATION COMMUNITY ACCESS TO OTHER CURRENTLY UNUSED COURTS e.g. HENLOW CAMP, CHICKSANDS** – this option would have limited impact on demand, but would absorb some usage in a more local part of the district.

##### **SQ6 – DEVELOP BETTER COMMUNITY USE OF CRANFIELD UNIVERSITY COURTS**

##### **SQ7 - ENABLE THE DEVELOPMENT OF FULLY FUNCTIONING CLUBS AT THE MAIN LEISURE CENTRE COURTS**

##### **SQ8 – WORK WITH BIGGLESWADE SC TO DEVELOP BETTER DEVELOPMENT AND COACHING PROGRAMMES**

##### **SQ9 – ENCOURAGE THE INCREASED USE OF EXISTING COURTS WHERE THERE IS SPARE CAPACITY, BY IMPROVED MANAGEMENT AND PROMOTION**

##### **SQ10 - CONSIDER POSSIBLE OPTIONS FOR DELIVERY**

These will include developer contributions, LA capital spending, borrowing, grant aid and public private partnerships. The development of a standard for future provision, or a schedule of future squash requirements, will need to be considered.

## **INDOOR BOWLS**

### **SCOPE**

The facilities included in the scope of this section are those providing indoor bowls, either as free standing centres or as part of wider leisure centres. The study area for all assessments includes centres in Central Bedfordshire and the surrounding local authority areas, and results were analysed both on a Central Bedfordshire-wide basis and on a Placemaking Area basis.

### **OBJECTIVES**

The general objectives for indoor sports set out above apply equally to bowls centres

### **SUMMARY OF AUDIT AND ASSESSMENT**

#### **Current situation 2012**

##### **Supply and demand**

- There is only one pay and play indoor bowls facility within Central Bedfordshire providing 6 rinks. However there are a further 10 centres within a 30-40 minute drive of the middle of the district in the surrounding areas, all of which may contribute to local need in Central Beds.
- Local provision per capita is the 8<sup>th</sup> lowest in the region (and actually the lowest where bowls centres actually exist) and 2<sup>nd</sup> in the county. Provision is lower than the national average and less than half the regional average (where bowls is well provided for compared with other regions). The best provided LA in the region actually has about nine times the relative supply of indoor bowls rinks.
- A comparison between local supply and demand suggests that the balance in Central Bedfordshire is much lower than the regional and county average, and also below the regional average. Bowls provision in the region is higher than average, and a greater proportion of demand is therefore met. The county ratio is skewed by the relatively high supply of bowls rinks in Bedford. The proportion of local demand met in Central Beds is only about 12% of the best provided LA in the region.
- Despite the poor provision of indoor bowls rinks in the district, Central Bedfordshire's 'personal share' (a more refined method of assessing supply and demand) is relatively high, above the national average. This is due to the abundance of centres in Bedford and other surrounding LA areas, good accessibility by Central Beds residents to these and the relatively small population sharing these facilities in the wider area.
- Based on existing participation rates and local demographics, it is estimated that there is sufficient demand in Central Bedfordshire at normal participation rates for 2.75 centres, or about 16.5 rinks in community use.

##### **Condition**

- The existing bowls centre was built in 1975 and has been refurbished in 2002, and quality is considered to be good, although there is the need to bring the centre up to more modern standards. At this stage, the centre is therefore considered to be in relatively good condition, albeit that it is very much a 1970s building, and likely to remain fit for purpose over the duration of the study only so long as it is maintained well.



### **Accessibility**

- Accessibility to indoor bowls is not as good as for other facilities, due to the relative lack of indoor bowls centres in the district itself. However over 80% of the local population can still access a bowls centre within a 20-minute drive

### **CONSULTATIONS**

The governing body and local operators were consulted and responded as follows:

- There is no endorsement from the NGB for additional indoor bowls in Central Beds at the present, though population changes should be monitored to take into account the future situation up to 2021.
- If Dunstable Leisure Centre were to be relocated there is merit in considering a more central location for indoor bowls in the district
- There is a need to improve the quality of the existing centre (if retained) to ensure fitness for purpose
- Two clubs had significant spare capacity for additional member, although they suggested that the future of each facility was not in jeopardy. Membership had dropped over the years as the result of an ageing clientele, the lack of spare leisure time and the inability to attract new younger members. Three other clubs were operating at or about capacity, and there was little opportunity to accommodate significant additional usage. The position locally therefore is varied and maybe usage depends as much on management and promotion as underlying strategic issues.

### **Summary of 2012 situation**

There is one indoor bowls centre in the district with 6 rinks, but a large number of other centres within a 30-minute drive in adjacent LA areas.

Existing provision for indoor bowls in the district is very low compared with the county, regional and national averages. The supply/demand balance is also very low, although personal share is above the national average and in line with the local situation, because of the existence of the other local centres outside the district.

Almost two thirds of local residents can access a bowls centre within a 20-minute drive. Accessibility by car is good in the south of the district, but poorer in the northern part where indoor bowls is only available in adjacent LA areas.

Quality is broadly good,

The SFC estimates that at present there is sufficient demand in Central Bedfordshire at normal participation rates for 2.75 centres, or about 16.5 rinks in community use. This compares with current provision of one 6-rink centre. There appears to be a significant shortfall for indoor bowls from this assessment.

**Because of the poor local provision for indoor bowls in the district, a case can be made for the provision of an additional centre in the central, east or west part of the district at the present time.**

However the governing body considers that local provision is acceptable and that the existing club is being encouraged to increase its membership. At the same time there is some spare capacity at existing clubs and centres, particularly in Luton and Bedford. Nevertheless the location of the existing centre does not meet the needs of the whole district, which relies on neighbouring areas to meet much of its demand. Further research is required to assess whether any of the usage of neighbouring

centres might be displaced if an additional or replacement centre is built in Central Beds.

### **Future provision**

As with other facilities, future need is dependent on any increase in population, which is mitigated by the ageing of the population. Conversely an ageing population might offer an opportunity to increase bowls provision. It is likely that additional rink space might be required in the next 10-15 years over and above current increased requirement.

### **KEY ISSUES**

- There is a shortage of indoor bowls in Central Beds, but local residents have good access to centres in nearby LA areas. The need for an additional centre or more in Central Bedfordshire needs careful consideration to ensure that usage is not displaced from other centres, some of which are not well used
- The existing centre in Dunstable does not cater for residents from a large part of the district wishing to play bowls, and locations for new centres elsewhere in the district should be considered, if additional provision is made.
- Indoor bowls is very specialist facility and does not easily allow other sporting usage. However the feasibility of combining additional bowls provision in the future with other new sports facility development (short mat bowls, outdoor bowls or other sports) should be considered.
- Overall quality of the existing centre is considered to be good, but the strategy extends into the future when the current facility will be 15 years older. The existing indoor centre needs to be refurbished to ensure that it remains fit for purpose into the future.
- There is a need to explore participation rates and facts relating to the ageing population, in view of the current declining membership of some of the local outdoor bowls centres and clubs.
- The additional population in the new housing areas may significantly increase the demand for indoor bowls in the future. New provision could take place within the new housing areas, or be more centrally located to meet the demand from both these and existing built up areas.

### **OPTIONS FOR CONSIDERATION**

A number of options have been developed for future action. These are not comprehensive or in any way exclusive and consultees are asked to consider these and any others that may present themselves.

#### **IB1 - DO NOTHING.**

This option, which relies on retaining the current centre with routine maintenance, is unlikely to be a realistic proposal, given its current age and condition.

#### **IB2 – REFURBISH EXISTING CENTRE**

This is a realistic option if it is considered that additional centres would displace existing use from other local centres

#### **IB3 DEVELOPMENT OF NEW 6/8 RINK CENTRE IN THE EAST, WEST OR CENTRE OF THE DISTRICT**

A location in Flitwick, Leighton Buzzard or Biggleswade might be considered for any new centre

**IB4 DEVELOPMENT OF NEW 6/8 RINK CENTRE IN CONJUNCTION WITH THE NEW HOUSING GROWTH AREAS**

A location in either the new Houghton Regis/Dunstable or Leighton Buzzard/Linslade, in conjunction with any new leisure centre might be considered, though the former might require the closure of the existing centre.

**IB5 – ENCOURAGE INCREASED PARTICIPATION IN INDOOR BOWLS BY THE PROVISION OF ADDITIONAL OPPORTUNITIES FOR CARPET AND SHORT MAT BOWLS IN VILLAGE HALLS**

This option would enable a pathway to develop local opportunities in the outlying areas and improve links with indoor bowls clubs

**IB6 - CONSIDER POSSIBLE OPTIONS FOR DELIVERY**

These will include developer contributions, LA capital spending, borrowing, grant aid and public private partnerships. The development of a standard for future provision , or a schedule of future indoor bowls requirements, will need to be considered.

## **INDOOR TENNIS**

### **SCOPE**

The facilities included in the scope of this section are those providing indoor tennis, usually free-standing centres. The study area for all assessments includes Central Bedfordshire and the surrounding local authority areas, and results were analysed both on a Central Bedfordshire-wide basis and on a Placemaking Area basis.

### **OBJECTIVES**

The general objectives for indoor sports set out above apply equally to tennis centres

### **SUMMARY OF AUDIT AND ASSESSMENT**

#### **Current situation 2012**

##### **Supply and demand**

- There are no indoor tennis centres in Central Bedfordshire. However there are 5 centres within a 30-minute drive of the centre of the district in the surrounding areas, all of which may contribute to local need in Central Beds.
- Although there are no indoor courts in Central Bedfordshire, there is indoor tennis provision in 31/47 LAs in the region and in 2 LAs in the county.
- The LTA states that one indoor court can serve 200 regular tennis players. On the basis of current participation figures, taken from Active People Surveys, applied to the district's current adult population (205,100), there is potential for  $205,100 \times 0.8$  (adult population)  $\times 1.27\%$  divided by 200 = 13 courts for the whole district.
- There are currently no courts available in Central Bedfordshire, and on the basis of this calculation, there is some justification to suggest that there is a local demand for a new centre, in the first instance for the provision of 3-6 courts.

##### **Accessibility**

- Despite the occurrence of tennis centres on the edge of the district, very few local residents live within a 10-minute drive of a centre, and over 40% outside a 20-minute drive. This is significantly outside the (historic) Comprehensive Performance Assessment recommendation that all residents should be able to travel to a facility within 20 minutes. The best accessibility is by those residents who live near to the centres in Bedford, Luton and North Herts.

### **CONSULTATIONS**

The governing body and local operators were consulted and responded as follows:

- There is a strong case for indoor tennis facilities in Central Beds, and the LTA is keen to work with the Local Authority and other NGB's to try and get some indoor facilities within the county.
- There are two possible locations based on existing clubs, in Leighton Buzzard or Flitwick
- Joint use sites with other sports are acceptable as long as there is a dedicated tennis element on the site. It would make sense to work with the existing outdoor clubs to bring existing players to any potential new centre
- Any type of structure or surface is acceptable dependent upon budget.
- Consultation with other local operators and clubs confirms that additional indoor courts are required both for casual play and for coaching and teaching of juniors, but that Central Beds is not necessarily the best location for a new facility in the county.

### Summary of 2012 situation

There are no indoor tennis courts in Central Bedfordshire although there are 5 centres with 13 courts within 30 minutes from the centre of the district. Potential players in part of the district particularly around Leighton Buzzard are not accommodated.

On the basis of the average provision in the county/region, there is shortfall of 2-9 courts (compared with the national average the shortfall is 7 courts). Using LTA data on the average court provision required to accommodate demand, there is a shortfall of up to 13 courts

**Despite the abundance of other centres outside the district, there is some justification for the provision of indoor tennis at the present time in Central Bedfordshire, in the first instance on one site with 3 courts.** Additional feasibility is required to ascertain the total number of new courts required over the strategy period and the best locations within the whole county.

### Future provision

As with other facilities, future need is dependent on any increase in population, which is mitigated by the ageing of the population. However, if increased participation in accordance with local and SE targets is achieved, it is likely that additional indoor tennis court space will be required in the next 10-15 years.

### KEY ISSUES

- There are no indoor tennis facilities in the district, but local residents can gain access to centres in neighbouring districts, albeit that these centres are not as convenient as other indoor sports facilities. The need to accommodate indoor tennis demands within the district is a paramount issue.
- There is an undoubted need for an indoor tennis centre with at least 3 courts in the county, but preferred locations at other existing clubs, where there is a more developed coaching and teaching infrastructure, outside Central Beds need consideration
- If a new centre is justified in Central Beds, the clubs with the best infrastructure are in Flitwick and Leighton Buzzard. It is preferable to link any new such provision with existing outdoor provision for tennis.
- The feasibility of combining limited indoor tennis provision in the future with other new sports facility development on a joint site must be considered. There may be a need for large halls for other sports e.g. netball, and these could be combined.
- The types of surface or structure, which might be appropriate in any new centres, should be considered.
- The additional population in the new housing areas may significantly increase the demand for indoor tennis in the future. New provision could take place within the new housing areas, or be more centrally located to meet the demand from both these and existing built up areas.

## **OPTIONS FOR CONSIDERATION**

A number of options have been developed for future action. These are not comprehensive or in any way exclusive and consultees are asked to consider these and any others that may present themselves.

### **IT1 - DO NOTHING.**

This option, which relies on continued use by Central Beds residents of centres outside the district, may well be a realistic option.

### **IT2 – DEVELOPMENT OF NEW 3 COURT CENTRE IN THE EAST, WEST OR CENTRE OF THE DISTRICT**

A location in Flitwick, Leighton Buzzard or Biggleswade might be considered for any new centre

### **IT3 – CONSIDERATION OF AN ADDITIONAL CENTRE IN CENTRAL BEDS IN THE LONGER TERM TO MEET FUTURE DEMAND**

### **IT4 – DEVELOPMENT OF SMALLER SCALE COVERED FACILITIES (EG AIR HALLS) OVER EXISTING COURTS ON EXISTING CLUB SITES**

### **IT5 - CONSIDER POSSIBLE OPTIONS FOR DELIVERY**

These will include developer contributions, LA capital spending, borrowing, grant aid and public private partnerships. The development of a standard for future provision, or a schedule of future indoor tennis requirements, will need to be considered.

## **SPECIALIST FACILITIES**

While it was not the prime intention of the study to consider specialist facilities for sport, as the brief concentrated on community provision, nevertheless the initial consultation with governing bodies and others identified some specialist facility requirements, which might be able to be incorporated in existing or proposed new community sports halls and the like. The results of these consultations, are set out below, and feed in to the subsequent section on issues and options.

- There is a clear need for specialist facilities for gymnastics, but a realisation that this is not always feasible
- Need to consider the precise requirements of specialist gymnastics provision, either free standing or in conjunction with school or public sports hall,
- The design of new sports halls should consider incorporating gymnastics pit, additional storage and other requirements
- Need to consider the specialist needs of particular sports such as archery in future sports hall provision
- Sports halls in particular on school sites, may be appropriate locations for specialist use for indoor cricket and other activities

## **OPTIONS FOR CONSIDERATION**

### **SF1 - CONSIDER THE SPECIALIST NEEDS OF OTHER INDOOR SPORTS WHEN DEVELOPING AND DESIGNING NEW SPORTS HALLS OF SOME SPECIALIST FACILITIES**

### **SF2 – CONSIDER INNOVATIVE APPROACHES TO THE ENABLING OF SPECIALIST FACILITIES**

These can include gymnastics centres with pit etc at existing unused industrial premises

**NEXT STAGES**

Consultees are invited to comment on these and any other options by *(date)* to *NAA*. The final strategy will be based on the preferred option and will include detailed proposals for leisure provision both now and up to the end of the strategy's timescale of 2031.



## Appendix A

**Chapter 1: Leisure Facilities Strategy Scope:** detailed analysis of current and future facility requirements for the facilities identified within Sport England's Active Places Database & Facilities Planning Model (FPM), specifically:

1. Sports halls with >3 badminton courts
2. Astroturf pitches (ATP) covered in Chapter 3
3. Indoor swimming pools 20m+ (400sqm & above with community use)

Facility types 1 to 3 above are the specific facilities modeled by the Sport England Facilities Planning Model (FPM). This is the most detailed level of facility modeling currently available, it provides a ward by ward analysis of current and future provision.

**Locally Accessible Facility:** within 10-15 mins travel time

4. Sports halls below 3 badminton court size
5. Swimming pools below 20m
6. Fitness suites including outdoor gyms
7. Dance/aerobic studios Considered in Chapter 3
8. Squash courts

**District Accessible Facility:** 15-30 mins travel time

9. Outdoor running tracks considered in Chapter 3
10. Golf courses considered in Chapter 3

**Regional Accessible Facility:** 30+ mins travel time

11. Indoor bowls considered in Chapter 3
12. Indoor tennis courts Considered in Chapter 3
13. Ski slopes NOT INCLUDED HERE
14. Water sports including canoeing NOT INCLUDED HERE

Facilities have been grouped to indicate their respective accepted travel times.

The depth of facility analysis will be relevant to its accessibility to CBC residents, i.e. the regional facilities will receive the lightest analysis (desk based) and so on.

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**Meeting:** Sustainable Communities Overview and Scrutiny Committee  
**Date:** 13 December 2012  
**Subject:** CCTV Plan 2013-2017  
**Report of:** Cllr Brian Spurr, Executive Member for Sustainable Communities - Services  
**Summary:** The report proposes the adoption of a CCTV Plan 2013-2017 for Central Bedfordshire that sets out how the CCTV Service will operate and develop.

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**Advising Officer:** Gary Alderson, Director of Sustainable Communities  
**Contact Officer:** Jeanette Keyte, Head of Community Safety  
**Public/Exempt:** Public  
**Wards Affected:** All  
**Function of:** Executive  
**Key Decision** Yes  
**Reason for urgency/  
exemption from call-in  
(if appropriate)** N/A

<b>CORPORATE IMPLICATIONS</b>
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<b>Council Priorities:</b>
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The provision of CCTV supports our priorities to enhance our local communities by:

- Reducing levels of crime by 10% from 3312 in 2010/11 by 10% to 2980 by 2016.
- Decreasing levels of ASB from 2011/2012 recorded incident figures by 10% to 2016.

<b>Financial:</b>
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1. Following a service review and subsequent report to Executive in September 2010 the CCTV Service achieved efficiency savings of £95K in 2011/12 by reducing the number of operators, changing terms and conditions and reducing the hours of pro-active monitoring to peak demand times.

£100K is allocated in the capital programme to support additional investment that may be required to further develop the CCTV Service in line with the proposed CCTV Plan.

The proposed CCTV Plan does not impact upon the current revenue budget at this time. The plan does set out the need to identify how best to develop the service so that it remains effective whilst giving value for money, and this may require additional investment. Where this is the case, business cases will be developed and submitted for consideration through the agreed budget and committee processes.

The net budget for CCTV is £119K (excluding salaries).

**Legal:**

2. Section 17 of the Crime and Disorder Act 1998 places a statutory duty on the Council: without prejudice to any other obligation imposed on it, it shall be the duty of each authority to exercise its various functions with due regard to the likely effect of the exercise of those functions on, and the need to do all that it reasonably can to prevent, crime and disorder in its area. The provision of CCTV, whilst a discretionary service makes a significant contribution to reducing crime and disorder in its area.

**Risk Management:**

3. CCTV provides a key service in relation to reducing crime and disorder and promoting public confidence and reducing the fear of crime, all of which are high priorities for our communities. The service also provides significant support for key stakeholders, including Bedfordshire Police, reducing and detecting crime and disorder.

Specific risks relating to the implementation of the CCTV Plan include:

- Reputational risks, both with communities and partners, including poor public perception
- Failure to meet Corporate objectives/required outcomes
- Failure to discharge statutory responsibilities, and
- Financial risks, including the failure to deliver the required efficiency savings and failure to obtain external contributory funding.

**Staffing (including Trades Unions):**

4. There are no immediate implications on staffing.

**Equalities/Human Rights:**

5. Public authorities have a statutory duty to promote equality of opportunity, eliminate unlawful discrimination and to foster good relations in respect of nine protected characteristics; age disability, gender re-assignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

A CCTV equality impact assessment has been undertaken. This has highlighted that young people and vulnerable adults can be subject to more antisocial behaviour and crime than other members of the community. National evidence highlights that there is also an under reporting of antisocial behaviour, domestic abuse and serious acquisitive crime by vulnerable members of the community. Changes to camera numbers, and the levels of pro-active monitoring and recording are likely to have an impact on the experience of crime. Priorities for proactive monitoring need to take into account the safety of vulnerable groups and those at greatest risk such as taxi drivers. These issues will be considered in developing the CCTV Service.

#### **Public Health**

6. CCTV supports the identification and support of vulnerable individuals often with alcohol and drug dependencies. In addition CCTV can help to reduce fear of crime which in turn can reduce social isolation amongst vulnerable groups, thereby impacting positively upon their health and wellbeing.

#### **Community Safety:**

7. As set out under legal implications and risk implications, significant changes to the CCTV Service will impact on the Council's, and partners, ability to deter, detect and reduce crime and disorder, anti social behaviour and environmental crime. This in turn impacts on public confidence and fear of crime. With this in mind, the proposals set out in this paper identify how the CCTV Service will be developed to add value and continue the existing service provision where it is needed most and look to ways to provide sustainability in the most cost effective way.

#### **Sustainability:**

8. Sustainability relies upon improving the economic, social and environmental well-being of our area and the people who live in the area. Being safe and feeling safe in an area supports the economic, social and environmental aspirations for Central Bedfordshire. CCTV as part of the wider community safety resources available to our area means that at a very practical level we are putting measures in place to make communities sustainable.

#### **Procurement:**

9. Collaborative working on developing longer term options for CCTV will involve looking at several options, and following further investigation into operational feasibility and affordability an appropriate procurement route will be selected to demonstrate value for money through a competition.

#### **Overview and Scrutiny:**

10. This matter will be considered by Overview and Scrutiny on 13 December 2012

**RECOMMENDATION(S):**

**The Committee is asked to:**

- 1. Support the agreement and adoption of the proposed CCTV Plan 2013 to 2017 for Central Bedfordshire**
- 2. Support delegated authority being given to the Director of Sustainable Communities, in consultation with the Executive Member for Sustainable Communities - Services, to implement the actions set out in the CCTV Plan.**

<i>Reason for Recommendation(s):</i>	So that the Council can develop the CCTV Service to add value, provide CCTV where it is needed most and look to ways to provide sustainability in the most cost effective way.
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**Summary**

11. The Committee is being asked to recommend that the Executive agree and adopt the CCTV Plan 2013-2017 for Central Bedfordshire

**Background**

12. The Council CCTV Service comprises of 99 cameras located in Dunstable, Houghton Regis, Leighton Buzzard, Shefford, Biggleswade and Sandy. The service makes a significant contribution to community safety and crime prevention as a tool that helps to detect crime and disorder whilst providing a level of reassurance to individuals, communities and businesses where CCTV is located.
13. To support the continued development of the service, whilst ensuring value for money and efficiency, the Council needs to provide clarity, to residents and key stakeholders, as to how we intend to do this in the medium term
14. The proposed CCTV Plan 2013 to 2017 (Appendix A) sets out the Councils intentions for the management and development of CCTV from April 2013 until March 2017.

**Intelligence Led CCTV and Redeployable Cameras**

15. To ensure that CCTV provides an effective service in Central Bedfordshire we need to provide CCTV, within the existing infrastructure, where it will give the best community safety outcomes.

16. A review of the current CCTV infrastructure will be carried out to assess the existing provision and identify changes that will make the service more effective and better value for money. This will include a feasibility survey to rationalise the service by moving the operation of 8 Council owned cameras in Biggleswade and Sandy from Stevenage to the Councils' CCTV Control Room in Dunstable.
17. The proposed CCTV Plan sets out how the review will be used to make changes to the existing service, including working with Town Councils who already own their own CCTV cameras.
18. The Council also owns four redeployable CCTV cameras. These cameras are used on an intelligence led basis. This may be for specific cases or for wider community safety issues in an area not already covered by static CCTV Cameras. The CCTV Plan sets out how these cameras will be used.

### **Technology, New Public Space CCTV and Performance Management**

19. CCTV technology continues to advance, offering more alternatives for how we provide CCTV. This gives the Council the opportunity to explore new or alternative ways of operating the service with potentially reduced costs.
20. The growth agenda in Central Bedfordshire may lead to an increase in demand for public space CCTV in some areas. Where this happens it is essential that new technology is used effectively and that CCTV is installed where there is a clearly evidenced need. To do otherwise runs the risk of having CCTV cameras that do not provide outcomes to support the investment in the camera.
21. The number of CCTV cameras in a given area is not an indication of an effective service, as such it is important that we show how CCTV supports our communities. The Council needs to be open and transparent about the performance of the service by publicising information and data to show how the service is performing and the impact that it has. The plan sets out how we will address these issues.

### **Collaboration**

22. During the last 12 months, meetings have taken place with key providers and neighbouring local authorities to consider longer term options including Public Private Partnerships. This approach has been taken in other areas where a CCTV service provider has invested in and taken over delivery of the service in partnership with the local authority.

23. These meetings provided the opportunity for further scoping discussions on joint procurement and other options that may provide efficiency savings and longer term sustainable options for CCTV. Options discussed included:
- i. Maintain separate control rooms but look to undertake joint procurement on CCTV service contracts e.g. maintenance
  - ii. Merge CCTV Services undertaking joint procurement
  - iii. Merge CCTV Services as a Public Private Partnership
  - iv. Merge CCTV Services and fully outsource to private sector
24. Further work is needed to identify suitable options for Central Bedfordshire, and the CCTV Plan sets out our intent to take a collaborative approach and add value for money.

### **Conclusion**

25. CCTV in Central Bedfordshire makes a significant contribution to community safety in Central Bedfordshire. Adopting the proposed CCTV Plan 2013 to 2017 will set out the Councils approach for CCTV in the medium term, giving clarity to residents and key stakeholders alike.

### **Appendices:**

Appendix A – CCTV Plan 2013- 2017

**Background Papers:** (open to public inspection)

N/A



**Central  
Bedfordshire**

# CCTV Plan 2013 - 2017

<b>Contents</b>	<b>Page No</b>
Foreward	3
Introduction	4
National Perspective	4
Statutory Duties	5
Public Space CCTV in Central Bedfordshire	5
Challenges	6
Aim	6
Intelligence Led CCTV Provision	6
Redeployable CCTV Cameras	7
Technology	7
Installation of new Public Space CCTV	8
Performance Management	8
Collaboration	8
Review	9
Summary of actions	10

## Foreword

CCTV has become a familiar feature of modern life and is commonplace in both public spaces and those privately owned areas to which the public has ready access. It can be seen in operation daily in our high streets, on public transport, at stations and airports, and in banks and shops.

Images from CCTV are frequently seen in our own homes, via television, in appeals for information on serious crimes, or when reporting on major incidents, and whilst CCTV images are perhaps most commonly associated with the police, the majority of publicly owned, public place CCTV systems are local authority systems.

CCTV in Central Bedfordshire continues to make a significant contribution to reducing crime and anti social behaviour in our communities, and this plan sets out how it will continue to do so in an ever challenging financial and legislative framework.

Councillor Brian Spurr.  
Executive Member Sustainable Communities - Services

## Introduction

CCTV makes a significant contribution to community safety and crime prevention as a tool that helps to detect crime and disorder whilst providing a level of reassurance to individuals, communities and businesses where CCTV is located.

CCTV is used to identify trouble, enabling the police to be directed quickly to where they are needed. CCTV images can be of significant evidential and forensic value in criminal investigations and as evidence used in court.

Requests from members of the public for CCTV information about road traffic collisions have increased, as has the use of CCTV to identify potential hazards or accidents. CCTV continues to support the tracking of vulnerable members of the community (such as missing persons) and alerting emergency services to someone requiring assistance.

CCTV is also increasingly used in a very wide range of institutions and businesses (some public and some private) e.g. libraries, bus stations and retail parks, often being used for a wide variety of security and safety reasons.

## National Perspective

In its most recent consultation on Codes of Practice relating to Surveillance Cameras the Government has set out its commitment to ensuring that the tools and technology that contribute to public security, the prevention and detection of crime, and that serve to reassure the public, remain fully available for these purposes.

The Government has introduced provisions in the Protection of Freedoms Bill providing for a new regulatory framework for surveillance cameras, giving effect to the Coalition Agreement commitment to further regulate Closed Circuit Television (CCTV). The Governments approach also encompasses other types of camera surveillance – in particular Automatic Number Plate Recognition (ANPR) technology given its many similarities to CCTV – providing scope to deal with other emerging technologies as necessary.

The Government does not intend that anything in their proposals should hamper the ability of the law enforcement agencies or any other organisation, to use such technology as necessary to prevent or detect crime, or otherwise help to ensure the safety and security of individuals.

The Governments approach to establishing a new regulatory framework is therefore intended to provide a means through which public confidence in CCTV, ANPR, and other such systems, is improved by ensuring that there is proper transparency and proportionality in their use.

## Statutory Duties

The Crime and Disorder Act 1998 places a duty on local authorities to consider the crime and disorder implications of all their policies and practices. Local authorities need to consider the implications of Section 17 on their decision making process and ensure that it is a routine consideration in all decisions.

The Crime and Disorder Act 1998 also gave local authorities in England and Wales the responsibility to formulate and implement a strategy to reduce crime and disorder in their area. A key part of many of these strategies has been the installation and/or up grading of CCTV systems.

The CCTV Service in Central Bedfordshire supports the Council and its partners in addressing the community safety priorities for Central Bedfordshire which include reducing anti social behaviour and reducing re-offending. The CCTV Service also supports the Council priority to enhance local communities by reducing crime and anti social behaviour.

## Public Space CCTV in Central Bedfordshire

A significant part of the public space CCTV provision in Central Bedfordshire is owned and managed by Central Bedfordshire Council, operating 7 days a week throughout the year.

The Council system comprises of 99 cameras located in Dunstable, Houghton Regis, Leighton Buzzard, Shefford, Biggleswade and Sandy

Key elements of the CCTV Service work include:

- Pro-active monitoring of cameras to prevent and detect crime and disorder including environmental crime
- Provide evidence for criminal prosecutions
- Provide support for businesses through the provision of Radiolink
- Provide traffic reports for Traffic Link
- Work in partnership with Bedfordshire Police by supporting specific operational requirements
- Provide advice and guidance with regard to CCTV to the public and partners
- Provision of monitoring services for commercial organisations

The service is funded by Central Bedfordshire Council with some income generated through monitoring of commercial premises including retail business parks and Town Centre Shopping Precincts.

In addition to the CCTV provided by the Council, Town Councils in Ampthill, Biggleswade, Sandy and Shefford provide CCTV in their towns and Caddington Parish Council in Caddington Village.

## Challenges

The key challenge facing the CCTV Service is to continue delivering an effective and efficient service in a climate of austerity. The service has already reduced its operating costs by £95K in 2011/12 and will need to continue to look for opportunities to deliver its services in the most cost effective way.

It is clear, from both a financial and legislative perspective, that the service faces a number of challenges. These include:

- The continuing need to make the service more efficient
- Identifying opportunities to generate income
- The need to continue to maintain and update the system and its technology to meet evidential standards required for criminal prosecutions
- Implementing changes from new regulatory frameworks at a national level
- The impact of further restructuring of policing resources
- Managing the needs of the rural and urban areas in Central Bedfordshire
- Public perception of CCTV and its impact on local communities

## Our overall aim

We will use CCTV to reduce crime and anti social behaviour affecting residents, visitors and businesses bringing reassurance that Central Bedfordshire continues to be a safe place to live and work.

## Intelligence Led CCTV Provision

Public space CCTV in Central Bedfordshire uses static cameras, which, once installed, usually remain in the same location. In addition, the Council has four re-deployable CCTV cameras that, subject to feasibility, can be moved to different locations.

To ensure that CCTV is operating effectively, targeting the areas in Central Bedfordshire where there is most need the Council will:

- Complete a review of incident demand for crime and disorder across the area.
- Map incident demand against the Councils existing static CCTV camera locations to ensure these locations provide optimum benefit
- Review all existing pre-sets on cameras to ensure that the camera is providing optimal coverage

For CCTV cameras in areas where there is low incident demand the Council will:

- work with the Town or Parish Council in the areas where the cameras are located to look at alternative options, including the possibility of the transfer of ownership and costs of the cameras to Town and Parish Councils.
- Where this is not an option, re-locate static cameras to areas where there is greater incident demand and where the existing CCTV infra-structure supports re-location at minimal cost.
- If full relocation is not an option the camera heads, dependent upon suitability, will be used to replace older camera heads in other locations.

### Redeployable CCTV Cameras:

To enable the Council to provide a more flexible and responsive service it will use its re-deployable cameras to provide CCTV coverage in areas where there is no CCTV. In most cases the need for re-deployable CCTV cameras is short-term (4-12 weeks) to assist in gathering evidence for specific criminal activity, disorder and anti social behaviour.

- The deployment of Council owned redeployable CCTV cameras will take an evidence led approach. This will ensure that cameras are placed where they will have the most impact on crime and disorder.
- The deployment of cameras will comply with CCTV legislation, and the Council will develop procedures setting out the criteria for use of these cameras in Central Bedfordshire.
- Where partner organisations wish to purchase re-deployable cameras for their own use the Council will provide advice and guidance.

### Technology:

CCTV technology continues to develop, providing opportunities to make systems more cost effective.

- The Council will work with existing CCTV service providers to seek alternative technological options networks that may reduce service operating costs e.g. converting traditional fibre optic connections to wireless
- The Council will look at how new technology may be used to add value to the CCTV Service provided. This will include looking at the

use of Automated Number Plate Recognition already being used by the Council for parking enforcement.

### **Installation of new Public Space CCTV**

Central Bedfordshire will see significant growth over the coming years. By 2026 it is anticipated that 27,000 new jobs will be generated, and 26,000 new homes will have been built and there will have been infrastructure improvements to town centres, community facilities, roads and countryside.

Whilst the design of public space areas will ensure that the risk of crime and disorder is minimal, it is likely that there will be additional demand for CCTV provision.

- The Council will work closely with key partners to ensure that the installation of any new CCTV provision is based on identified and predicted need in a given area and that CCTV is only installed where there is clear and supported evidence to do so.

### **Performance Management**

The value of a CCTV system cannot simply be measured on the number of cameras in any given area. CCTV Operators actively monitor live incidents in real time, report incidents to the police, support the police in tracking and identifying offenders in addition to providing evidence for investigation of incidents that often lead to prosecution. The CCTV Service also receives numerous requests from members of the public and businesses requesting information.

- The Council will review existing CCTV Key Performance Indicators with an up-dated set made available to the public and partners via the Council website.

### **Collaboration**

Both of Central Bedfordshire's' neighbouring local authorities operate public space surveillance systems. This provides the opportunity to work collaboratively with these, and other local authorities, to identify potential economies of scale by working together.

In addition to working with other local authorities, national CCTV providers have introduced new areas to their business whereby they work in partnership with local authorities to provide an outsourced or managed services.



- The Council will, where appropriate, work with other local authorities and interested parties to identify opportunities for reducing costs (For example joint procurement of service contracts) and making the CCTV Service more efficient and sustainable

### **Review**

The CCTV Plan 2013-2017 will be reviewed on an annual basis to ensure that service developments are reflected within the Plan.

## Summary of actions

Action	Activity	Timescale	Action Owner
Intelligence Led CCTV Provision	Review incident demand for crime and disorder across the area	April 2013	Community Safety Operations Manager
	Map incident demand against the Councils existing CCTV camera provide optimum benefit	April 2013	
	Review all CCTV camera pre-sets to ensure optimal coverage	April 2013	
Redeployable CCTV Cameras	Produce procedures setting out criteria for use of redeployable CCTV cameras	May 2013	Community Safety Operations Manager
Technology	Work with existing CCTV Providers to seek alternative technological options	On going activity (2013 to 2017)	Community Safety Operations Manager
	Identify new technology to add value to the CCTV service		
Installation of New Public Space CCTV	Work with partners to ensure that the installation of new CCTV provision is based upon identified and predicted need.	On going activity (2013 to 2017)	Head of Community Safety
Performance Management	The Council will review existing CCTV Key Performance Indicators with an up-dated set made available to the public and partners via the Council website	June 2013	Community Safety Operations Manager
Collaboration	Work, where appropriate, with	On going activity (2013 to 2017)	Head of Community Safety

	<b>other local authorities and interested parties to identify opportunities for reducing costs</b>		
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**Meeting:** Sustainable Communities Overview and Scrutiny Committee  
**Date:** 13 December 2012  
**Subject:** Quarter Two Performance Report  
**Report of:** Cllr Nigel Young , Executive Member for Sustainable Communities – Strategic planning and Economic Development and  
Cllr Brian Spurr, Executive Member for Sustainable Communities – Services  
**Summary:** The report highlights the Quarter Two performance from Sustainable Communities.

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**Advising Officer:** Gary Alderson, Director of Sustainable Communities  
**Contact Officer:** Iain Melville, Acting Head of Service Development  
**Public/Exempt:** Public  
**Wards Affected:** All  
**Function of:** Council

#### **CORPORATE IMPLICATIONS**

##### **Council Priorities:**

1. The quarterly Medium Term Plan performance report underpins the delivery of all Council priorities.

##### **Financial:**

2. The indicator set monitors a wide range of indicators, which help to provide an understanding of the Council's effective use of resources.

##### **Legal:**

3. None.

##### **Risk Management:**

4. Any areas of ongoing underperformance would be a risk to both service delivery and the reputation of the Council.

##### **Staffing (including Trades Unions):**

5. None.

##### **Equalities/Human Rights:**

6. This report highlights performance in respect of how the Council and its services impact across all communities within Central Bedfordshire, so the specific areas of underperformance can be highlighted for further analysis/drilling down as necessary.

**Public Health:**

7. Active recreation is included in the indicator set.

**Community Safety:**

8. The levels of Serious Acquisitive Crime and anti-social behaviour are included in the indicator set.

**Sustainability:**

9. Included in the indicator set are a broad range of indicators relating to sustainability including those covering employment, access to broadband, library usage, active recreation and waste.

**Procurement:**

10. None.

**RECOMMENDATION(S):**

**The Committee is asked to:-**

- 11. Note and consider the report.**

**Background**

12. This report marks a change from previous corporate performance reports, as it now focuses on a set of indicators that support the monitoring of progress against the priorities in the Medium Term Plan.
13. The Director's Summary for Quarter 2 is set out below. Appendix A provides the detailed performance data.

**Director's Summary**

14. The Quarterly Economic Monitoring Report shows that Central Bedfordshire continues to perform above regional and national averages for economic growth, although this is against a backdrop of real world economic challenges that are affecting the whole country. For example, the number of people in employment (aged 16 to 64) is currently 6.4% above national average and so exceeds the MTP target of 5% above national average.

15. The service continues to perform well in its response to these challenges and is responding in a number of ways. For example, it is delivering a programme of visits to at least 30 of the top 100 key businesses, with Member support, to identify how the Council can assist their growth. The Skills Summit was held on 8 October with key business and educational organisations to engage with partners in the delivery of the All Age Skills Strategy objectives. A video and others materials have been produced promoting Dunstable and Houghton Regis. A programme for other areas is also being developed.
16. The percentage of approved applications for residential developments of ten or units having CABE excellent design status continues at 100%. Through partnership working, the Council has ensured that all the affordable houses have been built to a high quality design standard, so that they are great places to live where a strong community spirit will be felt. An additional 57 units were delivered in Quarter 2.
17. The allocating of new housing, infrastructure, employment growth and protecting the countryside and the environment will be set out in CBC's first Development Strategy. Public consultation on the draft Development Strategy has now been completed with over 3,000 comments received. It has been considered by OSC in October before the pre-submission Development Strategy was agreed by Executive on 6 November 2012 and Full Council on 29 November 2012.
18. To help ensure the Council meets its target of achieving above average satisfaction with road and pavement repairs by 2016, the Council is reviewing key areas of service delivery to meet resident's expectations. These include new approaches to maintenance and improved communication with residents.
19. The latest results of the Sport England Active People Survey were published on 22 June 2012 with a result for Central Bedfordshire of 25.3%. This represents a 3.3% increase which Sport England calculates as a significant change in the number of adults participating in sport and active recreation in Central Bedfordshire.
20. To support this target in the MTP, the Council is developing CBC's first Leisure Strategy. The Executive will be considering Chapter 1: Leisure Facilities Strategy in January. This will be followed by Chapters on Recreation and Open Space; Playing Pitches and Physical Activity. The overarching Leisure Strategy will go to Executive for approval in July 2013. The Leisure Strategy and associated chapters will then be agreed as Supplementary Planning Documents.
21. Houghton Regis Library has become the first of our libraries to benefit from an £805k investment in library services by the Council. Self service technology, improvements to buildings and layouts, development of family read and relax areas and installation of refreshment facilities have all been put in place and are a result of extensive consultation with residents. Our aim is to build on the continuing increase in visitor numbers to our libraries with a target of a 20% increase in visitors by 2016.

**Conclusion and Next Steps**

20. Sustainable Communities Overview and Scrutiny Committee notes and considers this report.

**Appendices:**

Appendix A – (Quarter 2 Performance Indicators)

**Background papers and their location:** (open to public inspection)

Executive 4 December 2012



## Appendix A (Executive Report) - Quarterly Performance Report

### Medium Term Plan Indicators

#### Quarter 2 2012/13

Report comparison - Depends on the nature of the indicator		Performance Judgement			
		Direction of travel (DoT)		RAG score (Standard scoring rules unless the indicator specifies alternative scoring arrangements)	
<b>Seasonal</b>	Compared to the same time period in the previous year		Performance is reducing	<b>R</b>	RED - target missed / off target - Performance at least 10% below the required level of improvement
<b>Quarter on quarter</b>	Compared to the previous quarter		Performance remains unchanged	<b>A</b>	AMBER - target missed / off target - Performance less than 10% below the required level of improvement
<b>Annual</b>	Compared to one fixed point in the previous year	æ	Performance is improving	<b>G</b>	GREEN - Target achieved or performance on track to achieve target

## Overview of performance

Ref	Indicator	Performance will be reported:	Performance information being reported this quarter		
			Time period		Performance
<b>Enhance your local community</b>					
<b>A 2 MTP</b>	The number of people in employment (Aged 16 to 64)	Quarterly	February 2012		<b>G</b>
<b>A 3 MTP</b>	% of approved residential development applications of 10 or more units having CABE excellent design status	Quarterly	Quarter 2 2012/13		<b>G</b>
<b>A 4 MTP</b>	Number of Serious Acquisitive Crimes.	Quarterly	Quarter 2 2012/13	æ	<b>G</b>
<b>A 5 MTP</b>	Number of recorded Anti-social Behaviour incidents.	Quarterly	Quarter 2 2012/13	æ	<b>G</b>
<b>Better infrastructure</b>					
<b>D 1 MTP</b>	Percentage resident satisfaction with road and pavement repairs	Quarter 1 & Quarter 2	Survey Sept 2012		<b>A</b>
<b>D 2 MTP</b>	Percentage of Central Bedfordshire with access to superfast broadband	Annually in Quarter 4			
<b>D 3 MTP</b>	Percentage of Central Bedfordshire with access to at least 2Mb broadband	Annually in Quarter 4			
<b>Great universal services</b>					
<b>E 1 MTP</b>	Percentage of household waste sent for reuse, recycling and composting	Quarterly	Quarter 4 2011/12		<b>G</b>
<b>E 2 MTP</b>	Percentage of adults in Central Bedfordshire taking part in sport or active recreation (Active People Survey)	Quarter 1 & Quarter 3	June 2012	æ	Not scored
<b>E 3 MTP</b>	Satisfaction of adults with library services	Annually Quarter1			
<b>E 4 MTP</b>	Number of visits to libraries	Annually in Quarter 4			

## Enhance your local community

A2 MTP		The number of people in employment (Aged 16 to 64)																			
Unit	Good is	2010/11	2011/12				2012/13				Latest comparator group average	Report comparison	Quarter on quarter	Performance Judgement		G					
		Outturn (APR 10 TO MAR 11)	Target (Outturn)	Qu 1 DEC 10	Qu 2 MAR 11	Qu 3 JUN 11	Qu 4 SEP 11	Target (Outturn)	Qu 1 DEC 11	Qu 2 MAR 12							Qu 3 JUN 12	Qu 4 SEP 12			
Number	High	125,000 (5.7% above)	No target set	126,300 (6.6% above)	125,000 (5.7% above)	125,100 (5.9% above)	126,700 (7.2% above)	5% above National Average	128,000 (7.1% above)	126,400 (6.4% above)											

**Comment:** This indicator is part of the official labour market statistics provided by the Office of National Statistics and is the most reliable data available. However, this indicator uses an average for the year to the close of the quarter and the data is only available at least six months in arrears. This indicator is used by the Environment and Economy Thematic Partnership and will only be delivered through joint working between the partners. Additionally, the Medium Term Plan highlights the target for Central Bedfordshire to maintain an employment rate 5% points above the national (England) level.

The number of people in employment has fallen by 1,600 people in Quarter 2. This equates to an employment rate of 76.7% which while a decrease from the previous quarter (77.3%) is still above national, regional and SEMLEP levels. The fall between quarters is due to continuing economic uncertainties and within Central Bedfordshire there has been an increase of those who are economically inactive and do not want a job. However, the year on year performance has improved from 2010/11 (where the rate was 76.1%) and the difference between Central Bedfordshire and the English average was 5.7%.

The Council is working hard to ensure that the number of people in employment remains 5% above the national average. This is being achieved through engaging with existing employers, attracting new businesses and investors into the area to increase local job opportunities and implementing the All Age Skills Strategy.

A3 MTP		Percentage of approved applications for residential developments of ten or more units having CABE excellent design status																	
Unit	Good is	All data is cumulative for the financial year to the close of the quarter	Baseline 2011/12				Actual 2012/13				Latest comparator group average	N/A	Report comparison	Seasonal	Performance Judgement		G		
%	High		Qu 1	Qu 2	Qu 3	Qu 4 / Outturn	Qu 1	Qu 2	Qu 3	Qu 4 / Outturn									
Number of approved applications for residential developments of ten or more units			1	5	1	1 / Outturn 8	6	4											
Number of approved applications for residential developments of ten or more units having CABE excellent design status			1	5	1	1 / Outturn 8	6	4											
Percentage of approved applications with CABE excellent design status		Target					100	100	100	100									
		Actual	100	100	100	100	100	100											

**Comment:** Performance remains at 100 percent in Quarter 2 of 2012/13.

This indicator assesses residential developments of ten units or more against the Commission for Architecture and the Built Environment (CABE), Building for Life Design Quality Criteria. It covers the functionality, design and sustainability of buildings. It uses twenty questions to evaluate the quality of new housing developments, with planning proposals assessed against the following headings: Environment and Community; character; streets, parking and pedestrianisation and design and construction. Each planning application which falls within the criteria is assessed as part of the determination process.

CABE in partnership with Home Builders Federation and Design for Homes have launched an updated version of Building for Life, called Building for Life 12. This reflects our vision of what new housing developments should be: attractive, functional and sustainable places. It is based on the new National Planning Policy Framework and the Government's commitment to build more homes, better homes and involve local communities in planning.

During the next Quarter Development Management will be assessing the new scheme. It is anticipated that a new measure of excellence will be agreed and training for planning officers will be undertaken to enable the scheme to be adopted by CBC.

A 4 MTP		Number of serious acquisitive crimes												Latest comparator group average		Report comparison	Seasonal	Performance Judgement	æ	G
Unit	Good is	2010/11	2011/12				2012/13													
Number	Low	Outturn	Qu 1	Qu 2	Qu 3	Qu 4	Outturn	Target (Outturn)	Qu 1	Qu 2	Qu 3	Qu 4	Outturn							
Rate per 1,000 population		13.1	2.8	2.6	2.9	2.3	10.6	13.3	2.0	2.0										
<p><b>Comment:</b> Serious acquisitive crime (SAC) includes domestic burglary, robbery, theft of motor vehicle and theft from motor vehicle. Reducing SAC remains as a priority for Bedfordshire Police and longer term reduction plans are being developed with Community Safety Partnership (CSP) partners and town councils to make further progress.</p> <p>There were 155 fewer victims of SAC based crime in Quarter 2 compared to the same period last year. SAC Crime continues to fall at a higher level than elsewhere in Bedfordshire and at a rate exceeding the national trend.</p> <p>Along with the CSP, the Council's Community Safety and Housing teams are working hard on the Integrated Offender Management programme. This aims to stop the most prolific offenders reoffending by offering them help and support. If this help is not accepted then they are targeted through proactive policing. This "Offender targeting" approach is where subjects on bail for SAC based crime are personally visited to ensure they are complying with their bail conditions.</p> <p>Proactive operations targeting the "enabler's" of crime are also being run by the Police. Handlers of stolen property are being targeted and a number of people have been arrested after warrants were executed. This lead to the recovery of property including phones, laptops and other electronic equipment.</p> <p>The MTP target is to reduce serious acquisitive crime by 10% by 2016. Against the backdrop of the current economic climate and falling policing resources, it will be very difficult to maintain the current level of reduction. The 2012/13 target has therefore been set to incrementally reach the main 2016 target.</p>																				

A 5 MTP		Number of recorded Anti-social Behaviour incidents												Latest comparator group average		Report comparison	Seasonal	Performance Judgement	æ	G
Unit	Good is	2010/11	2011/12				2012/13													
Number	Low	Outturn	Qu 1	Qu 2	Qu 3	Qu 4	Outturn	Qu 1	Qu 2	Qu 3	Qu 4	Outturn								
Target 2011/12 outturn -2.5%													10,452							
Actual number of recorded incidents		12,132	3,031	2,898	2,499	2,292	10,720	2,530	2,833											
<p><b>Comment:</b> Central Bedfordshire continues to develop its multi-agency response to anti social behaviour and work on agreeing arrangements for a dedicated Bedfordshire Police ASB resource in Central Bedfordshire continues. The recently completed community safety strategic assessment identifies ASB as a continuing priority and this is reflected in the new Community Safety Plan. The slight decrease in incidents when comparing Quarter 2 with the previous year has been supported by the Anti Social Behaviour Risk Assessment Conference, which supports victims at highest risk, and Bedfordshire Police's new triage approach when receiving reports of ASB leading to improved accuracy in the recording of ASB incidents, both being implemented during Quarter 2.</p>																				

**Better infrastructure** - improved roads, broadband reach and transport

D 1 MTP	Percentage resident satisfaction with road and pavement repairs. (Data taken from Resident's Survey undertaken twice a year in April and September )														
Unit	Good is	Resident's Survey			Targets					Latest comparator group average	N/A	Report comparison	Seasonal	Performance Judgement	A
		Baseline	Sept 2012 Reported in the Qu2 2012/13 Performance Report	April 2013 Reported in the Qu1 2013/14 Performance Report	2012	2013	2014	2015	2016						
%	High	April 2012			2012	2013	2014	2015	2016						
Percentage of residents who are satisfied with road and pavement repairs.		32%	31%		No target set	No target set	No target set	No target set	40%						
<p><b>Comment: Quarter 2 update:</b> The latest Resident's Survey data shows a one percent decrease in the proportion of residents who are satisfied with road and pavement repairs. The size of the change is not statistically significant so in performance terms it has been recorded as no change however this latest result does validate the new results following the move from postal to telephone methodology.</p> <p>The Resident's Surveys in April and September 2012 were undertaken using telephone interviews with 500 residents.</p> <p>These telephone tracker surveys are designed to provide an indication of direction of travel in between the main postal surveys. The next resident's postal survey will be undertaken in autumn 2014.</p> <p>The national average (taken from the LGA Insight survey 2011) was 40% and used a telephone methodology so is comparative to the latest tracker survey results.</p> <p>The Council is reviewing key areas of service delivery to meet resident's expectations and ensuring that residents can be fully informed and engaged with this service.</p>															

D 2 MTP	Percentage of Central Bedfordshire with access to superfast broadband														
Unit	Good is		2011/12 Outturn	2012/13 (Reported in Qu4 report)	2013/14 (Reported in Qu4 report)	2014/15 (Reported in Qu4 report)	2015/16 (Reported in Qu4 report)	Latest comparator group average	N/A	Report comparison	Seasonal	Performance Judgement	Reported in Qu4	Reported In Qu4	
%	High					90									
Percentage of Central Bedfordshire with access to superfast broadband		Target													
		Actual	Not available												
<p><b>Comment:</b></p> <p>The Council has been working closely with existing broadband infrastructure providers to maximise their current rollout plans. As such BT has already upgraded exchanges in Biggleswade, Leighton Buzzard, Sandy, Dunstable and Stotfold, and has recently announced the upgrade of the Woburn Sands, Whipsnade and Shefford exchanges. These recent announcements will have the impact of increasing the access.</p> <p>The Council is working in partnership with Bedford Borough and Milton Keynes Councils to ensure a much faster rollout of the availability of broadband. This partnership will be undertaking an open market review in December 2012 as part of the Broadband Delivery UK project which will provide a new definitive percentage access figure for the area. Data will be available in Quarter 4.</p> <p>This indicator measures the number of residential and non-residential premises which are supported by the necessary infrastructure to enable them to access superfast broadband services. This is defined using the government's definition of 24 Megabits per second or faster. This is converted into a percentage against the total number of residential and non residential premises in Central Bedfordshire. It is not a measure of the broadband performance of individual broadband users, as some may be in an area that has access to superfast broadband but choose not to contract for this higher level of performance. Updated data is available annually. The figures used are estimates based on the predicted roll out plans of private service providers to 2015. For 2011/12 this was estimated to be 73.8%. As companies announce changes to plans the figures will be updated.</p>															

D 3 MTP		Percentage of Central Bedfordshire with access to at least 2Mb broadband												
Unit	Good is		2011/12 Outturn	2012/13 (Reported in Qu4 report)	2013/14 (Reported in Qu4 report)	2014/15 (Reported in Qu4 report)	2015/16 (Reported in Qu4 report)	Latest comparator group average	N/A	Report comparison	Seasonal	Performance Judgement	Reported in Qu4	Reported In Qu4
%	High						100							
Percentage of Central Bedfordshire with access to at least 2Mb broadband		Target												
		Actual	Not available											
<p><b>Comment:</b> The Council is working in partnership with Bedford Borough and Milton Keynes Councils to ensure a much faster rollout of the availability of broadband. This partnership will be undertaking an open market review in December 2012 as part of the Broadband Delivery UK project which will provide a new definitive percentage access figure for the area. Data will be available in Quarter 4.</p> <p>This indicator measures the number of residential and non-residential premises which are supported by the necessary infrastructure to enable them to access broadband services operating at 2 Megabits per second or faster. This is converted into a percentage against the total number of residential and non residential premises in Central Bedfordshire. It is not a measure of the broadband performance of individual broadband users. Updated data is available annually. The figures used are estimates based on the predicted roll out plans of private service providers to 2015. For 2011/12 this was estimated to be 89.5%. As companies announce changes to plans the figures will be updated.</p>														

**Great universal services - Bins, leisure and libraries**

E 1 MTP		Percentage of household waste sent for recycling																				
Unit	Good is	2009/10	2010/11	2011/12						2012/13						Latest comparator group average	47.8% PWC 2009/10	Report comparison	Seasonal	Performance Judgement		G
		Outturn	Outturn	Target (Outturn)	Qu 1	Qu 2	Qu 3	Qu 4	Outturn	Target (Outturn)	Qu 1	Qu 2	Qu 3	Qu 4	Outturn							
%	High	50.30	51.6	51	53.2	54.2	50.2	46.4	51.1	51	Not available											
<p><b>Comment:</b> The 51.1% outturn for 2011/12 is slightly lower than the previous year. This is due to lower tonnages of green waste and also the unstable market for wood waste recycling resulting in dirty wood being sent to Energy recovery processing rather than recycling. However, Central Bedfordshire is a high performing council. Due to external verification of data through the Waste Data Flow system by Defra and finally the Environment Agency, the final year's outturn is yet to be validated. Formal notification should be received in November.</p> <p>The target in the MTP is to reach 60% by 2020.</p>																						

E 2 MTP		Percentage of adults in Central Bedfordshire taking part in sport or active recreation. (Data taken from the Active People's Survey )											
Unit	Good is		APS4/ 5 Oct 2009 to Oct 2011	APS 6 April 2011 to April 2012 (Published June 2012)	APS 5/6 Oct 2011 to Oct 2012		Latest comparator group average		Report comparison	Seasonal	Performance Judgement	æ	Not scored
%	High												
Percentage of adults in Central Bedfordshire taking part in sport or active recreation			22.5%	25.3%	Available December								
All English authorities	Best performing		30.8%		Available December								
	Average		22.3%		Available December								
	Worst performing		13.4%		Available December								
Target to remain above national average			0.2% above		Available December								
<p><b>Comment:</b> The latest results relate to Active People Survey 6 (April 2011 to April 2012) were published on 22 June 2012 with a result for Central Bedfordshire of 25.3%. The results are compared with APS1, and shows a 3.3% increase on APS1 which Sport England calculates as a significant change in the number of adults participating in sport and active recreation in Central Bedfordshire.</p> <p>The second set of rolling 12 months results for APS6 (period October 11 to October 12) will be released in December 2012.</p> <p>To support this target in the MTP, the Council is developing CBC's first Leisure Strategy. The Executive will be considering Chapter 1: Leisure Facilities Strategy in January. This will be followed by Chapters on Recreation and Open Space; Playing Pitches and Physical Activity. The overarching Leisure Strategy will go to Executive for approval in July 2013. The Leisure Strategy and associated chapters will then be agreed as Supplementary Planning Documents.</p>							<p>The Active People Survey (APS), carried out by Sport England, is the largest survey of sport and active recreation undertaken in Europe. It identifies how participation in sport and active recreation varies from place to place and between different groups in the population.</p> <p>The measure shows the percentage of the adult population (age 16 years and over) in Central Bedfordshire who participate in sport and active recreation, at moderate intensity, for at least 30 minutes on at least 12 days out of the last 4 weeks (equivalent to 30 minutes on 3 or more days a week).</p> <p>Previous results are as follows:  APS1 Oct 2005-Oct 2006 22.0%  APS2/3 Oct 2007-Oct 2009 24.5%</p>						

E 3 MTP		Satisfaction of adults with the Library Service.												
Unit	Good is		Baseline Library Service's own Adult plus Survey 2011 (Restricted to library users)	No Library Service Adult Plus Survey to be undertaken in 2012	Library Service's own Adult plus Survey 2013 (Restricted to library users)	Resident's Survey (If included in Survey it would include non-library users)		Latest comparator group average	N/A	Report comparison	Seasonal April and September	Performance Judgement	Reported in Qu 1	Reported in Qu 1
%	High					Sept 2012	April 2013							
Percentage of adults satisfied with the Library Service.		Target			93		Target set against the new baseline							
		Actual	93			Would form a new baseline								
<p><b>Comment:</b> The Library Service is working hard to deliver the Library Strategy Short term priorities. In particular the completion of self service technology installation to enable staff to spend additional time with customers who need support, increase efficient movement of stock around libraries and delivering agreed efficiencies. By the end of Quarter 2 self service technology has been installed in 4 libraries and the work programme for this and capital refurbishment works is on schedule.</p> <p>Next Survey available Q1 2013/14.</p>							<p>This indicator is currently monitored through the Adult Plus element of the Library Survey, this element is not undertaken annually. The Library Service will be undertaking a cut down version of the Library Adult Plus survey in Quarter 1 2013/14. This survey would have undertaken in Quarter 3 2012/13 however, due to the rolling programme of library closures throughout 2012/13 for the installation of self service technology and building works the survey has been delayed to a time when all libraries are open and can be involved.</p>							

E 4 MTP		Library usage									
Unit	Good is	2010/11	2011/12	2012/13	Latest comparator group average		Report comparison	Seasonal	Performance Judgement	Reported in Qu 4	Reported in Qu 4
Number of visitors	High	Outturn	Outturn	Outturn							
Target				2010/11 + 20 % by Yr 2015/16 = 1,351,246				2011/12		2012/13	
Actual		1,126,038	1,247,914								
<p><b>Comment:</b> The Library Service is working hard to deliver the Library Strategy Short term priorities. In particular the completion of self service technology installation to enable staff to spend additional time with customers who need support, increase efficient movement of stock around libraries and delivering agreed efficiencies. By the end of Quarter 2 self service technology has been installed in 4 libraries and the work programme for this and capital refurbishment works on schedule.</p> <p>The 2012/13 figures will be available at year end when the annual CIPFA return is made.</p>					<b>All libraries</b>						
					Number of visits to libraries in person			1,247,914			
					Number of books issued			1,466,739			
					Number of audio visual and other issues			76,315			
					Number of enquiries (in person)			60,880			
					Number of active users			41,758			
					Number of housebound readers			944			
					<b>Individual library</b>						
					Busiest library in terms of visits			Leighton Buzzard	244,360		



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**Meeting:** Sustainable Communities Overview & Scrutiny Committee  
**Date:** 13<sup>th</sup> December 2012  
**Subject:** Capital Programme Report for the Quarter ended 30<sup>th</sup> September, 2012  
**Report of Executive Member:** Cllr Nigel Young– Executive Member for Sustainable Communities Planning & Economic Development  
Cllr Brian Spurr – Executive Member for Sustainable Communities Services

**Summary:** The schemes that are proceeding in 2012/13 expenditure are expected to total £26,973k gross, £17,503k net.  
Due to external factors beyond the control of the Council £12,778k gross and £4,906k net capital expenditure is likely to be delayed into 2013/14

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**Advising Officer:** Gary Alderson - Director of Sustainable Communities  
**Contact Officer:** Sue Templeman, Senior Finance Manager  
**Public/Exempt:** Public  
**Wards Affected:** All  
**Function of:** Council

## **CORPORATE IMPLICATIONS**

### **Council Priorities:**

Sustainable Communities capital programme provides the necessary infrastructure to support the Council priorities of: Creating Safer Communities and Managing Growth effectively.

### **Financial:**

The financial implications are set out in the report.

### **Legal:**

All expenditure is in accordance with the Constitution of the Council and Public Procurement Regulations.

### **Risk Management:**

Outline and detailed business cases ensure that risks are addressed before schemes are accepted into the programme. Project Managers oversee delivery risks.

### **Staffing (including Trades Unions):**

Covered in business cases as relevant

### **Equalities/Human Rights:**

Covered in business cases as relevant

### **Community Safety:**

Covered in business cases as relevant

### **Sustainability:**

**RECOMMENDATION(S):****1.0 that the Overview & Scrutiny Committee considers:**

- (a) The actual gross expenditure to date of £9,752k and external funding of £6,400k resulting in net expenditure of £3,352k;
- (b) A forecasted gross expenditure of £26,973k and external funding of £9,470k resulting in net expenditure of £17,503k; and
- (c) A forecasted underspend of £4,000K gross expenditure, external funding of £4,000k, net nil cost to the Council.
- (d) A forecasted delay from 2012/13 to 2013/14 of gross expenditure of £12,778k, external funding of £4,906k, net expenditure of £7,872k due largely to external factors beyond the control of the Council.

**Introduction**

- 2.0 Sustainable Communities capital programme in 2012/13 is made up of 59 schemes which include the large groupings of projects that are the result of developer funds to deliver planning requirements, including highways schemes, associated with new developments.

**Capital Position****3.0 Overall position**

The directorate forecasts to spend £26,973k and expects to receive external income of £9,470k, leaving spend below budget in 2012/13 of £17,503k. The majority of the spend below budget is due to external factors beyond the control of the Council and is forecasted to be delayed until 2013/14.

The budget figures within this report do not reflect the Capital Review Report that went to Executive on 6<sup>th</sup> November. The change in budgets will be reflected in the quarter three report.

There is a forecasted underspend with s278 Highways schemes which relate to works to the Highway, made necessary by housing or employment development. The cost of the works are met entirely by the developer so the net cost to the Council is £nil. Due to the general economic climate and normal fluctuations as to when these works are required, the year end forecast is £4m gross lower than initially forecast, net £nil cost to the Council. The gross forecast for 2013/14 will also be reduced.

**3.1 Profiled spend to date**

Expenditure to date was £9,752k against a profiled budget of £13,434k, a difference of £3,682k mainly due to reduction in spend on highways schemes including S278 schemes where delivery is dependant on the developer.

External funding of £6,399K was received compared to a profiled budget of £5,692k, a difference of £706k including s278 schemes.

### 3.2 Summary Table

Table A shows the Directorate's period to date and annual forecast by scheme categories. The scheme categories are broadly related to the type of asset being created or enhanced.

**Table A – Capital budget by Category (£'000)**

Scheme Categories	Net Expenditure Budget	Net Expenditure Forecast	Net Expenditure Variance
Community Safety and Public Protection Infrastructure	103	0	(103)
Leisure & Culture Infrastructure	3,793	1,154	(2,639)
Transport Infrastructure	13,810	12,045	(1,765)
Waste Infrastructure	437	225	(212)
Regeneration & Affordable Housing	7,232	4,079	(3,153)
<b>Total</b>	<b>25,375</b>	<b>17,503</b>	<b>(7,872)</b>
<b>Percentage of budget</b>		<b>69.0%</b>	<b>31.0%</b>

### Major Schemes

#### 4.0 Overview and impact on programme

The top 10 schemes make up 66% of expenditure budget and 79% of external funding budget. Three of the top 10 schemes relate to the highways contract, and are part of rolling programmes that enhance or prolong the life of the road network. The remaining seven schemes cover strategic transport, town centre regeneration and land parcelling, and construction of leisure facilities.

Table B1 shows those schemes which will spend as originally budgeted in 2012/13 and Table B2 shows those schemes where major spend will be delayed into 2013/14 due to external factors.

**Table B1 – Top 10 schemes by gross expenditure budget value (£'000) that are proceeding as originally budgeted in 2012/13**

Category	Scheme	Capital Programme		
		Gross Expenditure	External Funding	Net Expenditure
Transport Infrastructure	<u>Highways Structural Maintenance Additional Expenditure(R)</u> Maintenance of the highways network including structures and footpaths funded by the Council over and above the Government Highways Structural Maintenance Block Grant below.	4,323	0	<b>4,323</b>
Transport Infrastructure	<u>Highways Structural Maintenance Block (R ) £4m</u> These schemes seek to ensure that transport links are maintained to an acceptable standard and to create safer communities by reducing accidents caused by poor road and footway maintenance. This is 100% funded by Central Government.	3,920	(3,920)	<b>0</b>
Regeneration & Affordable Housing	<u>Dunstable Town Centre Regeneration Phase 2</u> The project will see the purchase of properties that will assist with the delivery of the Town Centre masterplan.	3,095	0	<b>3,095</b>
Regeneration & Affordable Housing	<u>Flitwick Land Purchase.</u> Further land purchase to support the Town Centre Regeneration Scheme	1,850	0	<b>1,850</b>
Transport Infrastructure	<u>Highways Integrated Schemes (R)</u> The Local Transport Plan 3 sets out a programme of improvement works such as “shared space” road layouts to deliver the Council’s priorities for managing growth, reducing congestion, creating safer communities. This is funded 100% by Central Government	1,547	(1,547)	<b>0</b>
	<b>Total Sustainable Communities</b>	<b>14,735</b>	<b>(5,467)</b>	<b>9,268</b>

**Table B1 – Top 10 schemes by gross expenditure budget value (£'000) that due to external factors beyond the Council's control, are likely to be have reduced expenditure in 2012/13**

Category	Scheme	Capital Programme		
		Gross Expenditure	External Funding	Net Expenditure
Transport Infrastructure	<u>Section 278 Schemes(R)</u> Improvement schemes within the public highway which are funded entirely by the development and agreed as part of the planning permission to ensure the development is safe in highways terms. The delivery is entirely dependant upon when a developer starts a development and reaches the stage where the highways works need to be undertaken .	4,500	(4,500)	0
Regeneration & Affordable Housing	<u>Local Flood Defence Funding (DEFRA).</u> Flood alleviation Leighton Buzzard.	4,333	(4,000)	333
Transport Infrastructure	<u>Dunstable A5/M1 Link Road Strategic Infrastructure Projects</u> Funding allocated to assist the Highways Agency deliver on a new strategic road link, critical to enabling regeneration of South West Bedfordshire.	1,534	(1,534)	0
Regeneration & Affordable Housing	<u>Dunstable Town Centre Regeation Phase1.</u> Funds to support the regeneration of the Town Centre.	1,500	0	1,500
Leisure & Culture Infrastructure	<u>Leisure Strategy Implementation Invest to Save Project.</u> An allocation of capital to schemes which will generate a positive revenue return of investment across the Council's leisure facilities.	2,000	0	2,000
<b>Total Sustainable Communities</b>		<b>9,367</b>	<b>(5,534)</b>	<b>3,833</b>

### Section 278 schemes

Due to the general economic climate and normal fluctuations as to when these works are required, the year end forecast is £4m gross lower than initially forecast, net £nil cost to the Council. The gross forecast for 2013/14 will also be reduced.

### Local Flood Defence Funding (DEFRA) .

Discussions between the Environment Agency, Internal Drainage Board and Central Bedfordshire Council are ongoing in respect of the modelling work for the flood alleviation scheme at Leighton Buzzard. Whilst the major scheme originally planned will not be required, discussions continue in respect of this site to identify the size and scope of scheme required to ensure any potential flooding problems are addressed.

### Dunstable Town Centre Regeneration Phase 1

This funding was agreed to support the regeneration of the town centre, specifically to assist in the acquisition of the Quadrant Shopping Centre. Whilst discussions are continuing between the current owners and interested parties, the ownership of the shopping centre has yet to change.

### Dunstable A5/M1 Link Road Strategic Infrastructure Projects

Progress on the A5/M1 link road is dependant on external factors including waiting for a final decision by the Secretary of State. Following a positive decision advanced works and tendering process will commence

### Leisure Strategy Implementation Invest to Save

This spend is delayed pending the approval of the Leisure Strategy Invest to Save report at the 2<sup>nd</sup> October Exectuive.

**Section 106 Status**

5.0 In granting planning permission for new development, legally binding Section 106 agreements are often made between the Council and the applicant. These agreements require the applicant to provide for or contribute to the costs of infrastructure, community facilities and other planning requirements which ensures that development which would otherwise be unacceptable due to its local impact is made acceptable.

Sustainable Communities coordinates S106 requirements and spend for the of the Council. The S106 information in this report indicates the total value of contributions comprising a substantial number of schemes. For ease of reading the contributions are presented as running totals. The balances are made up of schemes that have different delivery schedules with most of the amounts to be spent in future financial years .

**5.1 Table C – s106 schemes by status (£'000)**

Purpose / Responsibility	FUNDING STATUS			
	Opening Balance	Contributions received up to Sept	Expenditure up to Sept	Closing Balance
Childrens Families & Learning	4,356	468	-230	4,594
Sustainable Communities	8,023	1,192	-493	8,722
Pratts Quarry	6,490	0	-3,389	3,101
<b>Sub-total</b>	<b>18,869</b>	<b>1,660</b>	<b>-4,112</b>	<b>16,417</b>
Revenue	<b>82</b>			<b>82</b>
<b>Total</b>	<b>18,951</b>	<b>1,660</b>	<b>-4,112</b>	<b>16,499</b>

**APPENDICES**

Appendix 1 – Corporate Capital Summary 2012/13

Appendix 2 – Sustainable Communities Spend to Date, September 2012

**Background Papers:** None

**Location of papers:** Technology House, Bedford

APPENDIX 1 – CAPITAL SUMMARY 2012/13

Title and Description of the Scheme	Capital Budget 2012/13			Full Year Forecast			Full Year Variance		
	Gross Expenditure	External Funding	Net Expenditure	Gross Expenditure	External Funding	Net Expenditure	Gross Expenditure	External Funding	Net Expenditure
<b>Sustainable Communities</b>									
Community Safety and Public Protection Infrastructure	103		103	0	0	0	(103)	0	(103)
Leisure & Culture Infrastructure	4,637	(944)	3,693	1,799	(645)	1,154	(2,838)	299	(2,539)
Transport Infrastructure	25,373	(11,463)	13,910	20,509	(8,464)	12,045	(4,864)	2,999	(1,865)
Waste Infrastructure	1,144	(707)	437	380	(155)	225	(764)	552	(212)
Regeneration & Affordable Housing	12,494	(5,262)	7,232	4,285	(206)	4,079	(8,209)	5,056	(3,153)
<b>Total Sustainable Communities</b>	<b>43,751</b>	<b>(18,376)</b>	<b>25,375</b>	<b>26,973</b>	<b>(9,470)</b>	<b>17,503</b>	<b>(16,778)</b>	<b>8,906</b>	<b>(7,872)</b>

APPENDIX 2 – SUSTAINABLE COMMUNITIES SPEND TO DATE SEPTEMBER 2012

Title and Description of the Scheme	SEPTEMBER 2012								
	PROFILED BUDGET TO DATE			ACTUAL TO DATE			VARIANCE TO DATE		
	Gross Expenditure	External Funding	Net Expenditure	Gross Expenditure	External Funding	Net Expenditure	Gross Expenditure	External Funding	Net Expenditure
	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s
<b>Sustainable Communities</b>									
Community Safety and Public Protection Infrastructure	0		0	13		13	13	0	13
Leisure & Culture Infrastructure	586	(44)	542	575	(115)	460	(11)	(71)	(82)
Transport Infrastructure	12,599	(5,601)	6,998	6,230	(6,205)	25	(6,369)	(604)	(6,973)
Waste Infrastructure	211	(29)	182	161	(2)	159	(50)	27	(23)
Regeneration & Affordable Housing	38	(18)	20	2,773	(78)	2,695	2,735	(60)	2,675
<b>Total Sustainable Communities</b>	<b>13,434</b>	<b>(5,691)</b>	<b>7,743</b>	<b>9,752</b>	<b>(6,400)</b>	<b>3,352</b>	<b>(3,682)</b>	<b>(708)</b>	<b>(4,390)</b>



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**Meeting:** Sustainable Communities Overview & Scrutiny Committee  
**Date:** 13<sup>th</sup> December 2012  
**Subject:** Revenue Report for the Quarter ended 30<sup>th</sup> September 2012  
**Report of Executive Member:** Cllr Nigel Young– Executive Member for Sustainable Communities Planning & Economic Development  
Cllr Brian Spurr – Executive Member for Sustainable Communities Services  
**Summary:** The second quarter revenue report is provided below forecasting a year end underspend of £134K after the use of specific reserves.

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**Advising Officer:** Gary Alderson - Director of Sustainable Communities  
**Contact Officer:** Sue Templeman, Senior Finance Manager  
**Public/Exempt:** Public  
**Wards Affected:** All  
**Function of:** Council

## **CORPORATE IMPLICATIONS**

### **Council Priorities:**

Sound financial management contributes to the delivery of the Council's value for money, enabling the Council to successfully deliver its priorities. In particular the Sustainable Communities budget has direct impact on the stated Council priorities of:

- Creating Safer Communities, and
- Managing Growth effectively.

### **Financial:**

The financial implications are set out in the report.

### **Legal:**

All expenditure is in accordance with the Constitution of the Council and Public Procurement Regulations

### **Risk Management:**

All of services have been risk rated, and actions agreed with managers to work within budget tolerances.

### **Staffing (including Trades Unions):**

A number of minor staffing changes are being implemented in line with resourcing proposals approved in the 2012/13 budgets.

### **Equalities/Human Rights:**

None

**Community Safety:**

None

**Sustainability:**

Sustainable Communities is the lead Directorate with regards to making Central Bedfordshire a more sustainable place to live and work, tackling climate change and reducing environmental impact. Many of the services delivered e.g. waste and highways directly control or influence this. The success of delivering against this agenda is directly related to how budget is managed.

**RECOMMENDATION(S):**

**1. that the Overview & Scrutiny Committee considers:**

- (a) The forecasted net expenditure outturn of £48,008k,
- (b) The proposed use of specific reserves of £625k with a proposed transfer to reserves of £195K, and
- (c) The Director's year-end forecast of an underspend of £134k after the use of specific reserves.

**Introduction**

1	Sustainable Communities manages a gross expenditure budget of £58,562k and income budget of £10,850k leaving a net expenditure budget of £47,712k.
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**Executive Summary Revenue**

2	<p>Sustainable Communities' overall financial position is forecast at £134k under budget after the use of earmarked reserves of £625k for one-off specific projects, with a proposed transfer to reserves of £195K.</p> <p>The Directorate has an annual savings target of £3,988k. At the end of September, the savings delivered totalled £1,685k.</p>
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3	<p>Table A shows the full year forecast variance by budget group. The main financial performance of each group is described in the following paragraphs. There is one aspect which impacts on all four service divisions which is a projected shortfall in an EIG saving. This is detailed within section 11, and for forecasting purposes the shortfall has been split evenly over the above areas</p> <p>Appendices A1 to A3 provide further tables showing estimates and movements by services.</p>
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<b>4</b>	<b>Table A – Directorate Overall Position</b>				
	<b>Division</b>	<b>Approved Budget</b>	<b>Forecast outturn for year</b>	<b>Forecast variance for year (-under) / over spend</b>	<b>Forecast variance after use of earmarked reserves (-under) / over spend</b>
		<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>
	Director of Sustainable Communities	<b>768</b>	773	5	<b>5</b>
	Economic Growth Skills & Regeneration	<b>5,389</b>	5,810	421	<b>25</b>
	Highways & Transportation	<b>11,537</b>	11,734	197	<b>147</b>
	Planning	<b>6,824</b>	6,789	-35	<b>-65</b>
	Community Safety Public Protection Waste & Leisure	<b>23,194</b>	22,902	-292	<b>-246</b>
	<b>Total DIRECTORATE Spend</b>	<b>47,712</b>	<b>48,008</b>	<b>296</b>	<b>-134</b>
<b>5</b>	<b>Director of Sustainable Communities</b> The Director's Group has forecasted a small overspend of £5K.				
<b>6</b>	<b>Economic Growth Skills &amp; Regeneration</b> The Economic Growth Skills & Regeneration has forecasted an overspend of £25K which is an improvement of £54K from quarter one Extra grant funding of £23k has been secured to support the delivery of the regeneration projects.				
<b>7</b>	<b>Highways &amp; Transportation</b> Highways & Transport Division has forecast an over spend of £147K which is an increase of £116K from quarter one.  The unforeseen prolonged wet weather caused additional damage to the roads by accelerating the rate at which pot holes form. There has also been an increase the number of call outs to deal with flooding incidents. This has resulted in an increased spend of £150K.  A previous reported overspend of £32K on land fill tax is being absorbed by the service  The previous reported under achievement of car park income of £40K due to issues when the service was first transferred is being offset by reduced expenditure in parking and traffic management.				

8	<p><b>Planning</b></p> <p>The Planning Division has forecasted an underspend of £65K which is an improvement on quarter one.</p> <p>The professional services budget within Development Planning is forecast to underspend by £100K. This reflects the prudent procurement of specialist work and legal advice to support Development Strategy and other Local Plan document preparation.</p>
9	<p><b>Community Safety Public Protection Waste &amp; Leisure</b></p> <p>Community Safety Public Protection Waste and Leisure Division has forecasted for an under spend of £271k which is an improvement of £62K to quarter one.</p> <p>There is additional £36K income within public protection. The money related to a prosecution has been forecasted and it is proposed to transfer this to a reserve at the end of the year. This is to support case management and court action.</p> <p>To enable the reconfiguration of the North waste collection fleet to fit in with the Council's long term waste management solution the purchase of new residual vehicles was temporarily delayed incurring additional maintenance costs of £55K.</p> <p>Additional savings have been generated from the renegotiation of the Household Waste Recycling Centre contract and lower green waste contract costs have contributed to an underspend</p> <p>There has been an increase in advisor costs of £32K for the BEaR project due to the consultancy work on funding options and investigation works at the Thorn Turn site.</p> <p>Leisure Service have forecast an underspend of £130K due to salaries and related spend, renegotiation of the leisure contract for the south area and additional income from the physical activity programme .</p>
<b>Revenue Virements</b>	
10	Sustainable Communities net budget has not changed since the first quarter
<b>Achieving Efficiencies</b>	
11	<p>Sustainable Communities has been set an efficiency target of £3,988k. There are 24 savings initiatives being implemented across the Directorate.</p> <ul style="list-style-type: none"> <li>• At the end of September, the Directorate had achieved efficiency savings of £1685k, which is £110k below profile. The forecast for the end of the year is to be £100k less than the efficiency targets.</li> <li>• The efficiency saving of £30K related to drainage fees is not going to be realised but is being covered by a compensatory use of reserves.</li> <li>• Following completion and analysis at the six month period, of the £400k saving related to capitalised salaries, £300k is now been identified as the full year forecast. Further detailed work is on going to identify further capitalisation opportunities.</li> <li>• Lease council owned vehicles rather than buy to reduce overall operating costs. The efficiency of £50k related to leasing Council owned vehicles rather than purchasing will not be achievable this year. A one off compensatory saving has been identified from Development Planning Professional Services to compensate for this shortfall.</li> </ul>

	Work continues to reach a firm conclusion about whether or not these efficiencies can be achieved in full by year end, and if this is not the case compensatory savings will be identified. The full year forecast per division is shown in Appendix B																																																																								
<b>Earmarked Reserves</b>																																																																									
12	The Directorate proposes to use £625k of earmarked reserves to fund specific one-off projects and a proposed transfer to reserves of £195K. A breakdown is provided in Appendix C.																																																																								
<b>Debt Management</b>																																																																									
13	The total debt at the end of September was £2,465k, a decrease of £475K over June's figures. Invoices relating to developers legal contributions to deliver planning requirements associated with new developments account for £1,711K or 69% of debt. About 70% of debt is less than three months old. All debt recovery is in accordance with Council policy.																																																																								
14	<p><b>Table B – Debt Outstanding</b></p> <table border="1"> <thead> <tr> <th>Debt profile</th> <th>&gt;£100K</th> <th>&gt;=£50K</th> <th>&gt;=£10K</th> <th>&gt;=£1K</th> <th>&lt;£1K</th> <th>Total</th> <th>Age Ratio</th> </tr> </thead> <tbody> <tr> <td>No of debts</td> <td>7</td> <td>5</td> <td>31</td> <td>40</td> <td>68</td> <td>151</td> <td></td> </tr> <tr> <td>Current</td> <td>£78</td> <td>£75</td> <td>£188</td> <td>£36</td> <td>£6</td> <td><b>£384</b></td> <td>15.6%</td> </tr> <tr> <td>1 month</td> <td>£261</td> <td>£54</td> <td>£163</td> <td>£46</td> <td>£7</td> <td><b>£530</b></td> <td>21.5%</td> </tr> <tr> <td>2 months</td> <td>£218</td> <td>£64</td> <td>£82</td> <td>£14</td> <td>£1</td> <td><b>£379</b></td> <td>15.4%</td> </tr> <tr> <td>3 months</td> <td>£36</td> <td>£0</td> <td>£1</td> <td>£1</td> <td>-£71</td> <td><b>-£34</b></td> <td>-1.4%</td> </tr> <tr> <td>3-12 months</td> <td>£543</td> <td>£0</td> <td>£164</td> <td>£38</td> <td>£3</td> <td><b>£748</b></td> <td>30.3%</td> </tr> <tr> <td>&gt; 12 months</td> <td>£206</td> <td>£146</td> <td>£109</td> <td>£9</td> <td>-£11</td> <td><b>£458</b></td> <td>18.6%</td> </tr> <tr> <td><b>Total Debt</b></td> <td><b>£1342</b></td> <td><b>£339</b></td> <td><b>£706</b></td> <td><b>£143</b></td> <td><b>-£65</b></td> <td><b>£2465</b></td> <td><b>100.0%</b></td> </tr> </tbody> </table>	Debt profile	>£100K	>=£50K	>=£10K	>=£1K	<£1K	Total	Age Ratio	No of debts	7	5	31	40	68	151		Current	£78	£75	£188	£36	£6	<b>£384</b>	15.6%	1 month	£261	£54	£163	£46	£7	<b>£530</b>	21.5%	2 months	£218	£64	£82	£14	£1	<b>£379</b>	15.4%	3 months	£36	£0	£1	£1	-£71	<b>-£34</b>	-1.4%	3-12 months	£543	£0	£164	£38	£3	<b>£748</b>	30.3%	> 12 months	£206	£146	£109	£9	-£11	<b>£458</b>	18.6%	<b>Total Debt</b>	<b>£1342</b>	<b>£339</b>	<b>£706</b>	<b>£143</b>	<b>-£65</b>	<b>£2465</b>	<b>100.0%</b>
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**Appendices:**

Appendix A1 – Revenue Summary Position by Division

Appendix A2 – Revenue Summary Position by Service

Appendix A3 – Movement in forecast variance

Appendix B – Efficiencies

Appendix C – Earmarked Reserves

Appendix D – Debt Analysis

**Background Papers:** None

**Location of papers:** Technology House, Bedford

APPENDIX A1 – NET REVENUE POSITION BY DIVISION SEPTEMBER, 2012

Division	Year to date				Full Year				
	Budget	Actual	Use of reserves	Variance	Approved Budget	Forecast Outturn	Proposed transfer to reserves	Proposed use of reserves	Forecast Variance after use of reserves
	£000	£000	£000	£000	£000	£000	£000	£000	£000
Director of Sustainable Communities	384	335	0	-49	768	773	0	0	5
Economic Growth Skills & Regeneration	2,661	2,667	-59	-53	5,389	5,810	0	-396	25
Highways & Transportation	5,332	5,204	0	-128	11,537	11,734	0	-50	147
Planning	3,147	2,849	0	-298	6,824	6,789	0	-30	-65
Community Safety Public Protection Waste & Leisure	11,225	11,233	-2	6	23,194	22,902	195	-149	-246
<b>Total DIRECTORATE Spend</b>	<b>22,749</b>	<b>22,288</b>	<b>-61</b>	<b>-523</b>	<b>47,712</b>	<b>48,008</b>	<b>195</b>	<b>-625</b>	<b>-134</b>

APPENDIX A2 – NET REVENUE POSITION BY SERVICE SEPTEMBER 2012

Service	Cumulative to Date				Full Year							
	Budget	Actual	Use of reserves	Variance	Approved Budget	Forecast Outturn	Forecast Variance	Proposed transfer to reserves (+ve)	Proposed use of reserves (-ve)	Total	Forecast Variance after use of reserves	Forecast % of Budget
	£000	£000	£000	£000	£000	£000	£000		£000		£000	
<b>Director of Sustainable Communities</b>												
Director of Sustainable Communities	122	120		-2	245	275	30			0	30	12%
Service Development	262	215		-47	523	498	-25			0	-25	-5%
<b>Sub Total</b>	<b>384</b>	<b>335</b>	<b>0</b>	<b>-49</b>	<b>768</b>	<b>773</b>	<b>5</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>5</b>	<b>1%</b>
<b>Economic Growth, Skills &amp; Regeneration</b>												
AD Econ Growth,Skills & Regen	402	415		13	804	824	20			0	20	2%
Business Investment & Marketing	147	151	-20	-16	294	445	151		-166	-166	-15	-5%
Economic Dev & Physical Regen	36	-1	-9	-46	152	151	-1		-75	-75	-76	-50%
Community Regeneration	76	31	-30	-75	139	195	56		-50	-50	6	4%
Adult Skills	628	638		10	1,255	1,353	98		-60	-60	38	3%
Libraries	1,372	1,433		61	2,745	2,842	97		-45	-45	52	2%
<b>Sub Total</b>	<b>2,661</b>	<b>2,667</b>	<b>-59</b>	<b>-53</b>	<b>5,389</b>	<b>5,810</b>	<b>421</b>	<b>0</b>	<b>-396</b>	<b>-396</b>	<b>25</b>	<b>0%</b>
<b>Highways &amp; Transportation</b>												
AD Highways & Transportation	25	87		62	51	49	-2			0	-2	-4%
Highways Contracts	2,297	2,392		95	5,466	5,616	150			0	150	3%
Traffic Management	149	-105		-254	298	298	0			0	0	0%
Passenger Transport Services	2,861	2,830		-31	5,722	5,771	49		-50	-50	-1	0%
<b>Sub Total</b>	<b>5,332</b>	<b>5,204</b>	<b>0</b>	<b>-128</b>	<b>11,537</b>	<b>11,734</b>	<b>197</b>	<b>0</b>	<b>-50</b>	<b>-50</b>	<b>147</b>	<b>1%</b>



Service	Cummulative to Date				Year							
	Budget	Actual	Use of reserves	Variance	Approved Budget	Forecast Outturn	Forecast Variance	Proposed transfer to reserves (+ve)	Proposed use of reserves (-ve)		Forecast Variance after use of reserves	Forecast % of Budget
	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000
<b>Planning</b>												
AD Planning	23	84		61	46	51	5			0	5	11%
Dev Plan & Strategic Housing	1,052	547		-505	2,105	1,986	-119			0	-119	-6%
Development Management	674	535		-139	1,348	1,376	28			0	28	2%
Transport Strategy & Countryside	1,107	1,210		103	2,520	2,557	37			0	37	1%
Building Control & Albion Arch	291	473		182	805	819	14		-30	-30	-16	-2%
<b>Sub Total</b>	<b>3,147</b>	<b>2,849</b>	<b>0</b>	<b>-298</b>	<b>6,824</b>	<b>6,789</b>	<b>-35</b>	<b>0</b>	<b>-30</b>	<b>-30</b>	<b>-65</b>	<b>-1%</b>
<b>Community Safety Public Protection Waste &amp; Leisure</b>												
CSPPWL Management	20	75		55	41	56	15			0	15	37%
Emergency Planning	33	105	-30	42	222	272	50		-30	-30	20	9%
Public Protection	713	805		92	1,472	1,346	-126	140		140	14	1%
Community Safety	494	455		-39	1,281	1,284	3		-99	-99	-96	-7%
Waste Service	9,431	9,372		-59	19,080	19,011	-69			0	-69	0%
Leisure Services	534	421	28	-85	1,098	933	-165	55	-20	35	-130	-12%
<b>Sub Total</b>	<b>11,225</b>	<b>11,233</b>	<b>-2</b>	<b>6</b>	<b>23,194</b>	<b>22,902</b>	<b>-292</b>	<b>195</b>	<b>-149</b>	<b>46</b>	<b>-246</b>	<b>-1%</b>
<b>Total DIRECTORATE Spend</b>	<b>22,749</b>	<b>22,288</b>	<b>-61</b>	<b>-522</b>	<b>47,712</b>	<b>48,008</b>	<b>296</b>	<b>195</b>	<b>-625</b>	<b>-430</b>	<b>-134</b>	<b>0%</b>

Appendix A3 – Movement in forecast variance

<b>Division</b>	<b>Full Year Forecast Variance September</b>	<b>Full Year Forecast Variance June</b>	<b>Change in Variance</b>
	<b>£000</b>	<b>£000</b>	<b>£000</b>
Director of Sustainable Communities	5	-10	15
Economic Growth Skills & Regeneration	25	79	-54
Highways & Transportation	147	46	101
Planning	-65	-3	-62
Community Safety Public Protection Waste & Leisure	-246	-209	-37
<b>Total DIRECTORATE Spend</b>	<b>-134</b>	<b>-97</b>	<b>-37</b>

APPENDIX B – EFFICIENCIES SEPTEMBER 2012

Service Area	Year to date			Full Year		
	Budget £m	Actual £m	Variance	Budget £m	Forecast £m	Variance
<b>EFFICIENCIES</b>						
CSPPWL	0.241	0.240	-0.001	0.645	0.595	-0.050
Highways & Transport	0.681	0.683	0.002	1.515	1.515	0.000
Planning	0.196	0.180	-0.016	0.385	0.355	-0.030
Directorate	0.597	0.502	-0.095	1.193	1.093	-0.100
Economic Growth Skills & Regen	0.079	0.079	0.000	0.250	0.250	0.000
<b>SUB TOTAL</b>	<b>1.795</b>	<b>1.685</b>	<b>-0.110</b>	<b>3.988</b>	<b>3.808</b>	<b>-0.180</b>
<b>COMPENSATORY SAVINGS</b>						
Planning			<b>.0000</b>		0.030	<b>.0300</b>
Planning			<b>.0000</b>		0.050	<b>.0500</b>
<b>SUB TOTAL</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>	<b>0.080</b>	<b>0.080</b>
<b>TOTAL</b>	<b>1.795</b>	<b>1.685</b>	<b>-0.110</b>	<b>3.988</b>	<b>3.888</b>	<b>-0.100</b>

## APPENDIX C – RESERVES BALANCE & USAGE SEPTEMBER 2012

Description	Opening Balance 2012/13	Proposed transfer to reserves	Proposed spend against reserves	Release of reserves	Proposed Closing Balance 2012/13	Notes
	£000	£000	£000	£000	£000	
<b>Planning</b>						
Local Development Framework	100				100	To assist with the cost of developing the new CBC Local Development Framework
Career Development Framework	80		0		80	Cost of implementing Career Development Framework following decisions in 2011/12.
Planning Performance Agreement	200		0		200	Funds to embed pre application process to give assurance to developers that the service is adequately resourced and supported
<b>Sub Total</b>	<b>380</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>380</b>	
<b>Economic Growth Skills and Regeneration</b>						
External Funded Regeneration reserve	492		-190		302	External funds to support economic participation, regeneration and European programmes.
Physical Regeneration Projects	40		-40		0	To assist with the costs of stage 2 of Employment sites acceleration project.
Business growth grants	111		-96		15	External funds and partnership contributions to support business growth. Includes match funding for pilot schemes.
Woodside Connection options appraisal	50		0		50	Cost of developing business case for Woodside Connection.
<b>Sub Total</b>	<b>693</b>	<b>0</b>	<b>-326</b>	<b>0</b>	<b>367</b>	
<b>Community Safety Public Protection Waste and Leisure</b>						
Adoption and maintenance of play facilities	489		-20		469	Maintenance funds (commuted sums) for CBC adopted open space and play sites, allocated on a site by site specific basis.
Integrated Consumer Protection	0	140	0	0	140	To support case management and court action
Leisure Centre Reinvestment Fund	34	55			89	Contractual requirement for share of profits from leisure contracts for the reinvestment in building and worn out equipment.
<b>Sub Total</b>	<b>523</b>	<b>195</b>	<b>-20</b>	<b>0</b>	<b>698</b>	
<b>Highways and Transport</b>						
Transport Fund	125				125	Parking income directed to transport infrastructure improvements.
<b>Sub Total</b>	<b>125</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>125</b>	
<b>Partnerships</b>						
Community Safety partnership fund	159		-99		60	Contributions from community safety partners, Home Office (IOM), and money held on behalf of HMCS relating to cash seizures.
Bedford & Luton Resilience Forum	65				65	Contributions from partners with CBC acting as treasurer to Forum.
Minerals and Waste partnership funds	104				104	Partners income contributions to service costs which are to cover the costs of LDF and enforcement inquiries of this shared service which CBC hosts.
NIRAH	60		0		60	Shared reserve with Bedford Borough to support NIRAH project costs.
<b>Sub Total</b>	<b>388</b>	<b>0</b>	<b>-99</b>	<b>0</b>	<b>289</b>	
<b>Forecast Nil Closing Balance</b>						
PTR2 Business Process Reengineering	50		-50		0	Delivery of new IT solution and business processes.
Arts and theatre service reviews	70		-70		0	External funds and partnership contributions to support business growth. Includes installation of digital equipment and relocation of services.
Internal Drainage Board Dispute Resolution Fund	30		-30		0	Funds set aside for resolution of Environment Agency / Internal Drainage Board claims.
Emergency Incidents	30		-30		0	Funds to cover contingencies relating to Olympic events.
<b>Sub Total</b>	<b>180</b>	<b>0</b>	<b>-180</b>	<b>0</b>	<b>0</b>	
<b>Total earmarked reserves</b>	<b>2,289</b>	<b>195</b>	<b>-625</b>	<b>0</b>	<b>1,859</b>	

APPENDIX D - AGED DEBT REPORT SEPTEMBER 2012

Selective debts greater than £10,000

Debtor (£'000)	Total Debt	Due Current Month	1-30 days	31-60 days	61-90 days	91-365 days	Over 12 months
Debtor 1	£376	£78	£9	£68	£35	£80	£106
Debtor 2	£251	£0	£251	£0	£0	£0	£0
Debtor 3	£194	£0	£0	£0	£0	£194	£0
Debtor 4	£150	£0	£0	£150	£0	£0	£0
Debtor 5	£144	£0	£0	£0	£0	£144	£0
Debtor 6	£126	£0	£0	£0	£0	£126	£0
Debtor 7	£102	£0	£1	£0	£1	-£1	£100
Debtor 8	£94	£63	£0	£0	£0	£0	£31
Debtor 9	£74	£0	£0	£0	£0	£0	£74
Debtor 10	£65	£0	£1	£64	£0	£0	£0
Debtor 11	£53	£13	£0	£0	£0	£0	£41
Debtor 12	£52	£0	£52	£0	£0	£0	£0
Debtor 13	£50	£2	£47	£0	£0	£0	£0
Debtor 14	£47	£0	£47	£0	£0	£0	£0
Debtor 15	£46	£0	£0	£0	£0	£9	£37
Debtor 16	£41	£0	£0	£0	£0	£0	£41
Debtor 17	£38	£0	£0	£0	£0	£38	£0
Debtor 18	£30	£0	£0	£0	£0	£30	£0
Debtor 19	£30	£30	£0	£0	£0	£0	£0
Debtor 20	£29	£0	£0	£0	£0	£29	£0
Debtor 21	£28	£28	£0	£0	£0	£0	£0
Debtor 22	£25	£25	£0	£0	£0	£0	£0
Debtor 23	£24	£0	£0	£0	£1	£24	-£1
Debtor 24	£23	£0	£0	£0	£0	£22	£0
Debtor 25	£21	£0	£0	£0	£0	£0	£21
Debtor 26	£20	£0	£20	£0	£0	£0	£0
Debtor 27	£19	£0	£19	£0	£0	£0	£0
Debtor 28	£19	£0	£0	£19	£0	£0	£0
Debtor 29	£18	£5	£0	£13	£0	£0	£0
Debtor 30	£18	£0	£0	£18	£0	£0	£0
Debtor 31	£17	£17	£0	£0	£0	£0	£0
Debtor 32	£17	£17	£0	£0	£0	£0	£0
Debtor 33	£17	£0	£1	£16	£0	£0	£0
Debtor 34	£17	£17	£0	£0	£0	£0	£0
Debtor 35	£17	£0	£17	£0	£0	£0	£0
Debtor 36	£15	£0	£0	£15	£0	£0	£0
Debtor 37	£12	£12	£0	£0	£0	£0	£0
Debtor 38	£12	£12	£0	£0	£0	£0	£0
Debtor 39	£12	£0	£12	£0	£0	£0	£0
Debtor 40	£12	£12	£0	£0	£0	£0	£0
Debtor 41	£12	£0	£0	£0	£0	£0	£12
Debtor 42	£11	£11	£0	£0	£0	£0	£0
Debtor 43	£10	£0	£0	£0	£0	£10	£0
Debt > £10,001	£2387	£342	£477	£364	£36	£707	£460

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**Meeting:** Sustainable Communities Overview and Scrutiny Committee  
**Date:** 13<sup>th</sup> December 2012  
**Subject:** The Council's carbon reduction target and the LGA Climate Local initiative  
**Report of:** Cllr Nigel Young, Executive Member for Sustainable Communities – Strategic Planning  
**Summary:** The report responds to requests for further clarification at the Sustainable Communities Overview & Scrutiny Committee meeting of 26<sup>th</sup> July; in relation to whether the 35% carbon reduction target by 2015 was achievable and for further clarification as to what the benefits of the Council signing up to 'Climate Local' would be.

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**Advising Officer:** Gary Alderson, Director of Sustainable Communities  
**Contact Officer:** Stephen Mooring, Corporate Policy Adviser (Sustainability & Climate Change)  
**Public/Exempt:** Public  
**Wards Affected:** All  
**Function of:** Council

<b>CORPORATE IMPLICATIONS</b>
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<b>Council Priorities:</b>
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- |   |
|---|
| <ol style="list-style-type: none"><li>1. Taking positive and proactive steps to tackle climate change demonstrates leadership and contributes to the delivery of all the Council's priorities, particularly in relation to enhancing Central Bedfordshire – creating jobs, managing growth, protecting our countryside and enabling businesses to grow.</li></ol> |
|---|

<b>Financial:</b>
-------------------

- |  |
|--|
| <ol style="list-style-type: none"><li>2. The Council's Carbon Management Plan (CMP) highlights how failure to take action will leave the Council vulnerable to substantial future costs, from increases in energy costs and other fines and penalties (see paragraph 4 below). The current combined energy spend for the Council and schools is in the region of £5.1 million, with £1.8 million relating to the corporate estate and street lighting, and £3.3 million relating to schools. This could rise as high as £13.2 million by 2016 if sufficient action isn't taken, based on the Value at Stake analysis carried out in the CMP.</li></ol> |
|--|

3. The Council will be subject to the Carbon Reduction Commitment (CRC), which it is estimated will cost the Council approx. £377k p.a. from 2014/15 based upon the carbon emissions from the Council's corporate estate and schools. Of this £216K relates to allowances for schools carbon emissions, £74K relates to the Council's corporate estate, £70K relates to street lighting and £17K covers reporting and admin costs. The CRC scheme itself is currently going through consultation to simplify how it works, this means that it is not yet clear how emissions for schools and Academies will be handled in the future, whether the Council will be responsible for these and whether the cost off allowances will be able to be clawed back from schools. Clarification on this is expected from Government as part of the Autumn Statement in early December 2012.

**Legal:**

4. The Climate Change Act places a legal duty on all public authorities to plan for the impacts of climate change, to ensure that their areas are resilient and prepared for the impacts of a changing climate. This Act also implements the CRC Energy Efficiency scheme, which the Council will be legally required to participate in. This also has strict financial penalties for organisations who fail to participate in or maintain accurate supporting evidence with fines for non-compliance in the first phase of the scheme ranging from between £40,000 to £90,000 for late submission of information or non-compliance with the schemes requirements.

**Risk Management:**

5. Central Bedfordshire will not be immune to the impacts that a changing climate will have. The Council will need to act now to adapt and to manage the risks to service delivery, local communities, local infrastructure, businesses and the natural environment. Failure to take action on this agenda will also present the Council with financial risks, primarily through the increase in fuel costs and impact of the CRC, along with the reputational risk of not robustly tackling this issue. Where risks have been identified they will be managed through Directorate and Service Risk Registers

**Staffing (including Trades Unions):**

6. If the Council is to achieve a reduction in its carbon footprint, staff and members will need to be involved and act. Based on best practice from other Local Authorities targeting staff with a robust green awareness campaign could reduce electricity use in the Council's buildings, excluding schools, by up to 5%, which equates to a saving of approximately £26,000 from the Corporate electricity bill. The medium term accommodation plan, which includes the reduction in buildings and new ways of working (including video and tele-conferencing), will also help reduce the council's carbon footprint.

**Equalities/Human Rights:**

7. Public authorities have a statutory duty to advance equality of opportunity, eliminate unlawful discrimination, harassment and victimisation and foster good relations in respect of nine protected characteristics; age, disability, gender re-assignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.



8. The actions taken to implement the Climate Change Strategy, particularly those relating to cutting the Central Bedfordshire area's carbon footprint and preparing for the impacts of a changing climate will need be carried out in an inclusive manner. They will benefit those suffering from inequalities, for example domestic energy efficiency work being targeted at households suffering from fuel poverty and measures taken to mitigate against the impacts of a changing climate – such as extreme weather events and heat waves - protecting the elderly and other vulnerable groups.

**Public Health**

9. The impacts of a changing climate will result in more implications on the health and well being of our communities. For example over heating can lead to excess summer deaths mainly of the elderly and vulnerable. The increase in energy costs will also have considerable impacts on our residents with more people falling into fuel poverty, not only in the winter months as they look heat their homes, but also in the future, as there is an increased need for air conditioning in summers.
10. Measures to reduce emissions, particularly through the use of more sustainable modes of transport, such as walking and cycling would also contribute to healthier and more active lifestyles.

**Community Safety:**

11. In addition to the issues highlighted in the Public Health assessment of this report (above) the increased risk and frequency of extreme weather events will place more pressure on the Council and emergency services. Implementation of the Strategy will contribute to ensuring that robust adaptation measures are put in place to limit or avoid these impacts.

**Sustainability:**

12. The Climate Change Strategy delivers on, or links strongly to key principles of sustainable development which are living within environmental limits, ensuring a strong, healthy and just society, and achieving a sustainable economy

**Procurement:**

13. The Council's procurement decisions will have an impact on CO<sub>2</sub> emissions either directly, as is the case with energy, further up the supply chain, or through embodied emissions from the manufacture of goods that are procured.
14. Existing procurement policies do consider the environmental credentials of potential suppliers and efficiencies lead by procurement help ensure that unnecessary procurement does not happen (the most environmentally sound approach). There is scope to better consider the environmental/carbon impact of what is being procured.

**RECOMMENDATION(S):**

**The Committee is asked to:-**

1. **Consider the further information provided as requested in the Sustainable Communities Overview & Scrutiny Committee of 26<sup>th</sup> July 2012.**

### **Introduction**

12. A report was tabled at Sustainable Communities Overview & Scrutiny Committee on the 26<sup>th</sup> July 2012 to provide:
  - (a) An update of the progress made in implementing the Council's Climate Change Strategy and Carbon Management Plan, and;
  - (b) Proposals for how the Council can continue to demonstrate its commitment to tackling climate change and becoming more energy efficient, namely through signing up to the Local Government Association's Climate Local initiative.
13. The Committee requested further information with the following actions:
  - (a) That a further report be submitted to the Committee detailing the programmes that the Sustainable Communities directorate aims to progress in order to deliver a 35% reduction by 2015 and 60% reduction by 2020 in the Council's carbon footprint. The report should also detail the discussion that the Executive Member for Strategic Planning and Economic Development has undertaken with the Executive Member for Children's Services as to whether an appropriate budget has been allocated for adaptation in schools in order to reduce the Council's carbon footprint."
  - (b) That the Committee receive more detail in relation to the Council's proposed actions and level of ambition prior to considering whether the Council should sign up to the LGA's Climate Local Initiative
14. This report provides the additional information requested, detailing the contribution of projects across all areas of the Council that will contribute to reaching the carbon reduction target, alongside a more detailed assessment of the possible benefits to the Council of signing up to the Climate Local initiative.

### **Delivering the Council's carbon reduction targets**

15. The Council's Climate Change Strategy sets out the commitment to cut the Council's own carbon footprint with the target for a 35% reduction by 2015 and the aspiration to work towards an overall 60% reduction by 2020. The 60% aspiration was included to help demonstrate and facilitate the long term approach needed when considering climate change and carbon reduction.
16. The target was based upon an assessment of potential opportunities for carbon reduction across the whole Council, with estimates made as to what these could deliver in terms of carbon reduction. An additional allowance was also made to take account of stretch in order to drive performance. The target is in line with carbon reduction targets set by similar sized local authorities and represents a realistic and achievable goal.
17. The carbon footprint for 2011/12 has been measured at 30,400 tonnes of CO<sub>2</sub>. This represents a decrease of 12.42% from 2009/10. This nominally leaves a 22.58% reduction in emissions to be achieved by 2015 in order to achieve the 35% target.

18. To review the continued suitability of the target an assessment of progress to date alongside an estimate of the expected carbon savings from future projects across the Council was carried out. This provides a 'roadmap' of projects and highlights our understanding of what can currently be expected to be delivered, and the current shortfall or stretch to achieve the 35% reduction. This process provides us with a conservative estimate of a further reduction of 17.61% from existing projects by 2015 (detailed in appendix A).
19. Projects and progress that we have been able to quantify through this process leave a stretch of 4.97% or 1,744 tonnes of CO<sub>2</sub> still to be accounted for and this will form the basis of future work in this area.
20. In terms of the Sustainable Communities Directorate's contribution to this target there are three main areas, these being:
  - (a) **Street lighting:** The improvements to the Central Bedfordshire area's street lighting infrastructure by Amey are estimated to contribute a 2.11% reduction.
  - (b) **Leisure Centres:** Energy efficiency improvements at the Council's Leisure Centres contributing an estimated 0.81% reduction.
  - (c) **Libraries:** Improvements as part of the refurbishment of libraries are included within the scope of measures that make up the carbon reduction programme and capital maintenance improvements. Much of the work on libraries is part of wider refurbishments as part of the modernisation programme. It is estimated these measures will contribute 0.1% reduction of the total carbon footprint or 0.28% of the target and reduce energy bills by up to £15,800 per year (based on current prices).
21. The July Sustainable Communities Overview & Scrutiny Committee report highlighted that schools represent a significant challenge given the number of them, budget constraints, the challenging nature of school buildings (e.g. their age and structure of buildings), and the changing face with regards to how schools are funded – particularly in relation to Academies. Currently emissions from schools make up 48% of the Council's carbon footprint.
22. It was also highlighted that good progress has been made to date in supporting schools to reduce emissions with a 20.47% reduction in CO<sub>2</sub> emissions being achieved by schools between 2009/10 and 2011/12.
23. Looking forward to 2015, quantified projects relating to schools contribute a further 8.16% reduction to the Council's carbon footprint or account for 40.7% of the remaining target.
24. Through the Schools Carbon Reduction Action Plan (SCRAP) mechanisms have been put in place to ensure on-going support and emphasis is placed on energy efficiency and carbon reduction measures. These include:
  - (a) **Invest-to-save fund:** This fund provides schools with the upfront capital to undertake energy efficiency projects in the form of an interest-free loan which is repaid back into the fund from the project's energy savings. Last year 6 projects were funded, saving schools a combined value of £30,000 per annum. Repayments to the fund are recycled back into the pot to fund future energy efficiency projects in schools and ensuring it is self-sustaining.

- (b) **Automated Meter Reading (AMR) equipment:** AMR are currently being rolled out across the school estate, with 68 schools signed up to the programme to date. AMR's give schools access to half hourly energy data, which can then be interpreted through monitoring software to identify energy wastage and opportunities for improvements. Other benefits include accurate billing and reduction in the risk of facing a 10% uplift on emissions from these sites in CRC.
- (c) **Energy audits, training and advice:** To date energy audits have been completed at 46 schools and identify low-cost measures that schools can implement to save energy as well as the identification of possible projects suitable for an application to the invest-to-save fund. Advice is also given on all other aspects of making the school more environmentally sustainable, including support to schools to progress through the Eco-School programme and also in the suitability to deploy micro-renewables (e.g. solar photovoltaic panels) on their site. In addition to this training on energy management and efficiency has been held for site agents, bursars and school business managers.

Resource has been provided via the school's capital programme to fund these projects; this includes a dedicated staff resource. The main risk to the continued delivery and positive progress relates to the loss of resource and as long as this is maintained good progress should continue to be made.

25. It is proposed that the longer term 'aspirational target' of working towards a 60% reduction from baseline by 2020 will be reviewed in 2015 and replaced with a shorter term target for the five year period 2015 to 2020. This would be based on a similar quantification and project mapping exercise to be carried out at that time. At this point the Council could also consider the setting of a further long term vision to work towards 2025.
26. Cllr Young and Cllr Versallion met on 12<sup>th</sup> November to discuss resources for schools. The good progress to date was highlighted alongside the future plans detailed in the School's Energy Programme. It was recognised that the Council provided sufficient support to schools to reduce energy use; this includes the range of measures detailed in paragraph 24. It was also noted that alongside increasing energy costs, CRC is significant driver for schools to tackle energy efficiency and that further work needs to be done to better understand the contribution that the programmes of work detailed in this report will have on mitigating costs, particularly relating to CRC.

### **Climate Local**

27. In June 2012 the LGA launched the 'Climate Local' initiative to drive, inspire and support Local Authority action on a changing climate. This is ultimately an improved and rebranded Nottingham Declaration. It now places further requirements on signatories in order to drive forward delivery of tangible actions to mitigate CO<sub>2</sub> emissions and prepare the Local Authority area for the impacts of the changing climate.
28. At the 26<sup>th</sup> July 2012 meeting, Sustainable Communities Overview & Scrutiny Committee requested further detail in relation to Climate Local, specifically what this would help the Council to deliver that it wouldn't be delivering anyway and an overview of what the benefits are of the Council becoming a signatory.
29. The benefits of the Council signing up to Climate Local would include:

- (a) Acknowledgement of the Council's work in this area via a nationally recognised mechanism for demonstrating commitment, ambition and achievements in relation to the implementation of the Council's Climate change strategy.
  - (b) Provide a platform to revise and set/define new ambition in relation to the targets and aims in the climate change strategy that have expired or been superseded. For instance there is no Central Bedfordshire area wide target for CO<sub>2</sub> emissions since the Local Area Agreement (LAA) ended in 2011. Likewise the Council's ambition with regards to climate change adaptation is unclear since the national indicator set, including NI188: Planning to adapt to climate change, was revoked in 2010.
  - (c) Enable the Council to access further resources and expertise via the LGA's 'Knowledge Hub' and dedicated resources for Climate Local signatories.
30. Whilst arguably the Council could meet these needs without becoming signatories to Climate Local, the initiative does however provide a structured platform, and arguably a catalyst, from which to take these actions forward and highlight the good progress to date (and in the future) nationally.

**Appendices:**

Appendix A – Quantification of projects that contribute to the Council's carbon reduction target

**Background papers and their location:** (open to public inspection)

Climate Change Strategy paper discussed at Sustainable Communities Overview & Scrutiny Committee on the 26<sup>th</sup> July 2012

Minutes for Sustainable Communities Overview & Scrutiny Committee on the 26<sup>th</sup> July 2012

All documents relating to this available at:

<http://www.centralbedfordshire.gov.uk/modgov/ieListDocuments.aspx?CId=648&MId=4120&Ver=4>

Central Bedfordshire Council's Climate Change Strategy – June 2010

Central Bedfordshire Council's Carbon Management Plan (CMP) – November 2010

Central Bedfordshire Climate Change Adaptation Evidence Base – April 2012-06-26

All above documents are available at:

<http://www.centralbedfordshire.gov.uk/environment/natural-environment/climate-change-sustainability.aspx>

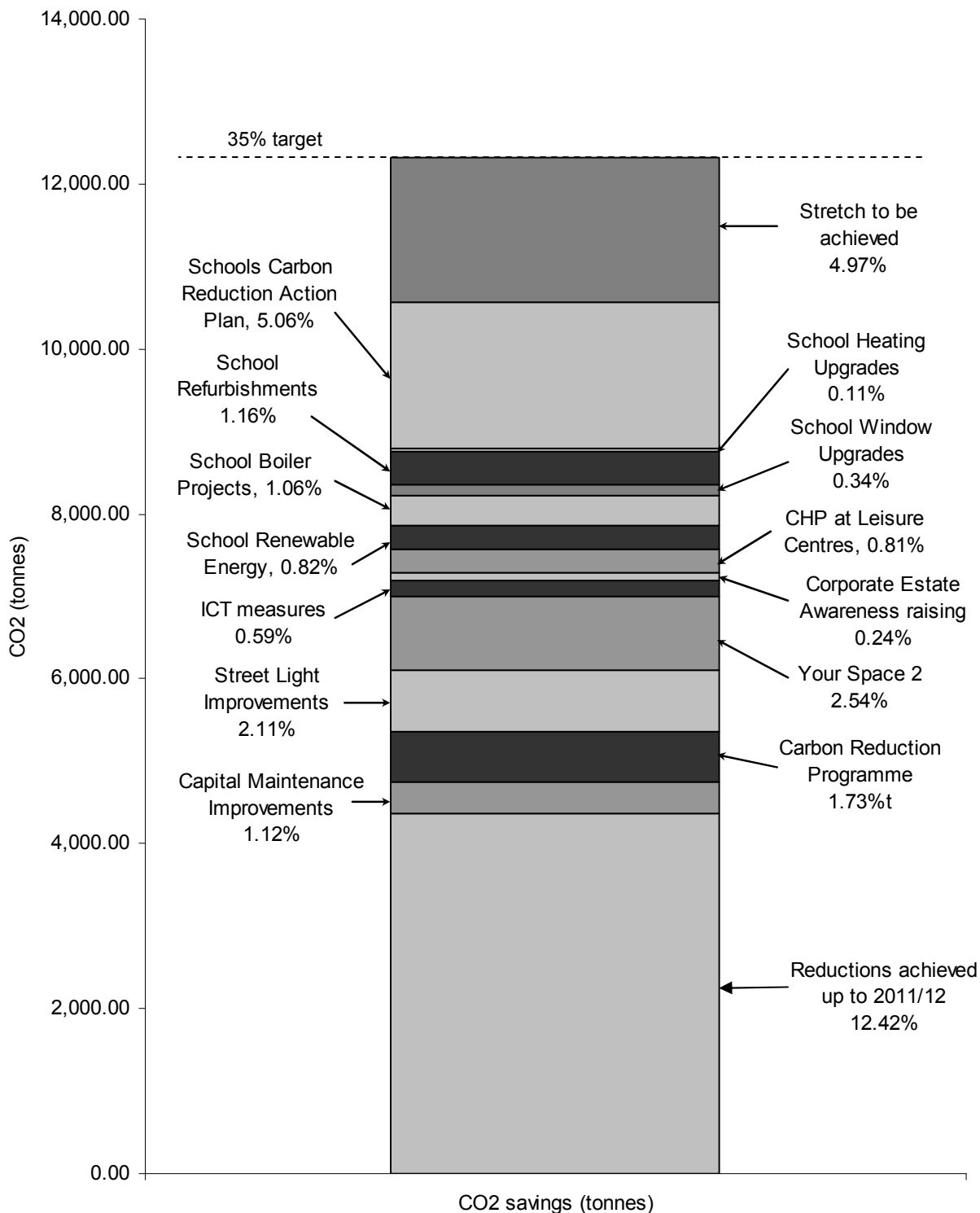
Central Bedfordshire School's Carbon Reduction Action Plan

This document is held electronically or in hard copy at Technology House, Bedford.

APPENDIX A

**Quantification of projects that contribute to the Council's carbon reduction target**

The chart below gives an overview of the quantification of known projects and their estimated contribution to Central Bedfordshire Council's target to reduce its carbon footprint by 35% by 2015



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**Meeting:** Sustainable Communities Overview & Scrutiny Committee  
**Date:** 13 December 2012  
**Subject:** Draft Work Programme 2012/13 & Executive Forward Plan  
**Report of:** Richard Carr, Chief Executive  
**Summary:** The report provides Members with details of the current Committee work programme and the latest Executive Forward Plan.

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Contact Officer: Jonathon Partridge, Scrutiny Policy Adviser (0300 300 4634)  
Public/Exempt: Public  
Wards Affected: All  
Function of: Council

#### **CORPORATE IMPLICATIONS**

##### **Council Priorities:**

The work programme of the Sustainable Communities Overview & Scrutiny Committee should contribute to each of the Council priorities, and will specifically support those directly related to the work of the Sustainable Communities directorate.

##### **Financial:**

1. Not applicable.

##### **Legal:**

2. Not applicable.

##### **Risk Management:**

3. Not applicable.

##### **Staffing (including Trades Unions):**

4. Not applicable.

##### **Equalities/Human Rights:**

5. Not applicable.

##### **Public Health**

6. Not applicable.

##### **Community Safety:**

7. Not applicable.

**Sustainability:**

8. Not applicable.

**Procurement:**

9. Not applicable.

**RECOMMENDATIONS:**

1. **That the Sustainable Communities Overview & Scrutiny Committee:**
  - (a) **considers and approves the attached work programme, subject to any further amendments it may wish to make;**
  - (b) **considers the Executive Forward Plan; and**
  - (c) **considers whether it wishes to add any further items to the work programme.**

**Work Programme**

10. The work programme is kept regularly under review by the Chairman and Vice-Chairman and is amended as appropriate, which also includes adding further items during the course of the year if Members so wish and capacity exists. The current work programme is attached at **appendix A**.
11. Also attached at **appendix B** is the latest version of the Executive's Forward Plan so that Overview & Scrutiny Members are fully aware of the key issues Executive Members will be taking decisions upon in the coming months. Those items relating specifically to this Committee's terms of reference are shaded in grey.

**Conclusion**

12. The Committee is requested to consider the attached work programme and make any further amendments it considers necessary.

**Appendices:**

**Appendix A:** Sustainable Communities Overview and Scrutiny Committee Work Programme 2012/13

**Appendix B:** The latest Executive Forward Plan.



## Appendix A

# Work Programme for Sustainable Communities Overview & Scrutiny Committee 2012 - 2013

Ref	Indicative Overview & Scrutiny Meeting Date	Report Title	Report Description	Comment
1.	17 January 2013	Land Rear of Central Garage (Cranfield) Development Brief	To consider a report relating to this development brief including the outcomes of public consultation prior to consideration by the Executive.	
2.	17 January 2013	2013/14 Draft Budget	To consider the Sustainable Communities draft budget for 2013/14	<b>Executive:</b> 05 February 2013
3.	17 January 2013	Fees and Charges 2013/14	To consider the 2013/14 fees and charges for Sustainable Communities directorate	
4.	28 February 2013	Community Infrastructure Levy	To receive a report prior to Executive relation to the consultation and subsequent Submission of the Community Infrastructure Levy draft charging schedule.	Corporate Resources OSC Members will also be invited to attend. <b>Executive:</b> 19 March 2013
5.	28 February 2013	Gypsy and Traveller Plan: Site shortlisting	To consider a shortlist of sites for publication in the Gypsy and Traveller Plan prior to consultation.	<b>Executive:</b> 19 March 2013

NOT PROTECTED

Note: a verbal update from the Executive Members and an item on the Committee's work programme and Exec forward plan will be received at each meeting

Last Update: 31 October 2012

Ref	Indicative Overview & Scrutiny Meeting Date	Report Title	Report Description	Comment
6.	28 February 2013	Outdoor Access Improvement Plan		<b>Executive:</b> 19 March 2013
7.	25 April 2013	Q3 Performance Report	To receive the Q3 performance for the Sustainable Communities directorate	<b>Executive:</b> 19 March 2013

NOT PROTECTED

Note: a verbal update from the Executive Members and an item on the Committee's work programme and Exec forward plan will be received at each meeting

Last Update: 31 October 2012

**Central Bedfordshire Council  
Forward Plan of Key Decisions  
1 December 2012 to 30 November 2013**

- 1) During the period from **1 December 2012 to 30 November 2013**, Central Bedfordshire Council plans to make key decisions on the issues set out below. “Key decisions” relate to those decisions of the Executive which are likely:
- to result in the incurring of expenditure which is, or the making of savings which are, significant (namely £200,000 or above per annum) having regard to the budget for the service or function to which the decision relates; or
  - to be significant in terms of their effects on communities living or working in an area comprising one or more wards in the area of Central Bedfordshire.
- 2) The Forward Plan is a general guide to the key decisions to be determined by the Executive and will be updated on a monthly basis. Key decisions will be taken by the Executive as a whole. The Members of the Executive are:

Cllr James Jamieson	Leader of the Council and Chairman of the Executive
Cllr Maurice Jones	Deputy Leader and Executive Member for Corporate Resources
Cllr Mark Versallion	Executive Member for Children’s Services
Cllr Mrs Carole Hegley	Executive Member for Social Care, Health and Housing
Cllr Nigel Young	Executive Member for Sustainable Communities – Strategic Planning and Economic Development
Cllr Brian Spurr	Executive Member for Sustainable Communities - Services
Cllr Mrs Tricia Turner MBE	Executive Member for Economic Partnerships
Cllr Richard Stay	Executive Member for External Affairs

- 3) Whilst the majority of the Executive’s business at the meetings listed in this Forward Plan will be open to the public and media organisations to attend, there will inevitably be some business to be considered that contains, for example, confidential, commercially sensitive or personal information.

This is a formal notice under the Local Authorities (Executive Arrangements)(Meetings and Access to Information)(England) Regulations 2012 that part of the Executive meeting listed in this Forward Plan will be held in private because the agenda and reports for the meeting contain exempt information under Part 1 of Schedule 12A to the Local Government Act 1972 (as amended) and that the public interest in withholding the information outweighs the public interest in disclosing it.

- 4) Those items identified for decision more than one month in advance may change in forthcoming Plans. Each new Plan supersedes the previous Plan. Any person who wishes to make representations to the Executive about the matter in respect of which the decision is to be made should do so to the officer whose telephone number and e-mail address are shown in the Forward Plan. Any correspondence should be sent to the contact officer at the relevant address as shown below. General questions about the Plan such as specific dates, should be addressed to the Committee Services Manager, Priory House, Monks Walk, Chicksands, Shefford SG17 5TQ.
- 5) The agendas for meetings of the Executive will be published as follows:

Meeting Date	Publication of Agenda
15 May 2012	3 May 2012
3 July 2012	21 June 2012
21 August 2012	9 August 2012
2 October 2012	20 September 2012
6 November 2012	25 October 2012
4 December 2012	22 November 2012
8 January 2013	20 December 2012
5 February 2013	24 January 2013
19 March 2013	7 March 2013
7 May 2013	25 April 2013
25 June 2013	13 June 2013

# Central Bedfordshire Council

## Forward Plan of Key Decisions for the period 1 December 2012 to 30 November 2013

### Key Decisions

Date of Publication: 30 October 2012

Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
1.	Private Sector Property Accreditation Scheme -	To approve the Private Sector Property Accreditation Scheme, which intends to improve the quality of private rented accommodation.	4 December 2012	Private landlords, property owners and letting agents on the Council's Landlords' Forum were consulted directly following initial consultation and presentation of the draft scheme to Overview and Scrutiny.	Property Accreditation Scheme Overview Document and Code of Standards	Executive Member for Social Care, Health and Housing Comments by 05/11/12 to Contact Officer: Nick Costin, Head of Private Sector Housing Email: <a href="mailto:nick.costin@centralbedfordshire.gov.uk">nick.costin@centralbedfordshire.gov.uk</a> Tel: 0300 300 5219
2.	Land at Steppingley Road and Froghall Road, Flitwick Masterplan -	To adopt the masterplan for development at land at Steppingley Road and Froghall Road, Flitwick (Policy MA2, Site Allocations Development Plan Document, 2011) for development management purposes.	4 December 2012	Members and Officers briefed February 2012. Members and Officers briefed on 25 July 2012 at West Placemaking. Public Exhibitions on 7/8 September 2012. Public Consultation from 7 September to 5 October 2012.	Land at Steppingley Road Masterplan Site Allocations Development Plan Document (Adopted 2011)	Executive Member for Sustainable Communities - Strategic Planning and Economic Development Comments by 03/11/12 to Contact Officer: Connie Frost-Bryant, Senior Planning Officer, Local Planning and Housing Team Email: <a href="mailto:connie.frost-bryant@centralbedfordshire.gov.uk">connie.frost-bryant@centralbedfordshire.gov.uk</a> Tel: 0300 300 4329

Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
3.	Dog Warden and Kennelling Contract -	To seek approval to retender the Dog Warden and Kennelling Contract.	4 December 2012		Report	Executive Member for Sustainable Communities - Services Comments by 05/11/12 to Contact Officer: Jane Moakes, Assistant Director Community Safety & Public Protection Email: <a href="mailto:jane.moakes@centralbedfordshire.gov.uk">jane.moakes@centralbedfordshire.gov.uk</a> Tel: 0300 300 5441
4.	Revenue and Capital Quarter 2 Budget Monitor Reports -	To consider the revenue and capital quarter 2 budget monitor reports.	4 December 2012		Reports	Deputy Leader and Executive Member for Corporate Resources Comments by 03/11/12 to Contact Officer: Charles Warboys, Chief Finance Officer & Section 151 Officer Email: <a href="mailto:charles.warboys@centralbedfordshire.gov.uk">charles.warboys@centralbedfordshire.gov.uk</a> Tel: 0300 300 6147

Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
5.	Local Broadband Plan - Procurement and options for intervention -	To approve the process for awarding contract.	4 December 2012	<p>An online broadband survey has been running since February 2012. This has been widely promoted (including through the Parish Council network) and the results used in developing the Local Broadband Plan and local priorities.</p> <p>A formal market consultation will also be undertaken (likely in August/September) to comply with EU state aid requirements.</p>	<p>The adopted Joint Local Broadband Plan and the Council's Broadband Plan  <a href="http://www.centralbedfordshire.gov.uk/local-business/business-information-and-advice/broadband.aspx">www.centralbedfordshire.gov.uk/local-business/business-information-and-advice/broadband.aspx</a> set the context for intervention.</p>	<p>Deputy Leader and Executive Member for Corporate Resources  Comments by 03/11/12 to Contact Officer:  James Cushing, Economic Policy Manager  Email: <a href="mailto:james.cushing@centralbedfordshire.gov.uk">james.cushing@centralbedfordshire.gov.uk</a>  Tel: 0300 300 4984</p>
6.	Future of the Adult Skills and Community Learning Service -	To agree the future delivery arrangements for the externally funded Adult Skills and Community Learning Service in Central Bedfordshire (please note that this service is currently a shared service with Bedford Borough Council)	4 December 2012	<p>November/December 2011 and August/September 2012: Key strategic partners through series of external interviews.</p> <p>May/June 2012: Focus groups and interviews with service users and no users (individuals and business).</p>	Report	<p>Executive Member for Sustainable Communities - Strategic Planning and Economic Development  Comments by 03/11/12 to Contact Officer:  Kate McFarlane, Head of Community Regeneration &amp; Adult Skills  Email: <a href="mailto:kate.mcfarlane@centralbedfordshire.gov.uk">kate.mcfarlane@centralbedfordshire.gov.uk</a>  Tel: 0300 300 5858</p>

Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
7.	Policy Principles for Pupil Place Planning -	To approve commencement of consultation on the proposed Policy Principles for Pupil Place Planning.	4 December 2012		Draft Pupil Place Planning Policy Principles Report Draft Policy Principles	Executive Member for Children's Services Comments by 12/11/12 to Contact Officer: Pete Dudley, Assistant Director Children's Services (Learning & Strategic Commissioning) Email: <a href="mailto:pete.dudley@centralbedfordshire.gov.uk">pete.dudley@centralbedfordshire.gov.uk</a> Tel: 0300 300 4203
8.	Procurement of Premises and Construction Works for the Alternative Provision Free School -	To approve the arrangements for the procurement of premises and construction works for the Alternative Provision Free School	4 December 2012		Alternative Provision Free School Report	Executive Member for Children's Services Comments by 12/11/12 to Contact Officer: Pete Dudley, Assistant Director Children's Services (Learning & Strategic Commissioning) Email: <a href="mailto:pete.dudley@centralbedfordshire.gov.uk">pete.dudley@centralbedfordshire.gov.uk</a> Tel: 0300 300 4203



Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
9.	Determination of Statutory Proposals to Extend the Age Ranges of Houghton Regis Lower School and St Mary's VA RC Lower School, Caddington -	To consider to extend the age range from 3-9 years to 3-11 years of Houghton Regis Lower School and St Mary's Voluntary Aided Roman Catholic Lower School, Caddington.	17 December 2012		Report	Executive Member for Children's Services Comments by 16/11/12 to Contact Officer: Rob Parsons, Head of School Organisation and Capital Planning Email: <a href="mailto:rob.parsons@centralbedfordshire.gov.uk">rob.parsons@centralbedfordshire.gov.uk</a> Tel: 0300 300 5572
10.	Central Bedfordshire CCTV Strategy -	To agree the CCTV Strategy for Central Bedfordshire.	8 January 2013	Key strategic partners will be consulted on the draft Strategy during July 2012. Further consultation on elements of the Strategy will be undertaken once the Strategy is agreed. Sustainable Communities Overview and Scrutiny Committee will consider the draft Strategy on 26 September 2012.	Report and draft Strategy	Executive Member for Sustainable Communities - Services Comments by 07/12/12 to Contact Officer: Jeanette Keyte, Head of Community Safety Email: <a href="mailto:jeanette.keyte@centralbedfordshire.gov.uk">jeanette.keyte@centralbedfordshire.gov.uk</a> Tel: 0300 300 5257

Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
11.	Approval of Award of the Corporate Call-Off Contract for the Provision of Technical Consultancy Services. -	In line with corporate procurement procedures, the Executive is required to approve contract values exceeding £500k. Intended decision: Approval of award of the Corporate Call-Off Contract for the Provision of Technical Consultancy Services. Please note that this is a joint procurement exercise.	8 January 2013		Evaluation and Moderation Report - Exempt under Paragraph 3	Executive Member for Social Care, Health and Housing, Deputy Leader and Executive Member for Corporate Resources Comments by 07/12/12 to Contact Officer: Alan Fleming, Project Director - Business Services Email: <a href="mailto:alan.fleming@centralbedfordshire.gov.uk">alan.fleming@centralbedfordshire.gov.uk</a> Tel: 0300 300 6968
12.	Award of Kitchen and Bathroom Refurbishment Contract 2013 to 2016 to Council Housing Properties -	To award the preferred contractor for this service.	8 January 2013		Report on tenders Exempt Appendices - Exempt Paragraph 3	Executive Member for Social Care, Health and Housing Comments by 07/12/12 to Contact Officers: Ian Johnson, Housing Asset Manager or Basil Quinn, Housing Asset Manager Performance Email: <a href="mailto:ian.johnson@centralbedfordshire.gov.uk">ian.johnson@centralbedfordshire.gov.uk</a> Tel: 0300 300 5205 or <a href="mailto:basil.quinn@centralbedfordshire.gov.uk">basil.quinn@centralbedfordshire.gov.uk</a> Tel: 0300 300 5118

Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
13.	Master Plan for Site Allocations Policy MA8 - Land at Chase Farm and Land West and North-East of High Street, Arlesey -	To adopt the Master Plan for Site Allocations Policy MA8 - land at Chase Farm and land west and north-east of High Street, Arlesey as technical guidance for development management purposes.	8 January 2013	<p>May – August 2012: A Stakeholder Group comprising ward Members, Town Councillors, residents, local interest groups and developers has been established whose purpose is to inform the emerging Master Plan. In accordance with the signed Planning Performance Agreement, consultation will take place:</p> <p>August 2012: The Master Plan will require sign off by Director/Portfolio Holder in order to commence consultation. Members will also be notified.</p> <p>22 August 2012: The Master Plan will be presented to Corporate Management Team.</p> <p>September/October 2012: A four week public consultation exercise will be carried out.</p> <p>December 2012: A presentation on the Master Plan (together with consultation responses) will be given to Overview and Scrutiny Committee with a recommendation that they endorse it.</p>	The Master Plan and Statement of Community Involvement	<p>Executive Member for Sustainable Communities - Strategic Planning and Economic Development Comments by 05/10/12 to Contact Officer: Mark Saccoccio, Local Planning and Housing Team Leader Email: <a href="mailto:mark.saccoccio@centralbedfordshire.gov.uk">mark.saccoccio@centralbedfordshire.gov.uk</a> Tel: 0300 300 5510</p>

Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
14.	Leisure Facility Strategy -	To adopt the Leisure Facility Strategy.	8 January 2013	<p>Communication and Consultation Plan identifies stakeholders and methods of consultation at key stages.</p> <p>Consultation on emerging issues April 2012.</p> <p>Consultation on issues and options October – December 2012.</p>	Leisure Facility Strategy	<p>Executive Member for Sustainable Communities - Services</p> <p>Comments by 07/12/12 to Contact Officer:</p> <p>Jill Dickinson, Head of Leisure Services</p> <p>Email: <a href="mailto:jill.dickinson@centralbedfordshire.gov.uk">jill.dickinson@centralbedfordshire.gov.uk</a></p> <p>Tel: 0300 300 4258</p>
15.	Abolition of the Discretionary Social Fund and Transfer of Funding to Central Bedfordshire Council for a New Provision -	To approve the development of alternative provision to replace what is currently delivered by the discretionary aspects of the Social Fund.	8 January 2013	A wide-ranging consultation process will be planned to take place from October to December 2012.	Report and consultation responses	<p>Executive Member for Social Care, Health and Housing</p> <p>Comments by 07/12/12 to Contact Officer:</p> <p>Tim Hoyle, Head of Business Systems</p> <p>Email: <a href="mailto:tim.hoyle@centralbedfordshire.gov.uk">tim.hoyle@centralbedfordshire.gov.uk</a></p> <p>Tel: 0300 300 6065</p>

Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
16.	Contract for Refurbishment of Timberlands Gypsy and Travellers Site -	To award the contract to the preferred contractor for the refurbishment of Timberlands Gypsy and Travellers Site, Pepperstock, Slip End.	5 February 2013		Report Exempt Appendices - Exempt Paragraph 3	Executive Member for Social Care, Health and Housing Comments by 04/01/13 to Contact Officer: John Holman, Head of Housing Asset Management or Ian Johnson, Housing Asset Manager Email: <a href="mailto:john.holman@centralbedfordshire.gov.uk">john.holman@centralbedfordshire.gov.uk</a> Tel: 0300 300 5069 or <a href="mailto:ian.johnson@centralbedfordshire.gov.uk">ian.johnson@centralbedfordshire.gov.uk</a> Tel: 0300 300 5202
17.	Local Lettings Policy to Rural Exception Sites in Central Bedfordshire -	To adopt the Local Lettings Policy for Rural Exception Sites for Central Bedfordshire Council.	5 February 2013	A wide ranging public and stakeholder consultation has taken place between February 2012 and May 2012. Method via questionnaires and consultation workshop in April 2012. Social Care, Health and Housing Overview and Scrutiny Committee to be consulted on 17 December 2012.	Report	Executive Member for Social Care, Health and Housing Comments by 04/01/13 to Contact Officer: Hamid Khan, Head of Housing Needs Email: <a href="mailto:hamid.khan@centralbedfordshire.gov.uk">hamid.khan@centralbedfordshire.gov.uk</a> Tel: 0300 300 5369

Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
18.	Astral Park Football Project -	To approve expenditure for playing pitches, changing facilities and car parking at Astral Park, Leighton Buzzard. The project is led by Leighton Linslade Town Council, with project management advice and support provided by Leisure Services. The scheme is funded entirely by Section 106 funds of £1.1m.	5 February 2013	Consultation carried out with Leighton Linslade Town Council.	Report	Executive Member for Sustainable Communities - Services Comments by 04/01/13 to Contact Officer: Jill Dickinson, Head of Leisure Services Email: <a href="mailto:jill.dickinson@centralbedfordshire.gov.uk">jill.dickinson@centralbedfordshire.gov.uk</a> Tel: 0300 300 4258
19.	Implementation of the Refreshed School Organisation Plan: New School Places Programme 2013/14 - 2017/18 -	To consider the implementation of the refreshed School Organisation Plan: New School Places programme 2013/14 to 2017/18.	5 February 2013		Report	Executive Member for Children's Services Comments by 04/01/13 to Contact Officer: Pete Dudley, Assistant Director Children's Services (Learning & Strategic Commissioning) Email: <a href="mailto:pete.dudley@centralbedfordshire.gov.uk">pete.dudley@centralbedfordshire.gov.uk</a> Tel: 0300 300 4203

Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
20.	Council's Admissions Arrangements for the Academic Year 2014/15 -	To determine the Council's Admissions Arrangements for the Academic Year 2014/15.	5 February 2013		Report	Deputy Executive Members for Children's Services Comments by 04/01/13 to Contact Officer: Pete Dudley, Assistant Director Children's Services (Learning & Strategic Commissioning) Email: <a href="mailto:pete.dudley@centralbedfordshire.gov.uk">pete.dudley@centralbedfordshire.gov.uk</a> Tel: 0300 300 4203
21.	Property Joint Ventures -	To consider property joint ventures.	19 March 2013		Report Joint Venture Examples	Deputy Leader and Executive Member for Corporate Resources Comments by 18/02/13 to Contact Officer: Peter Burt, MRICS, Head of Property Assets Email: <a href="mailto:peter.burt@centralbedfordshire.gov.uk">peter.burt@centralbedfordshire.gov.uk</a> Tel: 0300 300 5281
22.	Outdoor Access Improvement Plan -	To endorse the Outdoor Access Improvement Plan.	19 March 2013	The Central Bedfordshire and Luton Local Access Forum has established a sub group input into the development of the plan this will be followed by a full 13 week public consultation with both stakeholder and public engagement activities during period.	Report	Executive Member for Sustainable Communities - Services Comments by 18/02/13 to Contact Officer: Paul Cook, Head of Transport Strategy and Countryside Access Email: <a href="mailto:paul.cook@centralbedfordshire.gov.uk">paul.cook@centralbedfordshire.gov.uk</a> Tel: 0300 300 6999

Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
23.	Revenue and Capital Quarter 3 Budget Monitor Reports -	To consider the revenue and capital quarter 3 budget monitor reports.	19 March 2013		Reports	Deputy Leader and Executive Member for Corporate Resources Comments by 18/02/13 to Contact Officer: Charles Warboys, Chief Finance Officer & Section 151 Officer Email: <a href="mailto:charles.warboys@centralbedfordshire.gov.uk">charles.warboys@centralbedfordshire.gov.uk</a> Tel: 0300 300 6147
24.	Community Infrastructure Levy -	To approve the consultation and subsequent Submission of the Community Infrastructure Levy draft charging schedule.	19 March 2013		Report	Executive Member for Sustainable Communities - Strategic Planning and Economic Development Comments by 18/02/13 to Contact Officer: Jonathan Baldwin, Senior Planning Officer Email: <a href="mailto:jonathan.baldwin@centralbedfordshire.gov.uk">jonathan.baldwin@centralbedfordshire.gov.uk</a> Tel: 0300 300 5510



Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
25.	Draft Gypsy and Traveller Plan -	To recommend to Council the draft Gypsy and Traveller Plan for approval prior to submission.	19 March 2013	In line with Regulation 18 of the new Town and Country Planning Regulations 2012, consultation will have been undertaken in autumn 2012 on what a Gypsy and Traveller plan ought to contain. This report follows that consultation and will propose the preferred sites and policies for Gypsy and Traveller provision.	Report and draft Plan	Executive Member for Sustainable Communities - Strategic Planning and Economic Development Comments by 06/04/13 to Contact Officer: Richard Fox, Head of Development Planning and Housing Strategy Email: <a href="mailto:richard.fox@centralbedfordshire.gov.uk">richard.fox@centralbedfordshire.gov.uk</a> Tel: 0300 300 4105
26.	Central Heating Installations Contract District Wide -	To award the contract to the preferred contractor for the central heating installations contract district wide for 2013 to 2016 to council housing properties.	7 May 2013		Report	Executive Member for Social Care, Health and Housing Comments by 06/04/13 to Contact Officer: Peter Joslin, Housing Asset Manager or Basil Quinn, Housing Asset Manager Performance Email: <a href="mailto:peter.joslin@centralbedfordshire.gov.uk">peter.joslin@centralbedfordshire.gov.uk</a> Tel: 0300 300 5395 or <a href="mailto:basil.quinn@centralbedfordshire.gov.uk">basil.quinn@centralbedfordshire.gov.uk</a> Tel: 0300 300 5118

Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
27.	Revenue and Capital Provisional Outturn 2012/13 -	To consider the revenue and capital provisional outturn 2012/13.	25 June 2013		Reports	Deputy Leader and Executive Member for Corporate Resources Comments by 24/05/13 to Contact Officer: Charles Warboys, Chief Finance Officer & Section 151 Officer Email: <a href="mailto:charles.warboys@centralbedfordshire.gov.uk">charles.warboys@centralbedfordshire.gov.uk</a> Tel: 0300 300 6147

Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
28.	Central Bedfordshire's Flood and Water Management Act 2010 Duties -	To approve a local flood risk strategy for Central Bedfordshire and to create a Sustainable Urban Drainage Advisory Board.	September 2013	<p>CBC is required under the Flood and Water Management Act 2010 to produce a Local Flood Risk Management Strategy. The draft strategy will be subject to public consultation. Sustainable Communities Overview and Scrutiny Committee will consider the draft strategy and the public consultation response to the strategy in August/September 2013.</p> <p>Following Department for Environment, Food and Rural Affairs confirmation of the mandatory sustainable drainage application processes, CBC will also be required to establish a SUDS Approval Board to evaluate, approve and adopt suitable SUDS measures for all new developments.</p>	Summary of Flood and Water Management Act Draft Local Flood Risk Management Strategy	<p>Executive Member for Sustainable Communities - Services  Iain Finnigan, Senior Engineer - Policy and Flood Risk Management  Email: <a href="mailto:iain.finnigan@centralbedfordshire.gov.uk">iain.finnigan@centralbedfordshire.gov.uk</a>  Tel: 0300 300 4351</p>

Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
<b>NON KEY DECISIONS</b>						
29.	Quarter 2 Performance Report -	To consider quarter 2 performance report.	4 December 2012		Report	Deputy Leader and Executive Member for Corporate Resources Comments by 03/11/12 to Contact Officer: Elaine Malarky, Head of Programmes & Performance Management Email: <a href="mailto:elaine.malarky@centralbedfordshire.gov.uk">elaine.malarky@centralbedfordshire.gov.uk</a> Tel: 0300 300 5517
30.	Draft Revenue Budget 2013/14 -	To consider the first draft of the revenue budget for 2013/14.	8 January 2013		Report	Deputy Leader and Executive Member for Corporate Resources Comments by 07/12/12 to Contact Officer: Chief Finance Officer Email: <a href="mailto:charles.warboys@centralbedfordshire.gov.uk">charles.warboys@centralbedfordshire.gov.uk</a> Tel: 0300 300 6147
31.	Community Safety Partnership Plan and Priorities 2013 - 2014 -	To recommend to Council to approve the Community Safety Partnership Plan and Priorities 2013 - 2014	8 January 2013	Strategic Assessment & Partnership Plan will be considered by the Community Safety Partnership Executive, the relevant Overview and Scrutiny Committee and the Local Strategic Partnership.	Strategic Assessment Priorities & Community Safety Partnership Plan 2013-2014	Executive Member for Sustainable Communities - Services Comments by 07/12/12 to Contact Officer: Joy Craven, CSP Manager Email: <a href="mailto:joy.craven@centralbedfordshire.gov.uk">joy.craven@centralbedfordshire.gov.uk</a> Tel: 0300 300 4649

Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
32.	Treasury Management Policy and the Treasury Management Strategy -	To recommend to Council the adoption of the Treasury Management Policy and the Treasury Management Strategy.	8 January 2013		Report	Deputy Leader and Executive Member for Corporate Resources Comments by 07/12/12 to Contact Officer: Chief Finance Officer Email: <a href="mailto:charles.warboys@centralbedfordshire.gov.uk">charles.warboys@centralbedfordshire.gov.uk</a> Tel: 0300 300 6147
33.	Localisation of Council Tax Support Scheme -	To recommend to Council the approval of the Localisation of the Council Tax Support Scheme.	8 January 2013		Report	Deputy Leader and Executive Member for Corporate Resources Comments by 07/12/12 to Contact Officer: Charles Warboys, Chief Finance Officer & Section 151 Officer Email: <a href="mailto:charles.warboys@centralbedfordshire.gov.uk">charles.warboys@centralbedfordshire.gov.uk</a> Tel: 0300 300 6147

Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
34.	Housing Revenue Account 2013/14 -	To recommend to Council the Housing Revenue Account budget 2013/14 for approval.	5 February 2013		Report	Deputy Leader and Executive Member for Corporate Resources, Director of Social Care, Health and Housing Comments by 04/01/13 to Contact Officer: Chief Finance Officer or Tony Keaveney, Assistant Director Housing Services Email: <a href="mailto:charles.warboys@centralbedfordshire.gov.uk">charles.warboys@centralbedfordshire.gov.uk</a> Tel: 0300 300 6147 or <a href="mailto:tony.keaveney@centralbedfordshire.gov.uk">tony.keaveney@centralbedfordshire.gov.uk</a> Tel: 0300 300 5210
35.	Budget 2013/14 -	To recommend to Council the proposed budget for 2013/14: <ul style="list-style-type: none"> <li>• Revenue budget</li> <li>• Capital budget</li> <li>• Fees and Charges</li> </ul>	5 February 2013		Report	Deputy Leader and Executive Member for Corporate Resources Comments by 04/01/13 to Contact Officer: Chief Finance Officer Email: <a href="mailto:charles.warboys@centralbedfordshire.gov.uk">charles.warboys@centralbedfordshire.gov.uk</a> Tel: 0300 300 6147

Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
36.	Quarter 3 Performance Report -	To consider quarter 3 performance report.	19 March 2013		Report	Deputy Leader and Executive Member for Corporate Resources Comments by 18/02/13 to Contact Officer: Elaine Malarky, Head of Programmes & Performance Management Email: <a href="mailto:elaine.malarky@centralbedfordshire.gov.uk">elaine.malarky@centralbedfordshire.gov.uk</a> Tel: 0300 300 5517
37.	Minerals and Waste Core Strategy -	To recommend to Council the adoption of the Minerals and Waste Core Strategy.	7 May 2013	A wide range of stakeholders were involved in consultations undertaken from 2006 to 2012, using methods which include an internet portal, deposit of hard copies at points of presence, and displaying the Core Strategy on the Council website. Consultees included the Parish Councils, statutory bodies, special interest groups, minerals industry, waste management industry, and individuals who had expressed an interest at previous consultations.	Minerals and Waste Core Strategy and the Inspector's report following the Examination in public.	Executive Member for Sustainable Communities - Strategic Planning and Economic Development Comments by 06/04/12 to Contact Officer: Roy Romans, Minerals and Waste Team Leader Email: <a href="mailto:roy.romans@centralbedfordshire.gov.uk">roy.romans@centralbedfordshire.gov.uk</a> Tel: 0300 300 6039

Postal address for Contact Officers: Central Bedfordshire Council, Priory House, Monks Walk, Chicksands, Shefford SG17 5TQ

**Central Bedfordshire Council  
Forward Plan of Decisions on Key Issues**

For the Municipal Year 2012/13 the Forward Plan will be published on the thirtieth day of each month or, where the thirtieth day is not a working day, the working day immediately proceeding the thirtieth day, or in February 2013 when the plan will be published on the twenty-eighth day:

<b>Date of Publication</b>	<b>Period of Plan</b>
13.04.12	1 May 2012 – 30 April 2013
15.05.12	1 June 2012 – 31 May 2013
15.06.12	1 July 2012 – 30 June 2013
13.07.12	1 August 2012 – 31 July 2013
15.08.12	1 September 2012 – 31 August 2013
14.09.12	1 October 2012 – 30 September 2013
05.10.12	1 November 2012 – 31 October 2013
30.10.12	1 December 2012 – 30 November 2013
30.11.12	1 January 2013 – 31 December 2013
28.12.12	1 February 2013 – 31 January 2014
30.01.13	1 March 2013 – 28 February 2014
28.02.13	1 April 2013 – 31 March 2014