



NOTICE OF BOURNEMOUTH, CHRISTCHURCH AND POOLE SHADOW EXECUTIVE COMMITTEE

Date: Wednesday, 7 November 2018 at 2.00 pm

Venue: Council Chamber, Civic Offices, Bridge Street, Christchurch

Councillor	Authority
Cllr J Walton (Chairman)	Poole
Cllr J Beesley (Vice-Chairman)	Bournemouth
Cllr P Broadhead	Bournemouth
Cllr J Challinor	Poole
Cllr B Crawford	Bournemouth
Cllr A Filer	Bournemouth
Cllr D A Flagg	Christchurch
Cllr M Greene	Bournemouth
Cllr N Greene	Bournemouth
Cllr M Haines	Poole
Cllr P F Jamieson	Christchurch
Cllr J Kelly	Bournemouth
Cllr R Lawton	Bournemouth
Cllr I Potter	Poole
Cllr K Rampton	Poole
Cllr M White	Poole

All Members of the Shadow Executive Committee are summoned to attend this meeting to consider the items of business set out on the agenda below.

The press and public are welcome to attend

If you would like any further information on the items to be considered at the meeting please contact: Matt Wisdom (01202 451107) or email matthew.wisdom@bournemouth.gov.uk

Press enquiries should be directed to Ceri Tocock: Tel: 01202 795455 or email ctocock@christchurchandeastdorset.gov.uk

This Notice of Meeting and all the papers mentioned within it are available at moderngov.bcpshadowauthority.com

JANE PORTMAN
DESIGNATED INTERIM HEAD OF PAID SERVICE

30 October 2018



Available online and on the Mod.gov app



AGENDA

Items to be considered while the meeting is open to the public

1. Apologies

To receive any apologies for absence from Members.

2. Declarations of Interests

Councillors are required to comply with the requirements of the Localism Act 2011 regarding disclosable pecuniary interests. Declarations received will be reported at the meeting.

3. Confirmation of Record of Decisions

To confirm the record of decisions from the meeting held on Wednesday 17 October 2018, available to view at the following link:-

<http://modern.gov.bcpshadowauthority.com/documents/g116/Decisions%2017th-Oct-2018%2010.00%20Executive%20Committee.pdf?T=2>

4. Public Issues

To receive any public questions or statements submitted in accordance with the Constitution. Further information on the requirements for submitting questions and statements is available to view at the following link:-

<https://bcpsshadowauthority.files.wordpress.com/2018/07/public-participation-e28093-extract-from-the-constitution.pdf>

The deadline for the submission of public questions is 10.00am, Thursday 1 November 2018

The deadline for the submission of a statement is 12 noon, Tuesday 6 November 2018.

5. Recommendations from the Overview and Scrutiny Committee

To receive any recommendations from the Shadow Overview and Scrutiny Committee.

6. BCP LGR Programme Update

See report circulated at 6.

5 - 8

7. Parliamentary Orders Update

See report circulated at 7.

9 - 20

8. Delegation of Waste Function for Christchurch

See report circulated at 8.

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9. Hillbourne Masterplan See report circulated at 9 .	25 - 110
10. Herbert Avenue Temporary Accommodation See report circulated at 10 .	111 - 124
11. Allocation of Basic Needs Grant for Secondary Schools Expansion Projects See report circulated at 11 .	125 - 138
12. Local Transport Plan (LTP) Capital Programme 2018/19 See report circulated at 12 .	139 - 168
13. Future of the Public Health Partnership - Update and Key Issues under Local Government Reorganisation See report circulated at 13 .	169 - 184
14. Independent Remuneration Panel - Members' Allowances See report circulated at 14 .	185 - 188
15. Executive Committee Forward Plan The Committee is asked to note the latest published Forward Plan, available to view at the following link:- http://modern.gov.bcpshadowauthority.com/documents/1110/Printed%20plan%2030%20October%202018%20-%20Forward%20Plan.pdf?T=4	
16. Any other business - not being a key decision - of which notice has been received before the meeting and by reason of special circumstances, which shall be specified in the record of decisions, the Chairman is of the opinion that the items should be considered as a matter of urgency.	

No other items of business can be considered unless the Chairman decides the matter is urgent for reasons that must be specified and recorded in the Minutes.

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Bournemouth, Christchurch and Poole Shadow Executive Committee

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Report Subject	BCP LGR Programme Update
Meeting date	7 th November 2018
Report Author	Julian Osgathorpe, BCP LGR Programme Director
Contributors	BCP Interim Statutory Officers BCP Programme Board
Status	Public
Classification	For information for all Members
Key Decision	No
Executive summary	This report provides an overview of activity within the BCP Programme for Local Government Reorganisation in Dorset.
Recommendations	1. Members note the progress made since the last BCP Shadow Executive Committee meeting on approved workstreams.
Reason for Recommendations	To note the progress made on the Bournemouth, Christchurch & Poole programme to prepare for local government reorganisation in Dorset and to provide assurance to Members that the Programme is progressing satisfactorily.

Background detail

1. At its first meeting the Shadow Executive Committee adopted the programme framework that had previously been approved and adopted by the BCP Joint Committee.
2. The key components of this framework are as follows:

- a. The Governance architecture comprising:
 - i. The BCP Shadow Executive Committee
 - ii. The BCP Programme Board, along with subordinate Phase 2 Delivery Boards established to oversee the specific operational areas of Adult's Services, Children's Services, Environment & Economy and Corporate & Support Services
 - iii. The Programme Director/Central Implementation Team Leader and the implementation team
 - iv. The Task & Finish Groups established under this architecture to progress specific workstreams.
 - b. The programme plan comprising three phases:
 - i. Creating the new unitary authority
 - ii. Delivering senior staffing structures and business functionality for April 2019
 - iii. Designing and building the new local authority.
 - c. The allocation of resources totalling £9,096,160 with delegation to the BCP Programme Board to approve spending from this budget.
3. The purpose of this report is to provide an overview of the activity within the programme in order to ensure oversight by the Shadow Executive Committee.

Activity Undertaken in the Last Period

4. Good progress has been made with MHCLG and other government departments on the subsequent Orders required for the creation of and transition to the BCP unitary authority. An update on this aspect of the programme appears on the Agenda and will provide more detail for Members.
5. Phase 2 of the programme is now moving into its implementation stage. All of the Delivery Boards and their Unit of Service workstreams are with the BCP PMO/Central Implementation Team and other Corporate Service colleagues in specifying and implementing solutions to ensure service continuity.
6. In support of this, all the Phase 2 Task & Finish Groups have now either been convened or are in the process of being so. In addition, Shadow Executive Members are working with the Delivery Boards in developing service continuity arrangements as well as appropriate budget proposals for 2019/20.
7. The Shadow Overview & Scrutiny Committee is developing its work programme with a focus on risks to programme delivery, service continuity through the transition and the MTFP. Shadow Executive Members and Senior Officers are

actively supporting this approach through various arrangements and the process is working effectively.

Summary of finance implications

8. Resources totalling £9,096,160 have been approved to support the delivery of Phases 1 and 2 of the BCP LGR Programme. Authority to approve spend from this budget is delegated to the BCP Programme Board.
9. Budget Monitoring of these resources is undertaken on a quarterly basis. The next Budget Monitoring report will be January 2019. However, with the recent approval of additional resources for the programme, there are no budget pressures currently.

Summary of legal implications

10. There are no legal implications arising from this report.

Summary of human resources implications

11. There are no human resources implications arising from this report.

Summary of environmental impact

12. There are no environmental impacts arising from this report.

Summary of risk assessment

13. The risks and issues have been developed and are being reviewed and managed through the BCP Programme Board and the PMO/Central Implementation Team. They are also regularly reviewed with the BCP Programme Steering Group (formerly approved and known as the Strategic Task & Finish Group).
14. In the event that there is a need to escalate any risks or issues to the Shadow Executive Committee for either awareness or decision they will be fully outlined with background information, a description of available options and carry recommendations for approval.
15. There are no risks or issues to be escalated at this stage.

Background papers

None

Appendices

None

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Bournemouth, Christchurch and Poole Shadow Executive Committee

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Report Subject	Parliamentary Orders Update
Meeting date	7 November 2018
Report Author	Tanya Coulter, Interim Monitoring Officer – BCP Shadow Authority Adam Richens – Interim Chief Finance Officer – BCP Shadow Authority 01202 451172 tanya.coulter@bournemouth.gov.uk
Status	Public
Classification	For information and decision
Key Decision	No
Executive summary	<p>This report provides an update to the position outlined in the report to the Committee on 13 September 2018.</p> <p>A number of statutory instruments, or orders, are required to be made within the next six months or so to provide for the transfer of functions and other associated issues necessary to enable local government reorganisation to take effect.</p> <p>These orders will amend and supplement existing orders in force which date predominantly from 2008/9. The existing orders require amendment and update to take account of intervening legislative changes, and to ensure specific issues relevant to current re-organisations are taken account of.</p>

	<p>There will be three further orders: one relating to financial matters; one setting out the proposed electoral arrangements following the boundary review and one which will make amendments to legislation and transitional arrangements that are specific to Dorset.</p> <p>By way of letter dated 17 October 2018 the Minister has outlined an approach to Council Tax Harmonisation which provides for local choice within a broad framework. There is an opportunity for the Shadow Executive Committee to provide further comment on this proposal before it is incorporated into the Finance Order should it so wish by the 8 November 2018.</p>
Recommendations	<p>That the Shadow Executive Committee</p> <ol style="list-style-type: none"> 1. Notes the progress made to date; and 2. Approves the suggested response, as set out in Appendix B, to the Governments proposed principles for Council Tax Harmonisation.
Reason for Recommendations	To provide the Shadow Executive Committee with the opportunity to consider and make comments on the progress and timetable.

Background detail

1. There are a number of existing statutory instruments in force which were made to facilitate previous local government reorganisations, predominantly in 2008/9. These are in force and provide the basis for the transfer of functions, however they require amendment to ensure they are up to date with the current legal framework and updating to deal with specific issues relating to this particular local government re-organisation.
2. As previously reported, the initial work focused on a miscellaneous order which amends and updates the existing orders. This Order – The Local Government (Structural Changes) (General) (Amendment) Regulations 2018 - No. 930 – into force on the 5th September 2018.
3. Work is now focused on the other orders. The Finance Order will be laid before Parliament in November, and come into force at the turn of the year. This Order will cover Council Tax Harmonisation and additionally will make some amendments necessary to existing legislation to facilitate the transfer of functions to the new councils.

4. The other orders will be one setting out the warding and electoral arrangements following the boundary review; and an affirmative order covering issues relating to the civic matters and establishing charter trustees. This final order will also deal with any remaining matters which need to be resolved.

Finance Order & Council Tax Harmonisation

5. The Finance Order which is due to be drafted by the end of November will set out the Government's final parameters within which the new BCP Unitary Council will need to work to harmonise its level of Council Tax.
6. In support of this process Rishi Sunak (Minister for Local Government) wrote to Cllr Janet Walton in the capacity of Chair of the BCP Shadow Executive, the local MPs for the area and the leaders of the predecessor councils on the 17 October setting out the approach the Secretary of State is minded to adopt. **Appendix A** to this report includes a copy of this letter. In essence the Government is minded to provide for a fully harmonised council tax to be set by the start of the eighth year (2026/27) at the latest.

These provisions will allow the BCP to implement its previously stated local preference of;
 - a) Ensuring that no Borough's Council Tax levels will rise at a rate exceeding the Government's referendum limits; and
 - b) Includes freezes and/or reductions to the absolute level of Council Tax paid by Christchurch residents.
7. The Government's proposals are now open to a period of comment and representation which closes on the 8 November 2018. **Appendix B** attached presents the suggested response of the Shadow Executive.
8. The *current* Council Tax Harmonisation financial planning assumption as set out in the draft BCP Medium Term Financial Plan (MTFP) can be listed as;
 - 1) Adjustments to the current Band D council tax rates of the three predecessor councils will be made to reflect the creation of two new Town Councils in Christchurch and the transfer of the mayoral function to Chartered Trustees in both Bournemouth and Poole and to the new Christchurch Town Council in Christchurch.
 - 2) The Governments referendum limit will be 2.99% in 2019/20 and 1.99% annually thereafter.
 - 3) Poole's Council Tax (*as adjusted for 1*) will rise in line with the Government's referendum limit.
 - 4) Christchurch's Council Tax (*as adjusted for 1*) will be frozen until the Poole's Council Tax catches up.
 - 5) Bournemouth's Council Tax (*as adjusted for 1*) will increase by slightly less than the annual referendum limit to ensure it catches up with Christchurch's level of tax in the same year as Poole's.

- 6) Any increases in the Government referendum limit, higher than those currently assumed, will reduce the period of harmonisation.
9. Given these assumptions **Appendix C** sets out the details of the arrangements for harmonisation which would be achieved in 2025/26. It should be stressed that these estimates are based on a number of provisional or notional figures which will be subject to further work/processes before they can be finalised. In establishing their proposed parameters the Government have sought to strike a balance between ensuring council tax payers do not experience a large increase in bills and not allowing residents in any one part of the area to be concerned that they are effectively contributing more to the cost of services than others in the area.
10. It will be a matter for the Shadow Authority as part of its February 2019 budget report to determine its final council tax for 2019/20 within the Governments final parameters.
11. In addition to the provisions relating to Council Tax Harmonisation the Finance Order will contain various technical amendments to the previous orders, and any additional provisions to enable the transfer of functions from the existing councils to the new unitary on 1 April 2019.

Affirmative Order

12. This Order will make amendments to legislation and transitional arrangements that are specific to Dorset.
13. It is anticipated that this Order will be laid before Parliament in January 2019 to be made and in force by mid-March 2019. Preparatory work is ongoing and officers have attended a meeting with MHCLG officials to discuss various legal and technical aspects of the proposed Order to ensure all issues highlighted by the preceding councils are covered. As the Order is being made under the affirmative procedure, it will need to be debated and approved in both Houses – as happened with the Structural Changes Order.
14. The Order is likely to include provisions relating to the following, and may include additional matters depending upon any legislation that has been passed since 2009.
 - a. Amendments to the definition of the area of the Fire and Rescue Authority, and transitional provisions for membership and appointments;
 - b. Any amendments required to the Police Area as defined in legislation – to provide for reference to the new councils, and transitional membership arrangements;
 - c. Amend areas and appointing bodies for the Valuation Tribunal
 - d. Port Health Authorities and Harbour Authorities– amend references to councils as required;
 - e. Specify Dorset Council as Pension Fund Authority;

- f. Provisions to deal with any market rights to be vested in the new councils;
- g. Provisions as required to amend legislation as necessary in respect of the Lord Lieutenant and High Sheriff;
- h. Provisions to establish Charter Trustees and deal with civic functions and assets.

Summary of Legal Implications

- 15. The orders referred to in this report will be legally binding on the existing and future councils.

Summary of Financial Implications

- 16. A financial strategy which harmonises council tax at the average level of the three preceding councils would produce a more financially sustainable organisation. Such a strategy would generate an estimated £1.5m extra in Council Tax revenue in 2019/20, or £12.3m extra across the four years of the BCP Medium Term Financial Plan. This would clearly better position the authority to support future service delivery.

Summary of Human Resources Implications

- 17. There are no specific HR implications arising from the proposed new orders.

Summary of Environmental Impact

- 18. None arising directly from this report.

Summary of Equality and Diversity Impact

- 19. In terms of the equality duty, the councils will have to comply with the orders, which will be made in accordance with parliamentary process which includes relevant equalities act considerations.

Summary of Risk Assessment

- 20. In regard to specific risk assessments – there are no specific risks arising from the proposed orders which require highlighting at this stage. The orders assist the councils in mitigation operational risks by enabling a transition period during which policies and plans can be reviewed and harmonised in a considered and appropriate manner following the establishment of the new councils.

Background Papers

None.

Appendices

Appendix A: Letter from the Minister for Local Government in respect of Council Tax

Appendix B: Letter to the Minister for Local Government Rushi Sunak

Appendix C: Council Tax Model



Ministry of Housing, Communities & Local Government

Rishi Sunak MP
Minister for Local Government

**Ministry of Housing, Communities and Local
Government**

4th Floor, Fry Building
2 Marsham Street
London SW1P 4DF

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Dear Cllr Walton,

Council tax harmonisation in new unitary and merged councils

I am now writing to let you know the approach to council tax harmonisation which the Secretary of State is minded to adopt. This is to make appropriate secondary legislation that would allow the two new unitary councils and three merged councils being fully established on 1 April 2019 to implement their local preference. If your council wishes to make any further comments on this issue, please would you let us have these by 9 November 2018.

As he has previously indicated to Parliament, when considering his approach to council tax harmonisation, the Secretary of State has had regard to local preferences, the impact on individual council tax bills across the areas concerned, and the financial implications for the local authorities. He has sought to strike a balance between ensuring council tax payers do not experience a large increase in bills and not allowing residents in any one part of the area to be concerned that they are effectively contributing more to the cost of services than others in the area.

The secondary legislation that we are minded to make this autumn would provide for a maximum period for council tax harmonisation of seven years, with a fully harmonised council tax to be set by the start of year eight at the latest. This reflects the maximum harmonisation period among the local preferences of the five councils concerned. The regulations would also provide that a council can choose to apply the referendum principles in any year before harmonisation to either the average council tax across the new council's whole area, or to the council tax in each predecessor area. With these provisions, this would allow your council to adopt its local preference as set out in your letter of 18 June.

I am copying this letter to the MPs for your area, and to the leaders of the predecessor councils.

RISHI SUNAK MP

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Rishi Sunak
Parliamentary Under-Secretary of State for Local Government
2 Marsham Street
London
SW1P 4DF

Dear Rishi

Council tax harmonisation in new unitary and merged councils

Thank you for your letter dated 17 October 2018 setting out the approach to council tax harmonisation that the Government is minded to adopt. The Secretary of State's endorsement of local preference as the fundamental determinate of the strategy is extremely welcomed by, and important to, the BCP Shadow Executive.

As a new unitary council we have always been keen to strike the balance between ensuring council tax payers do not experience a large increase in bills and not allowing residents in any one part of the area to be concerned that they are effectively contributing more to the cost of services than others in the area. This is why we determined early in the process a commitment that no Borough's Council Tax level will increase at a rate exceeding the Government's referendum limits and in each year the gap between the highest and lowest prevailing rates will reduce.

As part of the necessary secondary legislation we would find it useful if the regulations could set out how the Adult Social Care precept should be harmonised and shown on the council tax bills.

Yours sincerely

Chairman BCP Shadow Executive

Cc - All Local MPs and Paul Rowsell

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Council Tax Modelling - BCP Council

	CTax 2018/19 £	Increase 19/20 %	CTax 2019/20 £	CTax 2020/21 £	CTax 2021/22 £	CTax 2022/23 £	CTax 2023/24 £	CTax 2024/25 £	CTax 2025/26 £
Christchurch Borough Council	£200.82		£200.82	£197.06	£197.06	£197.06	£197.06	£197.06	£213.88
Dorset County Council	£1,406.34		£1,406.34	£1,406.34	£1,406.34	£1,406.34	£1,406.34	£1,406.34	£1,406.34
	£1,607.16		£1,607.16	£1,603.40	£1,603.40	£1,603.40	£1,603.40	£1,603.40	£1,620.22
Adjustment for Christchurch Town and Highcliffe & Walkford**	£0.00		-£3.76						
Christchurch Total	£1,607.16	-0.23%	£1,603.40	£1,603.40	£1,603.40	£1,603.40	£1,603.40	£1,603.40	£1,620.22
Christchurch Town Council Precept inc Mayoralty (New)**	£0.00	-	£5.36	£5.47	£5.58	£5.69	£5.80	£5.92	£6.04
Burton Parish*	£13.08	1.99%	£13.34	£13.61	£13.88	£14.15	£14.43	£14.72	£15.01
Hurn Parish*	£27.93	1.99%	£28.49	£29.05	£29.63	£30.22	£30.82	£31.44	£32.06
Highcliffe and Walkford (New)**	£0.00	-	£1.66	£1.69	£1.73	£1.76	£1.80	£1.83	£1.87
Bournemouth	£1,438.92		£1,473.40	£1,494.67	£1,518.77	£1,543.36	£1,568.43	£1,594.00	£1,620.22
Adjustment for Bournemouth Chartered Trustee	£0.00		-£2.36						
Bournemouth Total	£1,438.92	2.23%	£1,471.04	£1,494.67	£1,518.77	£1,543.36	£1,568.43	£1,594.00	£1,620.22
Bournemouth Chartered Trustee (New)*	£0.00	-	£2.36	£2.41	£2.46	£2.50	£2.55	£2.61	£2.66
Holdenhurst Parish	£0.00	-	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Poole	£1,399.68		£1,441.53	£1,468.00	£1,497.25	£1,527.09	£1,557.53	£1,588.57	£1,620.22
Adjustment for Poole Chartered Trustee	£0.00		-£2.22						
Poole Total	£1,399.68	2.83%	£1,439.31	£1,468.00	£1,497.25	£1,527.09	£1,557.53	£1,588.57	£1,620.22
Poole Chartered Trustee (New)*	£0.00	-	£2.22	£2.26	£2.31	£2.36	£2.40	£2.45	£2.50

Assumptions

*1.99% applied to all non BCP Authority preceptors in future years

** Purely notional figures for modelling purposes

Please note adjustment for future Christchurch Town Council and Highcliffe and Walkford precept figures are subject to confirmation

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Bournemouth, Christchurch and Poole Shadow Executive Committee

8

Report Subject	Delegation of Waste Function for Christchurch
Meeting date	7 th November 2018
Report Author	Ian Poultney: Joint Interim Head of Environmental Services Poole
Status	Public
Classification	For Decision
Key Decision	Yes
Executive summary	This paper sets out the proposal that a legal agreement be entered into by the two Shadow Authorities before 1 April 2019 to delegate the waste function of Bournemouth, Christchurch and Poole (BCP) Council for the Christchurch area to Dorset Council for a one-year period.
Recommendations	<p>That the Shadow Executive:</p> <p>(i) Approves a delegation of function by agreement under Section 101 of the Local Government Act 1972 to allow waste services currently delivered by the Dorset Waste Partnership, to continue to be delivered in the existing Christchurch Borough area by Dorset Council on behalf of Bournemouth, Christchurch and Poole Council, for a period of one year from 1 April 2019.</p>

	(ii) Authorises the Director of Environment Bournemouth Borough Council, the Lead Officers for Environment Borough of Poole, and the Director of Dorset Waste Partnership along with the two interim monitoring officers, to agree the terms of the legal agreement following discussion with lead members/portfolio holders for waste.at the Shadow Authority/Executive Committee.
Reason for Recommendations	To ensure continuity of a high-profile service delivered to every household in Christchurch for a transitional period of 1 year.

Background detail

1. There are currently three different collection systems in Bournemouth, Christchurch and Poole - Christchurch is currently serviced by the Dorset Waste Partnership (DWP). DWP will cease to exist as a partnership on 1 April 2019. Thereafter the functions currently discharged by DWP will become functions of Dorset Council and functions for Christchurch would become functions of Bournemouth, Christchurch and Poole Council.
- 1.2 Waste collection is one of the most visible council services affecting all households and many businesses. The "day one" issue for waste for the new councils is how we ensure service continuity – and that services are safe and legal.
- 1.3 This approach has been endorsed by both the BCP and Dorset Programme Boards, and this report has already been considered and agreed by the Dorset Shadow Executive Committee (SEC). The proposal is that both BCP and Dorset SECs approve a delegation of function by agreement under Section 101 of the Local Government Act 1972 to allow waste services currently delivered by the Dorset Waste Partnership, to continue to be delivered in the existing Christchurch Borough area by Dorset Council on behalf of Bournemouth, Christchurch and Poole Council from 1 April 2019.
- 1.4 A delegation of function would enable Dorset Council to continue to provide services in Christchurch and transfer (under the Structural Change Order) DWP staff and vehicles serving Christchurch to Dorset Council instead of BCP, for the period of the agreement. This would mean all DWP staff and vehicles transfer to Dorset Council and that, for the duration of the agreement, there would be no change in staff management. Property assets relating to the delivery of the waste service and located in the Christchurch area, for example Hurn Recycling Centre and Christchurch Household Recycling Centre, will transfer to the BCP Council. It may be appropriate that lease arrangements for such operational assets are put in place to ensure that

current service delivery arrangements can continue post April 2019. Governance of waste services will be determined as part of the new committee structures for BCP and Dorset Councils. The legal agreement will also need to cover transitional reporting and governance, funding, duration of agreement, staffing and assets, and termination.

- 1.5 Alternative arrangements for the delivery of waste have been considered and rejected on the basis of the limited time available to put deliverable changes in place, including any complex contract management arrangements. This includes direct delivery of service from 1 April 2019 by BCP council, or a contractual arrangement between BCP and Dorset Council. Specific elements of service could be contracted out but as services in DWP are fully integrated there would be a significant risk to service delivery.
- 1.6 It is proposed that the duration of the delegation should be one year from 1 April 2019, with provision for termination or extension by both parties

Consultation

BCP Place Board, Shaping Dorset Council Place Board, Kate Langdown (BOP) Ian Poultney (BOP), Larry Austin (BBC) Tanya Coulter (BCP) Dan Povey (CDC) Grace Evans (DCC), Jonathan Mair (DCC), Adam Richens (Interim S151 officer BCP) and Jason Vaughan (Interim S151 officer Dorset)

Options

1. **Do Nothing**
The provision of Waste Services is a statutory function and will become the legal responsibility of BCP as of 1st April 2018. Therefore to do nothing is not a viable option.
2. **Delegation of Function**
Agree a Scheme of delegation under Section 101 of the Local Government Act 1972 to enable Dorset Authority to assume the responsibility of waste collection and associated services for the geographical area of Christchurch for one year.

Summary of Finance and Resourcing Implications

It is proposed that a fee is agreed between the 2 interim s151 officers based on the waste and cleansing disaggregation template and determined as part of the budget making processes of the 2 shadow authorities. On the basis of the disaggregation template no Council should be financially disadvantaged.

The actual fee will be based on a percentage somewhere between 11.6% and 11.8% of the outturn of delivering waste services to Christchurch. The final position will be managed through regular monitoring of the performance of the operation via a new officer group to be created to undertake this governance. Until the 2019/20 DWP budget is finalised and the costs to be included for apportionment purposes are agreed it is not possible to determine the actual cost that this would equate to.

Summary of Legal Implications

A legal agreement will need to be put in place in order to enact the 101 agreement of delegation and detail both service provision and performance reporting criteria..

Summary of Human Resources Implications

Dorset Waste Partnership staff will be TUPE'd into the Dorset Authority as of 1st April 2018. Then at the end of the agreed term of delegation, those staff relevant to Christchurch would in turn TUPE into BCP.

Summary of Environmental Impact

None identified at this time.

Summary of Equalities and Diversity Impact:

None identified at this time.

Summary of Risk Assessment

Failure to agree a scheme of delegation would subject the seamless delivery of waste related services to the residents of Christchurch at a high degree of risk. There is insufficient time remaining to carryout the necessary planning and procurement of services to enable BCP to direct deliver from the 1st April 2018.

Background Papers

None

Appendices

None



Bournemouth, Christchurch and Poole Shadow Executive Committee

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Report Subject	Consultation on the Hillbourne Masterplan Proposals
Meeting date	7 th November 2018
Report Author	Andrew Flockhart
Status	Public – Full Business Case and Covering Reports Non-Public – Appendices A1 – A3 – Financial Strategy
Classification	For consultation – Feedback to Poole Full Council – 13 th November 2018
Key Decision	Yes/ Report to Shadow Executive Committee
Executive summary	To invite the Shadow Executive Committee to comment on the proposed option for the delivery of the Hillbourne Masterplan ahead of it being considered by Poole Council on the 13 th November 2018.
Recommendations	That the Shadow Executive Committee:- Endorse the scheme contained within the Hillbourne Masterplan Full Business Case as attached to this report.
Reason for Recommendations	The Hillbourne Masterplan addresses the community needs on this site through the delivery of a purpose built 2 form entry Primary School with the surplus land released to deliver housing in line with the emerging Local Plan. All of the housing options considered within this business case are deemed to be financially viable within the Financial Strategy detailed in Appendices A1 – A3 (incl).

	To inform the decision making at Poole Council on the 13 th November 2018.
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1.0 Background detail

- 1.1 A full business case has been prepared for the delivery of a new school and housing at the Hillbourne site as detailed in the attached documentation.
- 1.2 The scheme delivers strategic priorities for the Borough of Poole in the form of a new build Primary School and new housing units and will meet the important needs of this community in the longer term.
- 1.3 The business case presents details of the new build school as well as four housing options all of which are deemed to be financially viable. Poole Council will decide which housing option will be implemented as part of this process.
- 1.4 Attached to this report is the Cabinet report that has been prepared for consideration by Poole Members on the 30th October 2018. This report provides more detail on the details of the Hillbourne Masterplan and should be read in conjunction with this short summary report.

2.0 Consultation

- 2.1 Consultation has been undertaken with the following representatives ahead of a report being prepared for the People Overview and Scrutiny Committee within the Borough of Poole (presented on the 15th October 2018).
 - Senior Responsible Officers – Housing and Children and Young People
 - Hillbourne Primary School Head teacher and Governors
 - Planning Officers through the pre-application process
 - Section 151 Officer
 - Portfolio Holders – Housing and Capital Projects
 - Ward Members – Hillbourne
 - Overview and Scrutiny Committee (People and Children’s combined)

3.0 Options

- 3.1 Options considered as part of this masterplan are included in the attached Full Business Case.

4.0 Summary of Finance and Resourcing Implications

- 4.1 Financial Implications are contained in the confidential appendices A1 – A3 inclusive contained within the Full Business Case.

4.2 Financial Services have reviewed the affordability of the scheme under each housing option. The Section 151 officer provides assurance that (subject to receipt of forecast housing receipts) the Masterplan is deliverable, regardless of which housing option is selected.

5.0 Summary of Legal Implications / Risk Assessment

5.1 Details of the risks associated with the delivery of this masterplan are contained in Section 12.3 of the Full Business Case (page 34) along with details of mitigation undertaken to date.

5.2 The EQIA for the school build is attached at Appendix J of the Full Business Case

6.0 Summary of Human Resources Implications - nil

7.0 Summary of Environmental Impact

7.1 The environmental impact for this project will be considered during the detailed design process for both the school and the housing elements. Detailed surveys have been undertaken on the site to support the compilation of the full business case and the process going forward.

7.2 Both elements of the scheme will be subject to detailed planning applications which will involve public consultation as part of the process.

Background Papers

Draft Full Business Case

Appendices A1 – A3(incl) – Confidential Financial Strategy – **to be tabled**

Appendix B – Masterplan Drawing, School design and Housing Design Drawings, Phasing Plan.

Appendix C – Summary of Surveys

Appendix D – Proposed Schedule of Accommodation

Appendix E - Indicative Design and Build Programme

Appendix F – Risk Analysis

Appendix G – Sport England Response

Appendix H – Dismissed Housing Layouts

Appendix I – Pre-application Feedback

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Borough of Poole

Draft Full Business Case

Hillbourne Masterplan

Version:
Date Of Issue:
Author:

V0.6
September 2018
Vicky Wales, Phil Hornsby

1. DOCUMENT DISTRIBUTION

This is a controlled copy document

Name	Job Title / Role	Action Required
Cllr. Mike White	Portfolio Holder for Children and Young People Services and Capital Projects,	
Cllr. Karen Rampton	Portfolio Holder for Health and Social Care and Housing	
Cllr. Judy Butt	Creekmoor Ward Councillor	
Cllr. John Rampton	Portfolio Holder for Environment and Open Spaces, Creekmoor Ward Councillor	
Cllr. Leslie Burden	Creekmoor Ward Councillor	
Andrew Flockhart	Chief Executive Officer	
Vicky Wales	Head of CYP&L	
Adam Richens	Head of Financial Services	
Phil Hornsby	Head of Commissioning and Improvement, Head of Housing and Community	
Shirley Haider	Management Accountant	
Helen Rice	Principal Asset Planning and Development Manager	
Rebecca Bray	Senior Estates Management Surveyor	
Helen Garrett	Team Leader (Property, Planning & Env)	
Helen Roderick	Headteacher of Hillbourne Primary School	
Nick Perrins	Planning Policy and Implementation Manager	
Kerry-Marie Ruff	Strategic Housing and Private Sector Manager	
Jason Moors	Asset Planning, Management and Systems Officer	

2. DOCUMENT VERSION CONTROL

Version	Date	Amended By	Summary Of Change
V0.1	06.08.2018	Jason Moors	Initial draft under construction
V0.2	12.09.2018	Helen Rice	Changes to structure of document, changes to presentation of financial strategy, minor amends.
V.03	14.09.2018	Jason Moors/ Vicky Wales/ Shirley Haider/ Kerry Ruff	Addition of planning and Sport England Feedback, changes to the financial strategy section, details of the contribution to the housing strategy and objectives have been included, conclusion and decision required added, minor amendments
V.04	20.09.2018	Jason Moors/ Shirley Haider	Executive summary added, added information on proposed youth provision on site, added information on engagement with Twin Oaks Nursery, changed recommendations and decisions based on consultation with accountancy and portfolio holders.
V.05	26.09.2018	Jason Moors/ Helen Rice	Updated recommendations and other amendments based upon consultation with members.
V.06	01.10.2018	Jason Moors	Amendments to planning feedback, amendments to key risks, minor amendments based on feedback from Strategic Programme Board.

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- Appendix H – Dismissed Housing Layouts
- Appendix I – Pre-application Feedback
- Appendix J – Equalities Impact Assessment

4. EXECUTIVE SUMMARY

4.1 Brief

The objective of the Hillbourne Masterplan is to accommodate Hillbourne Primary School in a single, fit for purpose building in order to improve educational outcomes for young people and address the serious condition issues identified in the existing buildings and mitigate the management issues that arise from this. Facilitating this solution enables the release of land for housing in line with the local plan.

4.2 Background and purpose of Full Business Case (FBC)

An Outline Business Case (OBC) for the Hillbourne Masterplan was agreed by the Strategic Programme Board in January 2018; this was agreed by Council as part of the Children's Services Capital Programme in March 2018.

The Strategic Programme Board concluded that there were a number of risks associated with doing nothing (the possibility of having to close the school due to condition issues; maintenance costs that exceed the condition allocation available; the risks of losing the land if the school is forced to convert to academy status) and discounted this option. It was agreed that the option of constructing a new build modular building in the middle of the site provided the best value for money and presented the least disruption to the school. It was also recommended that a bespoke 30 place pre-school be included in the proposed scheme to replace the accommodation for Twin Oaks Nursery that would be lost with the demolition of Waterloo Youth Centre. It was proposed that the remainder of the site will be disposed of under a Section 77 application to the Secretary of State to facilitate residential development. The receipts arising from this sale/development will be used to fund the construction of the new school. This recommendation was included in the OBC. A funding gap of about £2.5m was identified for this project at the OBC stage

The FBC was commissioned in order to investigate the recommended option for building a new 2FE Primary School and pre-school in more detail, including a developed design and accurate costings. As well as this, it was agreed that the document would look at plans for the layout of the housing plots on either side of the proposed new build school and provide a more accurate estimate as to the receipts that could be generated from the disposal of this land.

4.3 Summary of constraints

The site is subject to a number of constraints that have been taken into account during the design process. These include:

- Waterloo Youth Centre is situated on the site. A voluntary group provides youth activities from this building one evening a week during term time. It is proposed that a plan is developed with Hillbourne Primary School to deliver positive youth activities from the school premises after the demolition of Waterloo Youth Club.
- Twin Oaks Pre-school operates a 40 place early years provision from Waterloo Youth Club. It is proposed that this provision is relocated to a purpose built pre-school as part of the design.
- A substation is located on the site. It is proposed that this be relocated and upgraded in order to accommodate the configuration of the external spaces and the increased electricity needs of the housing development.

- A foul sewer runs through the site and strategic sewer runs across the eastern boundary. It is proposed that the foul sewer be redirected and the designs take the strategic sewer into account.
- There are a number of legal covenants, including a restriction to use the site for educational purposes. There are proposals to overturn these covenants, including submitting Section 77 approval to the Secretary of State for disposal of the surplus playing field land.
- There are a large number of mature trees on the site, which have a significant impact on the proposed residential areas. The designs have been drawn up to have minimal impact on these.
- A number of surveys were carried out on site to determine the archaeology, ecology, flood risk, ground conditions and topography. The results of these surveys have informed the designs.

4.4 Summary of school design

Cube Design, architects with significant experience of designing schools, were appointed to develop the school design. The proposed site area identified for Hillbourne Primary School is 16,250m². The guidelines set down by the DfE for the creation of a 2 form entry school identifies 2,072m² of accommodation. This is in line with “Building Schools of the Future” and PSBP2 design guidelines and toolkits. The proposals for the new build school give a floor area of 2,128 m², which also includes a pre-school for 34 children with an overall area of 147.5 m².

The Masterplan proposals incorporate car parking for the school with a total of 32 spaces, this includes 28 for the school itself and 4 visitor spaces, including 2 disabled spaces. There will be 2 additional spaces for the Pre-School parking, making a total of 34 spaces.

The design has been developed in consultation with the school to enable the best outcomes for pupils. The design is at RIBA stage 2 and contains details of materials, structure, M&E design, furniture, and sanitary ware. The areas are totally secure – the perimeter fence provides the first line of defence to the school for security.

4.5 Summary of housing design

Housing and Community worked with Poole Housing Partnership to appoint Kendall Kingscott to develop a design for the residential developments proposed on the surplus playing field land. After the submission of planning pre-application, it was indicated that design SK05 would be most acceptable to planning, although further discussions regarding the urban design of the scheme are needed before the formal submission of the planning application.

The scheme is for a mix of 41no. 2 bed 4 person units and 37no. 3 bed 5 person units. A sheltered accommodation block of apartments is also proposed. This will be a 3 storey block providing 25no. 1 bed flats. A shared lounge, office and utility space will be provided within this block. The residential units are a combination of terrace and semi detached dwellings to optimise density yet still retain amenity space for each dwelling. Parking is located adjacent to the units.

A decision is required regarding which housing model is used as it will have an affect on the number of affordable housing units and the amount of receipt generated. A table sets out the advantages and disadvantages of each option below. More details of the options can be found in **Appendix A3**.

Option	Advantage	Disadvantage
Option 1a	- Large amount of affordable housing provided	- Lower receipt generated

	- Would work in partnership with the strong social housing management presence already on the estate that could help with community cohesion	
Option 1b	- Large amount of affordable housing provided - Already has a strong social housing management presence on the estate that could help with community cohesion	- Lowest receipt generated
Option 2a	- Higher receipt generated	- Smaller number of affordable housing units
Option 2b	- Highest receipt generated	- Smaller number of affordable housing units

4.6 Affordability

Borough of Poole commissioned Gleeds Cost Management to use the survey information, architectural and technical design information to determine the costs for a new build Primary School and pre-school. The majority of the school is of modular construction, with the double height spaces (e.g. the hall) of traditional construction.

These costs for developing the school are estimated at £9,300,000. These costs have increased from the £8,589,000 presented at the Outline Business Case stage due a number of additional items that have been added based on the results of the extensive site surveys and design. For full cost details for the school please see **Appendix A1**.

The amount of receipts generated by the disposal of the surplus playing field land is affected by the housing model that Council choose to adopt. Full details of this are available at **Appendix A3**

A funding strategy has been developed in discussion with accountancy and can be found at **Appendix A2**.

4.7 Recommendations

Following the conclusions of the Full Business Case, recommendations have been included in the 30th October 2018 report to Cabinet.

4.8 Proposed Next Steps

If the Hillbourne Masterplan is approved, the following next steps will be undertaken:

1. A Section 77 application will be made to the secretary of state for the disposal of school playing field land.
2. Estates to make contact with the representatives of the Wimborne Estate in order to overturn the education covenant on the surplus playing field land.
3. Hold a community engagement event in consultation with Corporate Communications for parents and carers of pupils at Hillbourne Primary School and the local community to discuss the Masterplan.

4. Work in consultation with Strategic Procurement to draw up a procurement strategy for the Masterplan project.
5. Work with strategic planning on the urban design of the residential developments and submit a planning application.

5. BRIEF AND BACKGROUND

5.1 Brief

The objective of the Hillbourne Masterplan is to accommodate Hillbourne Primary School in a single, fit for purpose building in order to improve educational outcomes for young people and address the serious condition issues identified in the existing buildings and mitigate the management issues that arise from this. Facilitating this solution enables the release of land for housing in line with the local plan.

5.2 Background

In response to the findings of the 2015 condition survey and Hillbourne Primary School's ongoing aspiration to be accommodated in a single building, the Borough of Poole commissioned an initial feasibility study to decide which of the existing buildings would be most suitable to accommodate the school. The solutions recommended by the feasibility study required substantially more funding than was allocated to School Condition.

As the result of a free school application from the Delta Trust, a site wide masterplan was commissioned in January 2017 to consider how the school could be accommodated in a single building, with the proposed free school located on the site and any surplus land sold for housing in order to help fund the scheme.

In September 2017 the DfE confirmed that they no longer wanted to situate the Harbour Free School on the Hillbourne site. As a consequence of this decision, the Borough was released from its obligation in respect of the Free School and was able to revisit the Masterplan for the site, focussing on how surplus land could be disposed of in order to fund the amalgamation of Hillbourne Primary School in a single building and include a 30 place bespoke pre-school provision on the site.

An Outline Business Case (OBC) for the Hillbourne Masterplan was agreed by the Strategic Programme Board in January 2018; this was agreed by Council as part of the Children's Services Capital Programme in March 2018. This OBC put forward two options: refurbishing the Oaks Building (as it is the larger of the two and requires less work to be undertaken) and a New Build Option in the middle of the site (as the whole life costings for this proposal offer improved value for money for the project). It was proposed that the remainder of the site will be disposed of under a Section 77 application to the Secretary of State to facilitate residential development. The receipts arising from this sale/development will be used to fund the construction of the new school.

The Strategic Programme Board concluded that there were a number of risks associated with doing nothing (the possibility of having to close the school due to condition issues; maintenance costs that exceed the condition allocation available; the risks of losing the land if the school is forced to convert to academy status) and discounted this option. It was agreed that the option of constructing a new build modular building in the middle of the site provided the best value for money and presented the least disruption to the school. It was also recommended that a bespoke 30 place pre-school be included in the proposed scheme to replace the accommodation for Twin Oaks Nursery that would be lost with the demolition of Waterloo Youth Centre. This recommendation was included in the OBC. A funding gap of about £2.5m was identified for this project at the OBC stage.

Up to £400k has been allocated to compile a Full Business Case (FBC), taking into account the use of the whole site and a financial strategy to meet the identified funding gap.

5.3 Purpose of Full Business Case

The OBC identified a funding gap of around £2.5m between the estimated funding sources available and the recommended option of building a new 2FE Primary School on the centre of the Hillbourne site. The FBC was commissioned in order to investigate the recommended option for building a new 2FE Primary School and pre-school in more detail, including a developed design and accurate costings. As well as this, it was agreed that the document would look at plans for the layout of the housing plots on either side of the proposed new build school and provide a more accurate estimate as to the receipts that could be generated from the disposal of this land.

The FBC was compiled with a wide range of consultants with appropriate skills and experience, who were asked to undertake a detailed feasibility analysis of the site to identify a suitable scheme and understand its costs and risks. The feasibility analysis was specified to be at RIBA work stage 2 with an accompanying RICS Formal Cost Plan 1. The site wide surveys that were necessary to produce RICS Formal Cost Plan 1 were relevant to the designs of the Primary School and the residential development. The designs developed during this process were used to submit a pre-application to Planning and feedback has been received that will inform the final planning application.

The Strategic Housing team engaged Poole Housing Partnership to help with the outline design and costings for the housing plots. Poole Housing Partnership appointed consultants to complete outline designs and costings for the housing plots, considering different build types and methods of delivery to maximise the land values.

A project manager coordinated the two work streams and used the technical outputs to compile the FBC and update the Strategic Programme Board.

6. STRATEGIC FIT

The masterplan proposals for the Hillbourne Primary School site address a number of areas where the council has a statutory duty:

- The Council has a statutory duty to ensure that all children are educated in high quality premises which do not put the health and safety of children at risk.
- The Childcare Act 2006 which requires local authorities to improve the outcomes for all young children, reduce inequalities, and to ensure that there is sufficient high quality integrated early years provision and childcare for parents locally.
- The Council has a statutory duty to secure sufficient and suitable school places for Poole resident children of statutory school age.
- The Council has a duty to meet its “objectively assessed housing need” set out by a formulae from central Govt. That supply need for Poole is 710 new homes per annum through to 2033. The Council’s policy outside of the town centre is to achieve 40% affordable housing on housing schemes that are 10 or more units.
- It is the statutory duty of the LA to ensure that young people can access a suitable range of positive activities.
- The Council has a duty to achieve value for money for taxpayers.

6.1 Business Need

In 2015 the LA commissioned a condition survey to be undertaken on Hillbourne Primary School, which showed that, despite investment in both buildings, their overall condition of the is below average with a number of areas in a poor state of repair and the services approaching the end of their expected life.

The cost of addressing the high priority condition items was estimated at £1.4m, a figure which would rise to £2.7m by 2020 as items identified as lower priority deteriorated. Even if all of the identified conditions in Oaks building are addressed, the estimated 25 year life cycle costs for maintenance of the building are over £2m more than those of a new build school; this estimate does not take into account the 25 year life cycle costs of the Acorns and Little Acorns buildings.

The Borough of Poole has a housing register which has approx. 950 households with need for affordable housing. The need is for all types of housing, both general needs family accommodation and sheltered housing that is fit for purposes and enables occupant to remain independent in their own homes. There are also over 300 households registered with Help to Buy South West with a need for low cost home ownership such as Shared Ownership.

Redevelopment of Hillbourne school presents a significant opportunity to not only address the school’s needs but also provide a mixed tenure development of new homes that would contribute all round to the areas housing needs requirements.

6.2 Contribution to strategy and key objectives

The project supports the key Children, Young People and Learning objective of ensuring that every child and young person attends a school which is Good or Outstanding and is able to achieve their full potential. The school operating in two buildings with poor condition issues is hampering their ability to make the required rapid improvements to pupil outcomes.

The school has difficulty in maintaining the staffing required to ensure improvements in teaching and learning as money is instead spent on maintaining additional office staff for the two Reception areas; additional dinner staff to provide cover for the two lunch halls (as neither building can support lunch provision for all pupils); additional capacity in SLT to ensure that a presence is possible in both buildings and the increased maintenance and utilities costs required to maintain the condition of the school buildings.

Along with the Council's Local Plan and housing targets it is clearly set out in the 2018-2020 Housing Strategy Refresh that the Council will continue with its commitment to utilise land and assets to help the supply of more new homes.

Waterloo Youth Centre is currently utilised by a third sector organisation to deliver a minimum of one night/week of positive activities for young people. The provision of positive activities for young people is a fundamental building block within Poole's Early Help Strategy. Through Children, Young People & Learning, the Borough is working closely with the third sector to ensure a vibrant provision of positive activities for children and young people across the entire town. Whilst the Local Authority's employed and qualified Youth Work Team delivers from a number of centres across the town, the strategy also involves support for the wide range of organisations involved in this agenda who deliver a diverse range of activities from a large number of venues. The proposals of the Masterplan would remove the financial liability of the Waterloo Youth Centre building whilst still maintaining youth provision in the Hillbourne area by third sector organisation delivering services from the new 2FE Primary School.

Twin Oaks pre-school is currently located in Waterloo Youth Centre, a building which is also in poor condition and inadequate to its needs. Hillbourne has no other childcare provider in its immediate area and Twin Oaks Pre-school is a popular choice for disadvantaged 2, 3 and 4 year olds. It is important that a 30+ place pre-school, with improved facilities and opportunities for expansion, is maintained in the Hillbourne area so that the Council can continue to meet its statutory duty in relation to high quality early years provision.

6.3 Stakeholders

The project involves a range of stakeholders who have been engaged throughout the development of the FBC:

External stakeholders include:

- The Department for Education
- The Education and Skills Funding Agency
- Poole Housing Partnership
- The Planning Authority
- The Transportation Authority
- The management of Twin Oaks Nursery
- Utility companies with apparatus on or supplying the Hillbourne Primary School site

Internal Stakeholders include:

- Children, Young People and Learning
- Hillbourne Primary School
- Housing and Community Services
- Youth Centre Management
- Corporate Procurement
- Legal and Democratic Services
- Financial Services – Estates
- Transportation Services – Property Management
- Council and Council Members
- Ward Councillors
- Commissioning and Improvement Services

If the Masterplan is approved, a communication strategy will be developed in partnership with Corporate Communications in order to engage with stakeholders who have yet to be included in the process, such as:

- The Health and Safety Executive
- Contaminated Land Authorities
- The Environment Agency
- Residents Associations
- The users and voluntary groups at Waterloo Youth Centre
- Local Media
- Current and future pupils and parents of Hillbourne Primary School
- Current and future residents of Waterloo Estate
- Potential development contractors

6.4 Options considered at OBC

A number of options were explored and dismissed at the OBC stage as they would not lead to a cost effective solution or meet the objective of accommodating the school in a single fit for purpose building. The options considered were as follows:

Option 1 – Do nothing: leave the school in the existing buildings address the high priority condition issues as and when they arise.

Attempting to address the condition issues currently assessed as high priority would expend the entire existing capital contingency, with a proportion of these condition issues remaining unresolved. This would mean that disproportionately large sums of money from the school budget will be required to maintain the current buildings, with the council unable to provide adequate financial support through the significantly reduced condition allocation received from the Education and Skills Funding Agency. Without the necessary levels of investment, it is likely that parts of the school would need to be closed to ensure the health and safety of the pupils within. Closure of parts of the school will make the delivery of education impractical within the remaining spaces and this will affect the outcomes of the children currently educated there.

With a disproportionate amount of the school budget being spent on addressing the building condition issues, the school will be unable to use this funding to invest in teaching and learning and this will be an impediment to improving pupil outcomes. If the school outcomes do not improve and the school is given a compulsory order to convert to academy status, the Borough of Poole will no longer have the option of developing any surplus land on the site that is made available by accommodating the school in a single building. This option was not recommended and would present significant difficulties for the

school and Borough of Poole in the short to medium term and ultimately result in the closure of the school.

Option 2 – Refurbishment and extension of the Oaks Building

This option would see Hillbourne Primary School provided within a remodelled, refurbished and extended Oaks building, which is suitable to accommodate a 2FE primary school; this building would be above the standard area recommended by BB103. The Acorns, Little Acorns and Waterloo Youth Centre buildings would be demolished. This option would also see the development of a 30 place pre-school provision within the refurbished school building.

This option was not recommended on a value for money basis because the costs exceed that of a new build modular school, with the estimated 25 year life cycle costs over 50% larger than the costs of a new modular or traditional building. These figures also do not take into account the risk factor of refurbishment and extension of an existing building, which is likely to be extensive. The construction works involved in this option would also be extremely disruptive for the existing pupils, which is likely to have a significant negative affect on the school's improvement journey, and a large amount of temporary accommodation would be required in order to maintain the operation of the school during the project.

Option 3 – Traditional new build school constructed on the centre of the site

This option would see a BB103 compliant new build school and pre-school constructed on the centre of the Hillbourne site, with the current Oaks, Acorns and Little Acorns and Waterloo Youth Centre buildings being demolished and the north and south of the site disposed of for residential development.

The construction of the school and pre-school in the centre of the site would allow the existing buildings to remain in operation and minimise the disruption to pupils.

This option was not recommended because the cost of a traditional new build school is higher than the cost of a modular new build school and the difference in 25 year life cycle costs is not enough to make this the best value for money option.

Option 4 – Modular new build school constructed on the centre of the site

This option would see a BB103 compliant new build school and pre-school constructed on the centre of the Hillbourne site, with the current Oaks, Acorns and Little Acorns and Waterloo Youth Centre buildings being demolished and the north and south of the site disposed of for residential development.

The construction of the school and pre-school in the centre of the site would allow the existing buildings to remain in operation and minimise the disruption to pupils. A modular building would also present a shorter construction programme than a traditional new build, further reducing the disruption to existing pupils.

This option was recommended to be taken forward to Full Business Case stage because the cost of constructing this building and the anticipated 25 year life cycle costs present the best value for money for taxpayers, the least disruption to the school and the best solution to the problems presented by the existing buildings.

7. SITE OVERVIEW

7.1 Site context

The Hillbourne site sits on Kitchener Crescent and has an overall area of 46,154 m² (11.405 acres / 4.615 Ha) and has four main buildings, three comprising Hillbourne Primary School, (Oaks, Acorns, and Little Acorns) and Waterloo Youth Centre at the northeast of the site.

The gross internal floor area (GIFA) for each building as follows:

- **Oaks**
 - Ground floor 1468m²
 - First floor 602m²
 - Second floor 19m²
 - Total area 2089m²
- **Acorns**
 - Ground floor 1249m²
 - First floor 6m²
 - Total area 1255m²
- **Little Acorns**
 - Total area 372m²
- **Youth Centre**
 - Total area 250m²

The site is accessed from Kitchener Crescent by four vehicular access points, and four pedestrian access points. There is also a pedestrian access point that leads from Hillbourne Road to the northeast of the site but this has been blocked off for a number of years. Waterloo Youth Centre does not have a separate vehicular access and the staff makes use the car park for the Oaks building.

The site is contained along its boundaries by mature landscape. Mature trees are predominantly along the western boundary with a significant and dense band running through the site parallel to this boundary. The contours and gradients vary across the site: adjacent to Kitchener Crescent, there is a low plateau, which rises to the northern boundary with transition in levels of over 10 metres. The centre of the site has a large amount of informal hard play. There is one soft pitch located adjacent to the Acorns building but this is not in compliance with Sport England's requirements as the gradients across the pitch are significant. The condition of the pitch is poor, water logged and rendered inoperable for the majority of the playing year. All other soft play areas suffer significant gradients, which render the soft play difficult to utilise for any ball games or formalised sport activity.

The security of the school is paramount for child protection. Due to numerous entry points, both vehicular and pedestrian, considerable lengths of fencing and boundary treatments have been required along the entire Kitchener Crescent boundary to ensure the safety of the children.

7.2 Site constraints

The site is subject to a number of practical and legal constraints that have informed the design of the school and the housing.

7.2.1 Other site users

Waterloo Youth Centre

Waterloo Youth Centre is situated in the northeast corner of the site. Waterloo Youth Centre is currently utilised by a third sector organisation to deliver a minimum of one night/week of positive activities for young people during the school term.

The Senior Manager for the 5 - 19 Team has met with the Headteacher of Hillbourne Primary School to discuss future provision of positive activities for young people on the Hillbourne Site. The school have agreed in principle to allow youth activities to take place using their facilities, but there are some logistical issues that will have to be overcome before a formal agreement is put in place.

Twin Oaks Pre-school

Twin Oaks Pre-school operates a 40 place early years provision for 2,3 and 4 year olds out the Waterloo Youth Club building. This provision is open on weekdays during the school term between 9.00am and 3.00pm.

A meeting has taken place with the leader of Twin Oaks Pre-School and they are broadly supportive of the proposals. A further meeting regarding the design of the pre-school will take place during the next stage of the project.

7.2.2 Existing Services

There is a public foul sewer bisecting the Property. This runs from Southbrook Farm on Wetherby Close to Kitchener Crescent. There is also a strategic sewer running along the length of the eastern boundary of the Property. It is not permitted to build over an adopted sewer without the consent of Wessex Water, who may impose conditions within the agreement. In the case of the 'strategic sewer' the minimum clearance distance stated is 6m and no build over will be permitted. All other services are located within the surrounding highways network.

There are a number of telegraph poles running along the eastern boundary of the school site, with wires extending from the school to the telegraph poles and the residential properties on Kitchener Crescent.

There is an existing sub-station located adjacent to the plant room at the north end of the Acorns building. This sub-station is subject to a 99 year lease, which has a further forty four years to run. The lease includes a right of way for vehicles and cables, which runs from Kitchener Crescent to the leased site. Within the lease there is a clause that requires the electricity board to reposition the substation to another site provided by the Council if the adjoining land of the Council is being redeveloped.

7.2.3 Legal Constraints

The roads around the Property are adopted highway. Footpath 106 runs from Hillbourne Road to the northern boundary of the school.

Tree Preservation Order TPO/25/1963 is shown as affecting the Property although the tree is stated to be located at 11 Wetherby Close.

The conveyance of the land to DCC in 1952 contains a number of provisions which burden the land:

- i) The vendor reserved the passage and running of water and soil to the land. This right includes the right to lay and repair pipes, drains and watercourses in and through the Property. Whilst the adjacent areas appears to be fully developed now so it is unlikely that there will be any requests for new drains to be laid, there is still a right for those whose land does drain into the Property to enter the site to maintain existing pipework.
- ii) There is a restriction against building and restricting use of the unbuilt on land within the Property except for educational purposes. Whilst the current buildings within the Property would fall within this category any redevelopment proposals may be a breach of this covenant.
- iii) There is an obligation on the buyer to construct and maintain a fence along the western boundary.

In addition to the covenant contained within the transfer of 1952, part of the Property will be covered by the restrictions on disposal/change of use contained within Section 77 of the School Standards and Framework Act 1998 as they will constitute a school playing field. It will therefore be necessary to have Secretary of State Consent to any proposals to redevelop the Property.

A full title search is available upon request.

7.2.4 Habitat and Environmental Constraints

There are a large number of mature trees on the site, which have been identified in the arboricultural survey.

The Hillbourne site also has an existing Urban Green Space designation identified in the current adopted Local Plan. It is proposed in the emerging Poole Local Plan that this designation will be removed and replaced with an allocation for the site to deliver a new school and housing. The emerging Poole Local Plan is expected to be adopted in autumn 2018 subject the receipt of the Local Plan Examiner's final report.

7.2.5 Site Surveys

Hydrock Consultants Ltd has undertaken surveys to build a thorough understanding of the base conditions on site, in order to inform the designs of the school and housing so that accurate costings can be produced for the Masterplan. As part of this process, the following surveys have been undertaken:

- Acoustic
- Air quality
- Arboricultural
- Archaeological
- Buried services
- Drainage
- Ecological
- Flood risk

- Ground conditions, inc. Geotechnical, soakage testing and contamination
- Topographic
- Transportation
- Utilities

A summary of the findings of these surveys is included at Appendix C. Full copies of the surveys are available on request.

7.2.6 Planning Pre-application and engagement with Transportation

Planning considerations

The Poole local plan draft July 2017 has been used as a reference point for the planning policies related to the site with the following mitigations:

- *PP25: Sports, Recreation and Community facilities - to protect existing facilities, including school playing fields* – the existing play spaces are not flat, liable to flooding and of poor quality. The design incorporates Building Bulletin 103 and Sport England compliant formal pitch, hard play and informal play spaces. It is also proposed that these spaces will be available for some community use.
- *PP26: Design - improve standard design and development proposals* - the new build accommodation would be a significant enhancement over that of the existing structure.
- *PP32: Biodiversity and Geodiversity – development and biodiversity* - it is proposed that the information gathered from the surveys will be used to maintain the biodiversity and ecology of the site.
- *PP33 Transport strategy - deliver a safe, connected and accessible transport network across south east Dorset* - There will be no increase in terms of the numbers of trip generation to the school site and a transport report will be produced as part of the masterplan.

The Hillbourne Primary site is designated for educational use in the local plan and would retain this, albeit it would not be the predominant use. It is proposed that the educational use is an enabler and a primary land use, which requires the support of the housing development to facilitate the construction of a new school. The draft local plan already allocates part of the site for housing.

Other elements regarding design and principals of design would be observed as part of the planning application. There are no particular flood risk assessments or heathland buffers which are relevant to the particular site.

Initial meeting with Borough of Poole Planning and Transportation

A meeting was held on the 4th June 2018 with a Senior Planning Officer, Arboricultural Officer and Biodiversity Officer from Poole Borough Council. Design principles for the site were discussed at this meeting and incorporated into the designs. The environmental and biodiversity implications on the site were addressed and surveys to determine the biodiversity of the site will be developed accordingly. Wherever possible, Cube Design's proposals are retaining the maximum number of trees on site a number of options have been produced for the housing plots that retain a varying number of trees.

A meeting took place on the 8th June 2018 with a Strategic Highways Officer. The Officer saw no major issues with the site proposals and recommended that access to the site be gained from existing entrances and that the pathway from the northwest to Hillbourne Road be reopened for better pedestrian access.

Engagement with the EFSA

As part of the development of the FBC contact was made with the EFSA to reiterate the engagement that has already been made regarding the Hillbourne site when they were proposing to use the site for a free school and ask questions regarding the timescales and processes involved in the Section 77 application. To date a reply has to this correspondence has not been received.

Engagement with Sport England

The area provided as part of this proposal complies with the Building Bulletin 103 and the recommended provision of sports accommodation on site. Cube Design have been in consultation with Sport England and issued them with documentation regarding the proposals.

Sport England was not supportive of the initial proposals. Cube Design submitted further proposals with explanation as to why the proposed provision is an improvement on the school's current provision.

Following this, Sport England has said that they consider the proposal to broadly meet their planning policy exceptions E3 and E4 and therefore we are likely to support the application for planning permission subject to certain conditions. Furthermore, they have recommended a community use agreement be put in place on a block booking basis and also that the MUGA be floodlit, not just for the benefit of community use, but also for the school and extended school use.

The full response from Sport England is attached in Appendix G.

8. SCHOOL DESIGN

8.1 Educational context

The school opened in 2006 following the amalgamation of Hillbourne First School and Hillbourne Middle School. The school is accommodated in the former First School buildings within Acorns and Little Acorns and the former Middle School building within Oaks.

Hillbourne Primary School has a published admission number (PAN) of 60 pupils, which represents 2 forms of entry. This gives a total capacity of 420 pupils, in 7 year groups, (Year R to Year 6).

In 2017, the school was judged by Ofsted as 'Requires Improvement' and the school needs to raise standards and improve outcomes for pupils. The school not being accommodated in a single building means that there are significant challenges in delivering a joined up curriculum in order to improve outcomes for pupils.

Twin Oaks Pre-School is currently located in the Waterloo Youth Centre. The number of children accessing free early education at Twin Oaks Preschool has declined in the past three years, from 38 in autumn 2014 to 25 in autumn 2017.

8.2 Issues that informed the school design

Cube Design considered the following issues that need to be addressed when drawing up the school design:

- The poor state of repair and condition of the existing school buildings - fabric and structure
- The Reception classes are located in Little Acorns block which is a temporary building that is past its reasonable lifespan.
- External and internal level changes that are not DDA compliant.
- The play areas are segregated and particularly difficult to supervise, which limits the space the children can safely utilise.
- The security of the site needs to be rationalised and the protection of the children carefully considered.
- The main entrance to both Oaks and Acorns is difficult to find and does not provide a sense of arrival with controlled access.
- The separate school buildings create issues with staffing, child protection and provides an obstacle to forming a coherent school community.
- The financial problems associated with running two separate school buildings with significant condition issues.
- Classrooms in both buildings vary in size and are generally below standard.
- Circulation throughout the school buildings is not rational.
- The thermal and acoustic performances of the buildings are below standard. There are few windows that can be opened for natural ventilation.

In addition to this, the new school building has been designed with a 30 place pre-school because and the current accommodation for Twin Oaks Pre-School is very poor for the needs of the provider and it is proposed that this building be demolished as part of the masterplan. Although the number of children

accessing Twin Oaks Pre-School has declined in the past three years, there are no other childcare providers in the Hillbourne area and Twin Oaks Pre-school remains a popular choice for disadvantaged 2, 3 and 4 year olds.

8.3 School compliance to BB103

Building Bulletin 103 established by the DfE identifies a minimum site area for a 2 form entry Primary school of 15,986m². The proposed site area identified for Hillbourne Primary School is 16,250m². The guidelines set down by the DfE for the creation of a 2 form entry school identifies 2,072m² of accommodation. This is in line with “Building Schools of the Future” and PSBP2 design guidelines and toolkits.

The proposals identified are 2,128 m² due to the configuration on site, but also include a pre-school for 34 children with an overall area of 147.5 m².

8.4 School and pre-school design principles

The basis of the design is to accommodate the school in one building in the most economical and least disruptive solution that proves the most effective for delivering the curriculum education. At the heart of the masterplan is the 2FE primary school, Building Bulletin compliant, with associated external play and support areas.

Following the analysis of the previous feasibility studies, the central area of the site was determined to be the best location for the development of the 2 form entry Primary school as it provides a level site with limited gradients, the opportunity to connect to existing services, a site clear of existing buildings and allows the existing buildings to remain in occupation while the works are undertaken.

Due to a shortfall in the funding available to the Borough of Poole to provide a new 2FE Primary School, it is essential to secure the disposal of the surplus site areas for potential residential use to support the re-building and provision of the new 2FE school. This would not only, in planning and urban design terms, create a community school and appropriate land use adjacent to the educational facility but would also assist with bridging the capital expenditure gap to delivery the 2FE primary school.

In consultation with the school, Cube Design have created a design that has evolved around the principle of creating a school that is community facing, engaging with the community and has a street frontage. The design was based on the following principles:

- A two storey structure to provide an economic footprint, and an improvement to the street frontage onto Kitchener Crescent.
- A clear identification of the entrance to the building and a focal point.
- External landscape will provide a plaza feature to the frontage of the building.
- The main entrance will be single storey with a two storey configuration for the teaching wing and a similar two storey volume for the main hall and large spaces.
- The main hall and studios are community engaging, opening up and creating a sense of place.
- Car parking is located to one side of the facility and is embraced into the existing landscape. It is a soft urban landscape response to car parking.
- Deliveries and servicing are provided off the car parking areas.
- The sub-station to service the building is moved to the landscape edge.
- The overall massing and form is complimentary to the properties which exist on Kitchener Crescent.

- It is proposed for the building to be contemporary, utilising soft materials namely brickwork at low level with timber cladding and a contemporary feel to the overall façade treatment. This would be developed as part of the planning application to be submitted in due course.
- The roofs will be gently pitched, enabling light to extend into the depth of the corridor spaces and into the volume of the main building.
- Security to the perimeter of the site will be incorporated into the landscape; boundary fencing will be a maximum of 1.8 metres. Wherever possible, the boundary would be incorporated into landscape hedges and to soft boundary treatments.
- The pre-school maintains a separate entrance from the school and is located next to the Reception Classrooms
- It is intended to create a modular building for the two-storey element and a traditional construction for the single storey.

8.5 Proposed Schedule of accommodation

Through the design phase of the project, a schedule of accommodation itemising individual spaces has been prepared. This has been based on BB103 with minor adaptations to suit the requirements of the school:

- 6 Reception and Infant Classrooms are 62 m², with 8 junior classrooms being the standard 56 / 57 m²
- The kitchen area has been reduced from 60 to 37 m² because meals are not heated or prepared on site (with hot meals being delivered) so a large scale industrial kitchen is not needed. This space has been used in other areas, including classrooms and caretaker facilities.
- A facility for caretakers and a storage area.
- Additional space for circulation with link corridors
- Additional staff showers
- The pre-school accommodation is 147.5 m²

On this basis, the total proposed floor area for the Primary School has been agreed at 2128m² and 2275.5 m² with the pre-school is included.

The full schedule of accommodation is attached as Appendix D

8.6 School design details

The school is located facing on to Kitchener Crescent, with a clearly defined main entrance to the reception area. A clearly defined entrance is also provided to the pre-school.

The hall faces the community and offers the benefit of a large space that could be utilised for community or youth centre use. A series of landscape spaces have been created to the frontage of the school – squares – which will enable the external use of these spaces, particularly bearing in mind the significant mature trees and landscape.

All pupil access is through the main entrance area with a secondary access being provided to the staircase link to the two-storey building. The classroom accommodation is located within a two-storey building, which incorporates the 14 classrooms, support areas, WCs, staff room and pastoral care. Staircase and lift access is provided to the two-storey building.

The single storey main entrance is a focal building with a central access to a feature landscaped garden, linking through into the library, ICT and pastoral care spaces. The link to the left-hand side of the main entrance is the main hall and studio. This has large glazed areas facing on to Kitchener Crescent and a seating area for the students to utilise for lunch breaks and outside school activities.

The areas are totally secure – the perimeter fence provides the first line of defence to the school for security. Low level landscape, fencing and hedging will provide defined security to the particular activity spaces. There are low-level seating areas to the dining, main hall and entrance square. Similar features apply to the pre-school and entrance areas in these locations.

The architectural treatment of the building is to create a light and airy form with significant daylighting to the building being afforded through clerestory lights, and the roof pitch formation.

A mixture of colour and texture is incorporated into the external façade. This includes the use of timber, colour panels and the soft texture of the metal cladding. The metal cladding is provided in panels. Polycarbonate units are also incorporated to ensure the maximum amount of daylight reaches into the internal spaces.

The schedule of accommodation is in line with BB103. The baseline figure is 2,072m². Enhancements have been made to this figure to allow for staff showers and adjustment of the classroom facilities. The kitchen has been reduced from the standard schedule size of 60m² to 37m² on the basis of the discussions with the school and the expected uses of the dining areas.

The form and style of the building ensures maximum daylight, flexibility and adaptability. The building is designed for the school to utilise specific sections (e.g. hall and studio) and to zone the accommodation accordingly.

The 30-place pre-school has been designed with the ability to expand and contract accordingly. The pre-school provides an opportunity for a through-school theme and has immense benefits for the Hillbourne Primary School.

The design is environmentally sensitive and is aspiring to BREEAM Excellent.

Car Parking

There are approximately 36 car parking spaces on site. There are only 24 spaces defined and marked out; the rest of the parking occurs on an informal basis. There is no provision for moped parking. Existing cycle racks are provided with a total of 10 spaces.

The Masterplan proposals incorporate car parking for the school with a total of 32 spaces, this includes 28 for the school itself and 4 visitor spaces, including 2 disabled spaces. There will be 2 additional spaces for the Pre-School parking, making a total of 34 spaces.

A full specification has been provided in respect of the proposals for the scheme. It is intended to create a modular building for the two-storey element of the building to reduce the time periods involved in construction and provide a cost effective solution. Traditional construction will be used for the single store element of the building because modular construction is less suitable for double height spaces.

8.7 School and pre-school proposed plans

The masterplan and floor plans for the school are available at Appendix B.

8.8 FFE and ICT strategy

The strategy includes the school using some legacy ICT equipment that was purchased using Capital Maintenance funding.

8.9 Section 77 Application

As part of the school construction and design process a Section 77 application for disposal of school playing field land needs to be made to the Secretary of State for Education in order to facilitate the development of the residential land.

This application process has the potential to significantly impact the programme for developing the new build school if a decision is not forthcoming.

9. RESIDENTIAL DESIGN

With a new build school being developed using BB103 guidelines on an area of 16250m² in the centre of the site, this leaves two plots of land surplus land at the north and south of the site which can be developed for housing.

- Plot 1 (North of the site) – 20870m²
- Plot 2 (South of the site) – 9034m²

Housing and Community Services commissioned Poole Housing Partnership to work on the design and valuation of the housing land. Kendall Kingscott was commissioned to draw up the design for the residential development.

9.1 Housing Mix

The Borough of Poole's arm's-length management organisation and development partner, Poole Housing Partnership (PHP), have produced site design proposals detailing the optimum density of housing for consideration based on the following general development options:

Mix of house types across both sites:

- General needs accommodation comprising of two bedroom 4 person houses.
- General needs accommodation comprising of three bedroom 5 person houses.

Mix of house types across both sites with sheltered accommodation:

- General needs accommodation comprising of two bedroom 4 person houses.
- General needs accommodation comprising of three bedroom 5 person houses.
- Sheltered accommodation comprising of one bedroom 2 person flats.

Sheltered housing has been included in this development because the current standard of much of the local sheltered housing does not meet current requirements on space standards and accessibility. A block of fit for purpose sheltered housing that facilitates community needs as identified locally has been included in the scheme.

The development will comply with the DCLG – National Space Standards. The sheltered housing will be designed with HAPPI principles, where practical.

The scheme will also be Secure by Design compliant.

9.2 Development constraints and opportunities

A 10m level difference in the site - from the top of the site to Kitchener Crescent - has meant that the units will be subject to further review once detailed surveys have been undertaken.

A large band of mature trees runs through the centre of the site. It is proposed to maximise the development area based on the early engagement with Planning through the pre-application process.

An opportunity to create pedestrian permeability though the sites would be developed to ensure a link from Hillbourne Road into Plot One would be established to the bus route.

A storm water drain runs along the boundary for the site to Kitchener Crescent. No units will be built over this. An easement/"no dig zone" is to be confirmed.

9.3 Design principles

Both proposed residential plots have a single vehicular access point into them from Kitchener Crescent.

It is proposed to reintroduce the pedestrian route from Hillbourne Road into the northwest of the site.

The parking provision has been calculated, in conjunction with Hydrock, using the Borough of Poole car parking guidance which is based on optimum numbers (with no maximum or minimum figures defined). Kendall Kingscott are of the opinion there is some flexibility depending on whether the spaces are allocated or unallocated, but working on the basis that the spaces will be largely allocated (which is typical for residential developments with on plot parking such as this), the following has been calculated:

	Total Units	Allocated Parking	Visitors Parking
Plot 1	68	126	14
Plot 2	35	68	5

For the purpose of the proposal, Kendall Kingscott has considered parking requirements for each site individually.

The parking guidance suggests that car parking spaces within new developments should be designed to 2.5 x 4.8 metres and that where car parking is adjacent to homes then at least one parking space should be capable of enlargement to attain 3.3m, which would assist with disabled access to a vehicle. The proposals have been designed to meet these criteria.

The road width within the site is 5.5m with pavements 2.5m wide either side with a 500mm easement. It is proposed the roads through the sites will be adopted by the Local Authority.

It is proposed the section of highway along Kitchener Crescent will be reviewed and remodelled to facilitate the proposals. The residential vehicular access strategy would require amendments to the existing traffic calming on Kitchener Crescent. Appropriate traffic calming measures have been proposed and agreed with highway officers. There would be no requirement to extend the 20mph speed limit.

9.4 Design Options

Kendall Kingscott, in consultation with Housing and Community Services and Poole Housing Partnership, developed a number of options for the residential design. These options attempted to show a balance between meeting the objectives of the project, i.e. delivering the largest number of housing units on the site, and satisfying the planning principles established during the initial consultation with BoP Planning and Transportation.

Five designs for the residential developments were drawn up by Kendall Kingscott, with options SK01 and SK02 being dismissed at an early stage as they would not be financially viable in the context of the Masterplan.

Three options were submitted as part of the pre-application and advice was sought as to which option would be most likely to gain planning approval:

Option - SK03

This layout provides a mix of 61no. 2 bed 4 person units and 45no. 3 bed 5 person units. The residential units are a combination of terrace and semi detached dwellings to optimise density yet still retain amenity space for each dwelling. Parking is located adjacent to the units.

Landscaping will be introduced within the parking areas to soften the key routes around the site and there is potential for a green space link between the plots-subject to review.

A plan of this option has been included at Appendix H.

Option - SK04

This layout provides a mix of 55no. 2 bed 4 person units and 45no. 3 bed 5 person units. A sheltered accommodation block of apartments is also proposed. This will be a 3 storey block providing 25no. 1 bed flats. A shared lounge, office and utility space will be provided within this block.

The residential units are a combination of terrace and semi detached dwellings to optimise density yet still retain amenity space for each dwelling. Parking is located adjacent to the units.

Landscaping will be introduced within the parking areas to soften the key routes around the site.

A plan of this option has been included at Appendix H.

Option - SK05

This layout provides an alternative location for the sheltered accommodation block which would be screened by the existing tree belt and retain a number of the mature trees at the west of the site. Urban green space would also be provided for use by all.

A mix of 41no. 2 bed 4 person units and 37no. 3 bed 5 person units. A sheltered accommodation block of apartments is also proposed. This will be a 3 storey block providing 25no. 1 bed flats. A shared lounge, office and utility space will be provided within this block.

The residential units are a combination of terrace and semi detached dwellings to optimise density yet still retain amenity space for each dwelling. Parking is located adjacent to the units.

Landscaping will be introduced within the parking areas to soften the key routes around the site.

Feedback from the pre-application indicates that this proposal is most acceptable to Planning and therefore a plan has been included below.

This plan is available at Appendix B.

10. PRE-APPLICATION FEEDBACK

A pre-application was submitted to BoP Planning in July 2018.

10.1 Conclusions of pre-application feedback

The feedback from this pre-application presented the following conclusion:

The emerging Poole Local Plan includes a policy supporting the principle of the use of the site for residential development. Irrespective of that policy the principle of the scheme has significant social benefits, by providing a large number of family homes and a new school and significant environmental benefits of delivering such development in the existing urban area and the benefits its design could make for the character and appearance of the area. Minor economic benefits would exist during construction.

However the options presented at this time do not deliver design solutions that could be supported, advice and guidance is given herein and we would be keen to meet with you to discuss alternatives prior to any application or public consultation exercise being undertaken. The absolute numbers may have to be reduced in order to achieve an acceptable design and layout.

The views of Sport England regarding the development on the existing sports pitches, could materially alter the acceptability of the scheme. Whilst it would be for the decision maker to apply weight to any objection of Sport England, any outstanding objection could require referral to the Secretary of State for their review, which would have implications for the decision making timescale.

The feedback report suggests that the proposals for the new build 2FE Primary School are broadly acceptable to planning. The proposals for the residential developments are supported in principle but there are concerns about the proposed indicative urban design options that have been developed to date. However, the feedback suggests that the amendments to the design of the residential scheme will not have a significant impact on the number of units that can be accommodated on the site. Discussions are now ongoing with planning and urban design officers in respect of the residential design to ensure that an appropriate design solution can be achieved. In this regard, these discussions indicate that the preferred option presented in this report has potential in design terms to be supported by the local planning authority.

Further consultation regarding the designs will need to take place with planning to ensure that the residential developments are acceptable without reducing the number of housing units.

Full feedback for the pre-application is available at Appendix I.

11. AFFORDABILITY

11.1 Outline Business Case costs – December 2017

A high level cost analysis of the proposed options was undertaken for the Outline Business Case. These costs were set against the possible funding sources available to the Council, including a high level analysis of the funding that could be generated by the receipts from the housing land. The cost analysis for the recommended option (new build modular school) is set out below:

Option	Costs	Income		Construction Shortfall	25 year life-cycle cost	Overall total
		School Condition Grant	100% Affordable Housing Land Offer			
New Build Modular School	£8,589,000	£1,500,000	£4,647,000	£-2,442,000	£4,001,000	£12,590,000

This cost analysis assumed that 80 housing units will be developed on the site and that making them 100% affordable will provide the highest capital receipt as detailed in the high level costings provided by Sovereign Housing. The cost of the Primary School includes £150,000 of internal fees for the Building Capital Team.

11.2 Costs

Funding for the development of the Full Business Case was approved in Cabinet in February 2018 through the Capital Strategy Report appended to the Medium Term Financial Plan.

The purpose of the FBC is to interrogate the accuracy of these initial costings by adding more detail to the designs of both the school and housing, and to try and find ways to reduce the shortfall between sources of funding and the cost of a new build school.

Facilitating works

In order to facilitate the construction of the new build 2FE primary school and housing, the existing buildings - Little Acorns, Acorns, Oaks, Waterloo Youth Centre - need to be demolished and the hard paving associated with these buildings need to be broken up (see phasing plan for details).

In addition to this, some amendments need to be made to the traffic calming along Kitchener Crescent in order to facilitate the access to the housing plots and the electrical substation needs to be moved and upgraded in order to accommodate the design of the external areas for the new school and have the capacity for the new housing.

It is proposed that the demolition works are procured as part of the school construction contract as it is estimated that approximately 7% uplift will be added to the demolition costs by a contractor, compared to a likely 20% uplift from a housing developer.

The costs total costs for these works are estimated as £633,677 of which £202,677 is related to the school construction and £431,000 is to enable the development of the proposed residential plots.

A key decision needs to be made by Council as to whether to allocate £431,000 of Section 106 money to facilitate the construction of the residential plots of land on the basis that they would deliver 66 affordable housing units.

School Costs

Borough of Poole commissioned Gleeds Cost Management to use the survey information, architectural and technical design information to determine the costs for a new build Primary School and pre-school. The majority of the school is of modular construction, with the double height spaces (e.g. the hall) of traditional construction.

These costs for developing the school are estimated at £9,300,000. These costs have increased from the £8,589,000 presented at the Outline Business Case stage. This is due to the following factors:

- Deeper foundations are required for the school at the cost of approx. £300k
- Surface water attenuation is required for the school at the cost of approx. £200k
- The footprint of the latest design has increased by circa 58m².
- The fixed cost for demolition was previously £199k – however, having been out to the market, we have received a quotation for these works of £240k, resulting in £41k uplift.
- The diversion and upgrade of the substation at £137k
- Temporary car park access at £10k.
- The area of the external tensile canopies has increased to 160m² – the previous allowance was @40m².
- 2nr Pergolas have also been incorporated to the East elevation, not apparent within the previous scheme/design.
- Allowance for floodlighting to the MUGA at approx. £30k
- Building Capital Team project management fees at £150k
- Estimated payment to Wimborne Estate in order to overturn the educational use restriction covenant on the land at £75k

The details of this estimate may be found in Appendix A1.

11.3 Sources of funding

Housing Receipts

In order to determine the receipts generated by developing the surplus playing field land for housing, Kendall Kingscott used the site survey information to estimate a cost per m² for constructing each housing unit. This figure was then used to determine the land value based on the grant that can be obtained from the Homes and Communities Agency and the Negative Net Present Value (NPV) of the project.

On this basis, Housing and Community looked at a number of different models for disposing of the surplus playing field land. All of these options are based on residential design SK05 (see page 23 for details and page ... for the plan), the design that Planning indicated would most acceptable in the pre-application feedback (a mix of 41no. 2 bed 4 person units, 37no. 3 bed 5 person units, and a 3 storey block of 25no. 1 bed sheltered accommodation flats).

Option 1a - Housing Association

This option is based on disposing of the surplus playing field land to a housing association with the housing units being a mix of affordable rented properties (80% of market rent), shared ownership (SO) properties and sheltered accommodation.

Option 1b – Housing Revenue Account

This option is based on transferring the land into the HRA to be managed by the Borough of Poole's arms length management organisation, Poole Housing Partnership. The housing units would be a mix of affordable rented properties (80% of market rent), shared ownership (SO) properties and sheltered accommodation.

Option 2a – Market housing with 40% affordable requirement split across both housing plots

This option is based on disposing of some of the surplus playing field land for market housing. A valuation report was commissioned by Poole Housing Partnership and drawn up on the basis of taking into account the local planning requirement of 40% affordable housing on any new scheme, with these properties made up of a combination of sheltered accommodation, shared ownership properties and affordable rented properties.

This option assumes that the 40% requirement for affordable housing would be split across both Plot 1 and Plot 2.

Option 2b – Market housing with 40% affordable requirement confined to the northern housing plot

This option is based on disposing of some of the surplus playing field land for market housing. A valuation report was commissioned by Poole Housing Partnership and drawn up on the basis of taking into account the local planning requirement of 40% affordable housing on any new scheme, with these properties made up of a combination of sheltered accommodation, shared ownership properties and affordable rented properties.

This option assumes that the 40% requirement for affordable housing units would only be located on Housing Plot 1, with all 35 housing units on Housing Plot 2 being given over to private housing.

Summary of housing models

The different disposal models for the residential land present different advantages and disadvantages, which are set out in the table below:

Option	Advantage	Disadvantage
Option 1a	<ul style="list-style-type: none">- Large amount of affordable housing provided- Would work in partnership with the strong social housing management presence already on the estate that could help with community cohesion	<ul style="list-style-type: none">- Lower receipt generated
Option 1b	<ul style="list-style-type: none">- Large amount of affordable housing	<ul style="list-style-type: none">- Lowest receipt generated

	provided - Already has a strong social housing management presence on the estate that could help with community cohesion	
Option 2a	- Higher receipt generated	- Smaller number of affordable housing units
Option 2b	- Highest receipt generated	- Smaller number of affordable housing units

A key decision needs to be made regarding which housing disposal model is adopted. Details of the estimated receipts can be found at Appendix A3, with the impact of this on the funding strategy detailed at Appendix A2.

Other Funding Sources

Additional funding sources have been identified, a summary of which can be found in the Financial Strategy at Appendix A2

11.4 Cost summary

A summary of the available funding and a proposed financial strategy is set out in Appendix A2.

A key decision needs to be made as to whether to adopt the recommended Financial Strategy included at Appendix A2 to fund a new build 2FE Hillbourne Primary School.

12. PROGRAMME AND PHASING

12.1 Project phasing

One of the key drivers for developing the new build primary school in the centre of the site is to ensure that the existing buildings are able to remain in operation during the construction period so that the disruption to education can be minimised, reducing the costs needed for temporary accommodation during construction, and shortening the construction period through the use of a modular building. An indicative phasing plan has been developed to detail how this will work in practice, as well as indicating the timescales and order in which the existing buildings can be demolished and the sites that they sit on released for the development of the residential plots.

The indicative phases are as follows:

1. Re-provide existing car park within the retained Acorns site, using Tufftrak Trackway
2. Establish contractor's site compound on the location of the existing car park
3. Establish new MUGA, which can be utilised by the school during the construction of the new building
4. Establish protected walkway between the two schools with Heras fencing, with manned crossing points as required
5. Construct new school
6. Decant into new school
7. Demolish Acorns and Little Acorns buildings
8. Residential Plot 2 is available for disposal
9. Construct new car park and formal soft play – school to use the northwest of the site as a playing field while the formal soft play establishes
9. Demolish the Oaks Building and Waterloo Youth Centre
10. Residential Plot 1 available for disposal

A phasing diagram is included at appendix B.

12.2 Indicative programme

An indicative programme has been produced.

An August 2019 start on site date is dependent on the approval for the Masterplan being granted by Cabinet on 31st October 2018, by Council 30th November 2018, and Section 77 approval is granted by the DfE by April 2019.

- **April 2019** Planning approval granted
- **July 2019** Appointment of contractors
- **August 2019** Start on site
- **August 2020** Complete new build Primary School
- **August 2020** Demolish Acorns Building
- **October 2020** Handover Residential Plot 2
- **October 2020** Demolish Oaks Building and Waterloo Youth Centre
- **November 2020** Handover Residential Plot 1A (Northeast of the site)
- **October 2021** Handover Residential Plot 1B (Northwest of the site)

A full indicative programme is available at Appendix E

12.3 Project risks

A project risk register has been included at Appendix F

A number of technical and construction risks have been identified, along with their probability, potential impact on cost, potential impact on time, and potential impact on performance.

Along with the construction and technical risks (which will be further developed during the detailed and technical design stages should the project be approved) there are a number of key strategic project risks that could have a significant impact on the project timeline. These risks are:

Risk	Mitigation
Planning – not able to get planning approval	Pre-application submitted to planning, with options presented based on initial engagement with planning and transportation. A meeting has been scheduled with Strategic Planning in order to discuss the residential design from an urban planning perspective. Representation from Strategic Planning on the Strategic Programme Board.
Stakeholder objections – objections to the proposals from external stakeholders	Meetings have been held with a number of stakeholders, including Youth Services, Twin Oaks Nursery, Ward Councillors and the School in order to discuss the proposals and try to incorporate their suggestions into the design. Should the Master Plan be approved, a Community engagement event will be organised for parents and carers of pupils at Hillbourne Primary School and local neighbours.
Section 77 approval – the Secretary of State does not grant Section 77 approval for disposal of the school land or the decision delays the programme	The Education and Skills Funding Agency have previously been engaged on this project when there was a proposal to locate a free school on the site, during which time they gave indications that they would be open to a Section 77 application for the site. Correspondence has been sent to the DfE making enquiries as to the timescales involved in this process.
ESFA – the ESFA get involved in the project at a late stage by providing funding and ask for full feasibility study.	The design team have worked on the basis of preparing these proposals in line with ESFA guidelines for feasibility reporting; this includes standard format, outline specification, and development proposal.
Unrealistic design and procurement programme – short design and procurement timescales mean that programme is unable to meet summer 2018 start on site	Consideration will be given to retaining the design team through the current framework to expedite the quickest design solution, thus minimising the investment needed in the existing buildings.
Delayed approvals – delays in expected Council decision timescales lead to delays in proposed programme	Meetings have been scheduled with Portfolio holder and ward members to present Master Plan proposals. Members have previously approved the outline business case.
Covenants on land – legal covenants lead to delays in disposal or an increase in costs	A full title search has been completed. Borough of Poole has previously changed the use of land belonging to the Wimborne Estate that used similar covenants so has experience in dealing with these matters. A budget estimate for these costs has been included in the risk register.
Housing receipts – the surplus playing field land disposed of for housing does	A line has been included in the financial strategy to demonstrate that a 20% fall in land prices would still leave all four proposed housing schemes as financially viable. The cost estimates have been prepared by trusted external valuers who

not generate the anticipated level of receipt.	have experience in providing this service to the Borough of Poole on previous schemes.
Sprinklers – a sprinkler assessment shows that a sprinkler system is required for the new build primary school.	An allowance for a sprinkler system has been allowed in the budget as detailed in the school costs at Appendix A1. All four housing schemes are still financially viable if this cost is included in the budget.
Local Plan – the emergent local plan is not adopted, which means that the urban green space designation is not lifted from the land.	If the Local Plan is not adopted and the urban greenspace designation remains in place, a planning strategy would need to be developed to ensure the scheme can proceed within the scope of current planning policy provisions. The existing policy position for urban greenspace requires that where such land is proposed to be lost, replacement greenspace of equivalent or greater area and value would need to be provided in the locality to the development site. It should be recognised that to bring forward replacement greenspace within Poole will be challenging given the borough's compact nature although a feasibility study would need to be undertaken to see if any opportunities exist. If there are no deliverable opportunities for replacement greenspace, then the local planning authority would consider the proposal as contrary to policy and any subsequent planning permission be taken as a departure from adopted planning policy. To ensure that the local planning authority would be prepared to grant a departure from adopted policy will require a clear justification as to the overriding benefits that would arise from the proposed development to demonstrate that there are material considerations that weigh in favour of granting planning permission. It is recommended that this justification is agreed with the local planning authority prior to the submission of a planning application. It will also be essential to secure Sport England's support for the proposed development (whether the emerging Local Plan is adopted or not) to avoid the proposal being called in for decision by Secretary of State.

12.4 Procurement Strategy

In order to achieve the dates detailed in the indicative programme it is assumed that a Modular Building Framework will be used to procure the new build school and an Off-Site construction method will be used. Therefore it is recommended that a design and build solution is procured in collaboration with the Strategic Procurement Team.

A more detailed review of the procurement strategy will be undertaken following member approval to proceed with the project.

13. COUNCIL RESOURCES

This project will require resources from a number of different service units in order to achieve successful outcomes. The project will be delivered by BCP and therefore resourcing needs to be considered within the wider context of the organisational and personnel changes that may arise as part of Local Government Reorganisation.

13.1 Legal and Democratic Services

- Entering into consultant and contractor contracts following the completion of the procurement. Support will be required at stages of the procurement and contracting process and possibly post contract if any legal issues arise.
- Legal advice will be required in how ensure that the covenants on the land are not an impediment to the development of the new build Primary School or residential development.
- Legal advice will be required in drafting the new lease for the pre-school.
- Legal advice will be required during the process of disposal of the surplus playing field land for residential development.

13.2 Financial Services

- Building Capital Team – Project Management and Project Support for the school build will be required from the Building Capital Team. Oversight of the project management will be provided by Principal Asset Planning and Development Manager.
- Corporate Estates – this project will require the support of Estates in the disposal of the surplus playing field land, creating new property records and drawing new boundaries. Advice will be needed in drawing up a new lease for the pre-school.
- Strategic Procurement – a procurement strategy will need to be developed and support will be needed for the procurement of the consultants and the contractor.
- Accountancy – Capital Project Programme boards will be supported with budget monitoring undertaken throughout the building phase. Treasury management support will be required in arranging short and long term finance for the capital scheme. A cash flow plan will have to be drawn up in conjunction with Housing and Community to determine how the capital receipts for the residential plots will be used to fund the capital project.

13.3 Housing and Community

- The Head of Housing and Community will be the Senior Responsible Officer for the housing project.
- Housing and Community will manage the disposal of the residential land to a housing association, Poole Housing Partnership or to the market.

13.4 Children, Young People and Learning

- The Head of Children, Young People and Learning will be the Senior Responsible Officer for the school build project.

13.5 Corporate Communications

- A communications plan will have to be drawn up if the project is approved by Council and proceeds to the next stage.

14. EQUALITIES STATEMENT

An equalities impact statement is included as Appendix J.

15. CONCLUSION

15.1 Summary

Following the approval of the Outline Business Case by Council in February 2018, a Full Business Case was undertaken in order to further investigate the costs and possible funding sources for Masterplan.

A range of site surveys were undertaken and a planning pre-application submitted for the Hillbourne site Masterplan. A concept design has been developed for the school and pre-school, taking the information from the surveys and the feedback from the pre-application into account. A detailed schedule of costs for the facilitating works and new build school has been prepared.

A number of designs for the residential developments proposed on the surplus playing field land were worked up based on the information provided by the surveys. Pre-application feedback has indicated residential option SK05 would be acceptable to Planning and an estimate of the level of receipts that this development would generate has been prepared. The level of receipt generated is dependent on the housing model that is agreed.

A funding strategy has been drawn up in Appendix A2, showing how the cost of a new build Primary School and pre-school could be met by the funding sources available to the Council.

If the Hillbourne Masterplan is approved a Section 77 application would need to be made to Secretary of State for Education for disposal of the school playing field land.

15.2 Recommendations

Following the conclusions of the Full Business Case, recommendations have been included in the 30th October 2018 report to Cabinet.

15.3 Proposed Next Steps

If the Hillbourne Masterplan is approved, the following next steps will be undertaken:

1. A Section 77 application will be made to the secretary of state for the disposal of school playing field land.
2. Estates to make contact with the representatives of the Wimborne Estate in order to overturn the education covenant on the surplus playing field land.
3. Hold a community engagement event in consultation with Corporate Communications for parents and carers of pupils at Hillbourne Primary School and the local community to discuss the Masterplan.
4. Work in consultation with Strategic Procurement to draw up a procurement strategy for the Masterplan project.

5. Work with strategic planning on the urban design of the residential developments and submit a planning application.

Full Equality Impact Assessment Record

Section 1:

Service:

Children, Young People and Learning

Title of strategy, policy or service:

Hillbourne Masterplan

Officers involved in the EQIA:

Jason Moors, Helen Rice

Type of strategy, policy or service (delete below as appropriate):

Existing:



New/proposed:



Changing/Update/ revision



Q1 – What is the aim of your strategy, policy, project or service?

The aim is accommodate Hillbourne Primary School in a single fit for purpose building and dispose of the surplus school land in order to provide housing in accordance with Borough of Poole housing targets.

Q2 – Who is it going to benefit and how? If this is a changing function say who it will affect or no longer benefit

The project will provide major benefits to the pupils, prospective pupils and staff at Hillbourne Primary School. The current accommodation arrangements have a number of issues for pupils and staff including long distances to walk between classrooms and buildings and the security and child protection issues that this presents.

The housing development will provide benefits to prospective home owners. Depending on the amount of affordable housing that is built on the site, there will be a particular benefit for prospective first time buyers and those from lower income brackets.

If an extra care facility is located on the site, this will provide significant benefits for those who use, or may use in the future, adult social care services. A modern facility will be far better equipped to cope with the needs of service users, some of whom may have complex needs.

Q3 – What outcomes do you want to achieve?

The buildings that currently make up Hillbourne Primary School have a number of significant condition issues, are coming to the end of their lifespan, meaning that the school has to spend a significant proportion of its budget on the upkeep and maintenance of the premises, which is exacerbated by the costs of running two buildings that have a combined floor area far excess of what is necessary for a 2FE primary school. A successful outcome would see the spending a far lower proportion of their budget on condition issues, which could be used on improving education standards for pupils.

Due to their age and condition, the buildings present an unattractive prospect for potential pupils and their parents, which is a contributing factor to the school being under capacity. A successful project would see an increase in the number of pupils, which would in turn lead to increased funding that could be spent on improving educational standards for the pupils. The ultimate goal of both of these aims is to improve outcomes for all pupils in Hillbourne Primary School at KS1 and KS2.

To increase the number of affordable homes in the Borough?

Q4 – How will you put this into practice? Who is involved in this?

The project will establish a sound governance structure that ensures the involvement of stakeholders and proactive input from those with the required skills and experience.

The project has a strong Strategic Programme Board chaired by the Chief Executive and includes representatives from CYP&L, Hillbourne Primary School, Housing, Finance, Legal, Strategic Planning and Estates. The project will be co-ordinated by a Borough of Poole project manager with support from a project officer. The role of this board is to agree the strategy with respect to the site, report its findings to Cabinet at the appropriate gateways, and oversee the work of the dedicated Project Boards.

The 'Education Work Stream' will have its own Project Board chaired by the Head of Service for CYP&L and includes representatives from Hillbourne Primary School, Legal, Planning, Finance, Strategic Procurement, and Communications.

The 'Housing Work Stream' will have its own Project Board chaired by the Head of Service for Housing and includes representatives from Legal, Estates, Planning, Finance, Strategic Procurement, and Communications.

Q5 – Are there barriers to doing this?

There is currently a large funding gap between the amount of funding currently available to Borough of Poole and money needed to refurbish and extend or rebuild Hillbourne Primary School. The aim of the Masterplan is to determine a funding strategy through the development of the surplus land that will be sufficient to fund the accommodation of the school in a single fit for purpose building.

In order to dispose of the school land that will be made surplus when Hillbourne Primary School is accommodated in a single building, section 77 approval needs to be granted by the Secretary of State. Without this being granted, the project will be unable to secure the funds required to develop Hillbourne Primary School.

Possible objections from local neighbours?

Section 2: Information gathering and judging impact

Q6 - What does the existing information and data tell us about the likely impact on different groups?

General/all equality groups

The percentage of pupils at the school who are eligible for free school meals is 20.5%, which is significantly above the Borough average for non special primary schools (13.8%). The percentage of children with Special Educational Needs is 16.1%, above the Borough average of 14.9%. The new school will provide better facilities and, depending upon the agreed method of delivery for the housing, there may be scope for new

Age

The pupils at Hillbourne Primary School are aged between 4 and 11 years old; these pupils will benefit from improved facilities if they are accommodated within a new school.

Disability

The project will ensure that the school is more accessible for disabled pupils and staff by installing lifts to the first floor. Improved facilities and outcomes at Hillbourne Primary School will benefit the pupils that they have who have additional learning needs. Improved access to bus routes will be facilitated by improved pedestrian access in the scheme.

Gender reassignment

Private cubicles are available for all children and staff for privacy.

Pregnancy and maternity

There will be opportunity for parents of young children in the local area to use the pre-school facilities on the site. Parents will also have the opportunity to send their children to Hillbourne Primary School, meaning that they will only have to make the journey to single site

Race

A variety of people from different racial backgrounds will attend the school and purchase the prospective housing.

Sex

A variety of people from different sexes will attend the school and purchase the prospective housing.

Religion or belief

A variety of people with different religions and beliefs will attend the school and purchase the prospective housing.

Sexual orientation

A variety of people with different sexual orientations will attend the school and purchase the prospective housing.

Socially excluded groups**Q7 – Does this have any impact on the workforce or other Human Resources issues in relation to equality?**

No. Please give explain your answer.

The school staffing levels will not change as Hillbourne will still be a 2FE primary school.

If this is negative discuss it with your HR advisor.

**Q8 - Is there any potential for direct or indirect discrimination? No
If yes, please use the action plan below to say how this will be mitigated**

Section 3: Action planning

Issue	Objective/ Intended outcome	SMART action	Performance Target	Lead	Deadline
General equality issues					
Age					
Disability					
Gender reassignment					
Pregnancy and maternity					
Race					
Religion or belief					
Sex					
Sexual orientation					
Socially excluded groups					

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EQIA approved by:

Date:

Contact number:

Review date:

Send a copy of your completed screening to your Unit's Equality Rep for publication

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KEY	
	RESIDENTIAL BOUNDARY 1 20870 sqm 5,157 acres 2,087 hectares
	RESIDENTIAL BOUNDARY 2 9034 sqm 2,232 acres 0,903 hectares
	PROPOSED HILLBOURNE SCHOOL BOUNDARY 16250 sqm 4,015 acres 1,625 hectares

KEY FIGURES	
RESIDENTIAL 1 PLOT	68 resi. units
RESIDENTIAL 2 PLOT	35 resi. units
HILLBOURNE PRIMARY SCHOOL	2128 sqm (GIFA)
PRE-SCHOOL	148 sqm (GIFA)



SOURCE INFORMATION:
Ordnance survey and site boundary information received from Borough of Poole Council on 18.02.2016.
Topographical information taken from LDS's survey, received 14.12.2016. Topographical extension received 11.06.2018.

Revisions: A GEW JLS 04/09/18 Site plan updated.
B GEW JLS 17/09/18 Residential plots updated with preferred layout

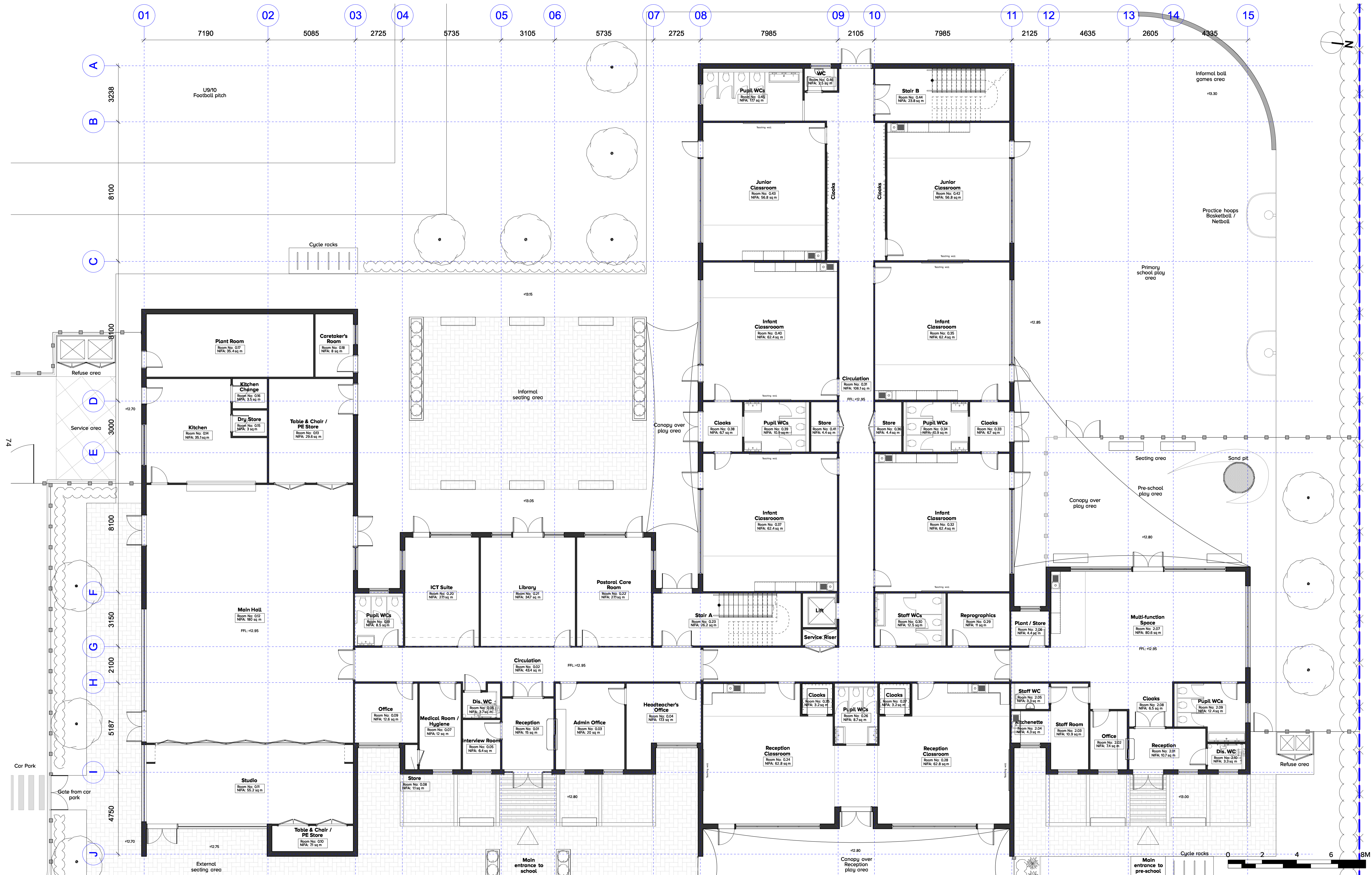
FEASIBILITY

scale 1:1000 @ A3 date 31/08/2018
drawn GEW checked JLS

1303-SK059 (B)

wwwcube-designltdco.uk T:01425 481999

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Revisions: A GEW JLS 05/09/18 Site plan updated and general amendments made. Floor levels and annotations added.

scale 1:100 @ A1 date 31/08/2018
drawn GEW checked JLS

1303-SK061 (A)

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T: 01425 481 999

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Revisions: A GEW JLS 05/09/18 Site plan updated and general amendments made.

scale 1:100 @ A1 date 31/08/2018
drawn GEW checked JLS

1303-SK062 (A)

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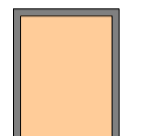
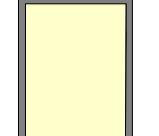
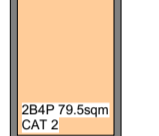
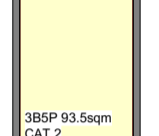



MASTERPLAN ACCOMMODATION SCHEDULE:

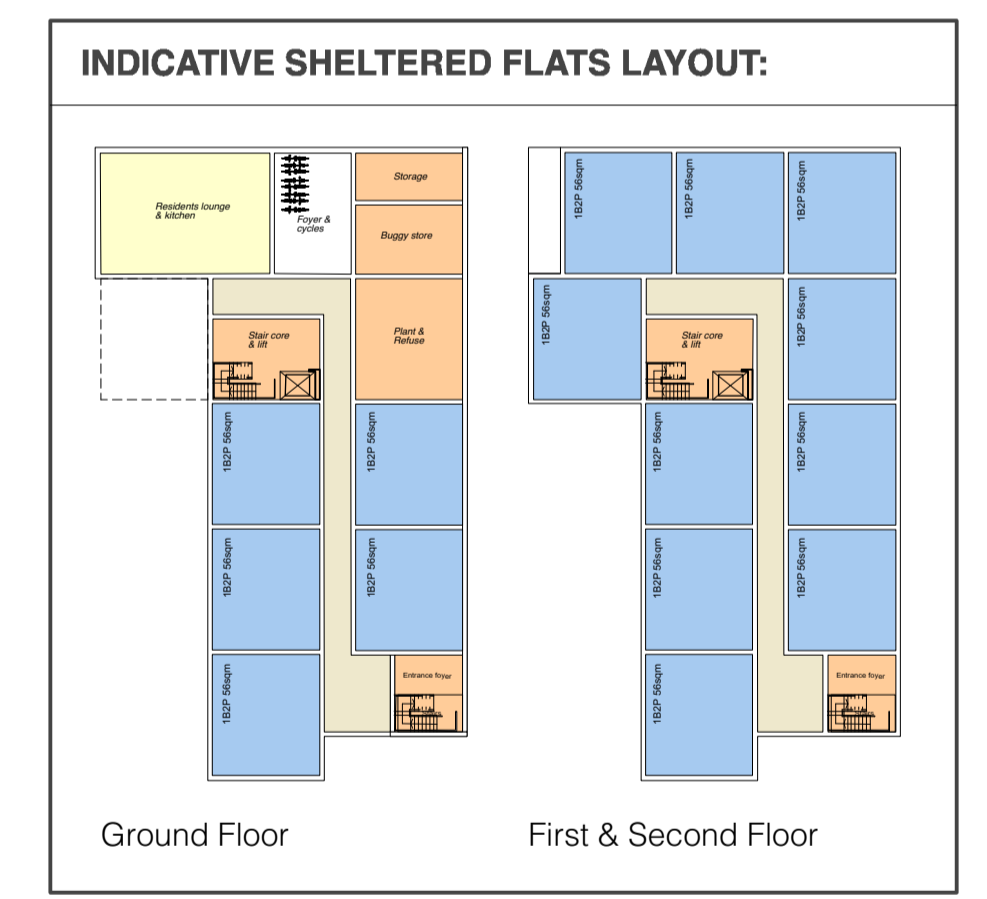
Type/No.	N ^o	Size
2B4P Houses	41no	74sqm
3B5P Houses	37no	82sqm
1B2P Flats	25no	56sqm
TOTAL: 103no. dwellings		
Parking spaces: 164 allocated 19 visitors		

Site Area
 Plot One - 20,870 sqm (2.09ha)
 Plot Two - 9,034 sqm (0.90ha)

UNIT TYPES:

 2B4P House 79sqm	 3B5P House 93.2sqm
 2B4P House 79.5sqm CAT 2	 3B5P House 93.5sqm CAT 2
 1B2P Flat 56sqm	

NOTE:
 House type footprint sizes may vary when house type internal floor plan is designed/configured



Indicative layouts subject to viability testing

PROPOSED OPTION 3 LAYOUT
 scale 1:500 @ A1

Kendall Kingscott
 Chartered Architects
 Chartered Building Surveyors
 Interior Designers
 CDM Services

3 GP Centre, Yeoman Road,
 Ringwood, Hampshire, BH24 3FF
 +44 (0)1425 472 833
 www.kendallkingscott.co.uk

Project: Hillbourne Masterplan Residential Development
 Client: Poole Housing Partnership

Scale: 1:500
 Paper Size: A1
 Filename: 180443 Proposed SK Master.vwx
 © Copyright

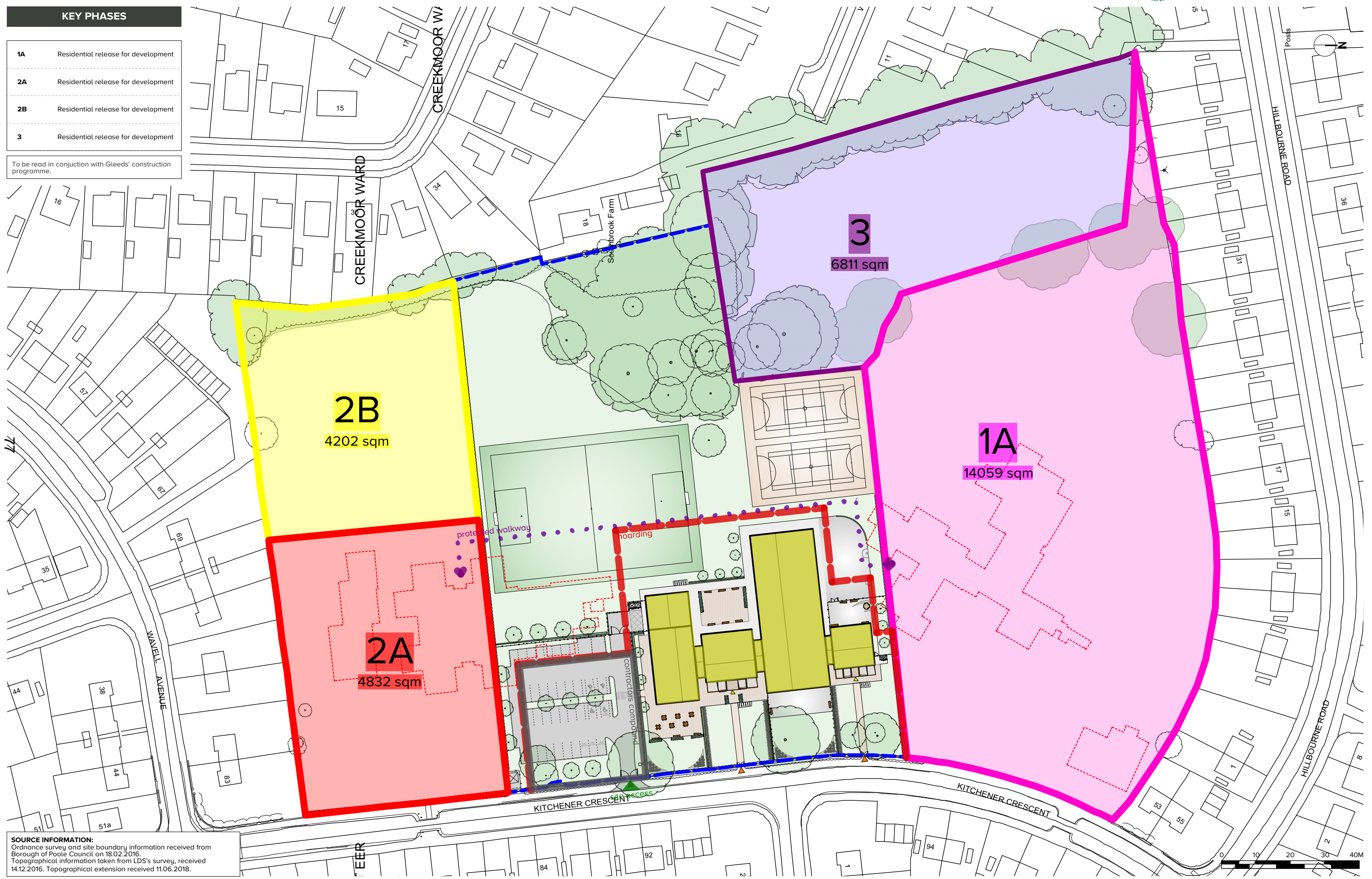
B 06/07/18 BM LA Trees & boundary
 A 04/07/18 BM LA Annotation
 Rev Date By Ap Note

Drawing Title: Proposed Option 3 Layout
 Project Number: 180443 SK05
 Drawing Number: B
 Date: 27/06/18
 Drawn: BM
 Checked: LA
 Status: PRELIMINARY
 Check all dimensions and levels on site

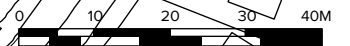
KEY PHASES

- 1A Residential release for development
- 2A Residential release for development
- 2B Residential release for development
- 3 Residential release for development

To be read in conjunction with Gleeds' construction programme.



SOURCE INFORMATION:
 Ordnance survey and site boundary information received from Borough of Poole Council on 18.02.2016.
 Topographical information taken from LDS's survey, received 14.12.2016. Topographical extension received 11.06.2018.



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Summary of Surveys

Acoustic Survey

An initial overview survey of the site has been undertaken and is presented in a technical design note. The purpose of this document is to provide sufficient high-level guidance to inform the business case. A full acoustic survey will be completed to support the planning application at a later date.

It is noted that the site is located on a residential area, far from any busy roads and therefore the buildings will likely be suitable for natural ventilation. It is believed that open windows will be suitable on all façades for both ventilation and controlling thermal overheating. As a result, it is expected that there will be no requirement from an acoustic perspective for upgraded glazing or trickle ventilation

To control reverberation, an initial review suggests Class C suspended ceiling should be provided throughout classrooms. In teaching spaces where there will be no ceiling, an allowance for 50% of the ceiling area as Class A absorption would be sufficient.

The minimum insulation between classrooms is 45 dB DnT,w for walls and floors. Floors will also require to meet an impact sound insulation performance ≤ 60 dB.Ln,T,w. The classroom doors are required to meet 30 dB Rw.

Based on the site review, it is unlikely that the plant room will require significant noise control.

Air Quality

An air quality assessment has been carried out based on the methodologies and guidance set out in Local Air Quality Management Technical Guidance LAQM TG(16)12 and the IAQM and Environmental Protection UK (EPUK) Land- Use Planning & Development Control planning for Air Quality guidance. The assessment considered both current and future conditions, with and without the proposed development, as well as emissions during the construction phase.

The background pollutant concentrations in the locality of the development site are well within the NAQOs as are the monitored NO² concentrations at Gravel Hill, less than 1km from the development site. NO² and PM concentrations are expected to be similar to those at the Gravel Hill monitoring site. As a result of the development, all receptors would experience a negligible increase in all pollutant concentrations and none would experience any exceedances of the NAQOs.

All construction dust impacts are able to be mitigated provided the guidance recommended by the IAQM and provided in the appendix of this report, is followed. It is recommended that a construction dust management plan is devised based on this guidance and submitted to BoP for approval.

Arboriculture

There are a high proportion of good trees on this site, which significantly limits its development potential. As most of these trees are visible from outside the site, there is very limited scope for removals without significantly adversely affecting local character.

Any excavation into existing levels is unlikely to be considered acceptable unless it is outside the root protection zone.

Should significant tree loss be considered, mitigation planting would need to be substantial and extensive across the entire site. Species selection must be forest sized trees such as oak, beech and sweet chestnut. Smaller species such as rowan and cherry will not replace lost oaks. Overshadowing will need to be carefully considered given the density of trees on the site.

Archaeological

The proposed development is unlikely to have an effect on any designated heritage assets within its surroundings. However, as parts of the site were not subject to previous development, it cannot be ruled out that archaeological remains may survive at the site.

Within the surroundings of the site, find spots of worked flint, from Mesolithic period onwards, have been found. In addition, Canford Heath, approximately 2km north-east of the site, is well known for prehistoric funerary activity, with a number of bowl barrows designated as Scheduled Monuments. The site is also located c. 1km east of a Roman Road leading to Poole, although there are no recorded remains of Roman date in the vicinity of the site.

The site is located c. 700m south of Ridgeway and Broadstone Conservation Area and there are no other designated heritage assets within 1km of the site. Due to distance and intervening modern development, it is considered that the proposed development would not have any effect on the designated area.

Buried Services

Buried services have been surveyed and are recorded on drawing: SS-HYDROCK HILLBOURNE-UTILITIES-R1.

Drainage

Drainage records have been reviewed and on-site surveys completed.

Existing drainage is recorded on drawing: SS-HYDROCK-HILLBOURNE-UTILITIES-R1
Existing storm-water from the buildings and hard-standing is discharged to a public storm-water sewer that crosses the site. This is a strategic sewer and requires a 4m easement on each side to prevent additional load on the pipe and for future maintenance access.

Existing foul water from the site is discharged to a public foul sewer in Kitchener Crescent. A public foul sewer assumed to originate at Southbrook Farm crosses the site and will require diversion as part of the development work.

Ecology

The majority of the site is of low ecological value; however, the mature tree boundaries and small area of woodland do provide opportunities for foraging bats and some areas of the schools offer low potential to support roosting bats. A bat emergence survey and activity surveys will be required to confirm the presence or otherwise of bat species. It is anticipated that these surveys will be completed during spring 2019.

A pond is also present on site and eDNA samples have confirmed that there are no great crested newts using it.

The boundaries to the school site offer minor habitat for reptile species and therefore further surveys will be carried out in 2019.

Flood risk

This site is shown to be wholly within Environment Agency Flood Zone 1 (Low Risk) associated with a <0.1% (>1000yr) Annual Exceedance Probability (AEP) of river flooding. The closest watercourse to the site approximately 1.5km southeast of the site and this flows into the Hatch Pond.

Environment Agency mapping also shows a low - medium risk of surface water flooding along Kitchener Crescent, but much (if not all) of this this is likely to be accommodated by highways drainage. There is understood to be a potential risk from groundwater flooding in the southeast of the site associated with a perched water table and layers of permeable rock above clay. This risk is likely to be mitigated through the inclusion of permeable sub-base within the new road construction which will provide an alternative route for the groundwater. There is no other significant flood risk from other sources known.

Ground Conditions

Desk Study

The site was undeveloped land until the 1950's, when the school was built. The school was expanded in the 1960s and 1990s. An old brick works and associated clay pits were present 100-200m south west of the site, historically.

Geology at the site indicated to comprise Head Deposits (clay, silt, sand, gravel) over Oakdale Clay/Poole Formation (sand, silt, clay). The Poole Formation is classified as a Secondary A aquifer.

There are no recorded landfills located within 500m. Main sources of contamination are considered to include Made Ground from development of school buildings and former fuel storage at each of the two school boiler rooms.

Ground Investigation

The following ground investigation works were completed from 29th May until 1st June:

- 4x cable percussive boreholes up to 10m deep
- 15x windowless sampler boreholes up to 5.45m deep
- 5x trial pits up to 2.2m deep
- Soakage testing carried out at four positions (TP01, TP02, TP03 and TP04a)
- CBR testing via TRL DCP carried out at 17 positions
- Gas and groundwater monitoring (six visits)
- Water sampling from boreholes

Ground conditions typically comprised topsoil/subsoil/Made Ground over interbedded sand and clay. The competency of the natural soils varied greatly from soft clay and loose sand to stiff clay and dense sand. Made Ground was encountered at less than half the positions, generally less than 0.5m thick, up to a maximum of 1.0m in WS07 and 1.6m in WS11. No significant visual or olfactory evidence for contamination was identified.

Groundwater was encountered at variable depths across the site, from 1.0m depth in WS01, WS02, WS09, WS10, WS11 and WS13, to 9.0m depth in BH01 and BH04. Further information on groundwater levels will be obtained via the gas and groundwater monitoring programme.

Geotechnical conclusions:

Excavations during investigation were generally stable, although slight spalling should be expected from the Made Ground and within the sands and gravels below the water table. Water seepages into excavations are likely to be adequately controlled by sump pumping.

Foundations are recommended by zone to comprise:

Area 1A: Piled foundations

Area 1B: Trench fill foundations at between 1.5m bgl to 2.0m bgl.

Area 2A: Piled foundations

Area 2B: Trench fill generally to 1.5m bgl.

School Area: Strip or pad foundations between 1.0m bgl and 2.0m bgl.

All strip and pad foundations shall be founded at least 300mm into the firm clay (or better) or medium dense sands (or better) of the Poole Formation.

An allowable bearing pressure of 100kN/m² on strip and trench fill foundations up to 1.0m in width (for residential) and 150kN/m² on pad foundations up to 1.0m square (for school) can be used for preliminary design purposes, whereby the long term settlement from the foundation loadings should not exceed 25mm.

Deepening of foundations/heave protection is likely to be required to allow for the effects of trees.

An equilibrium CBR of 5% will be achievable over the majority of the site. However, the CBR testing results indicate that in localised areas the achieved values will fall below 5%.

Soakage testing

The results of soakage testing indicated the site is unsuitable for traditional soakaways due to poor drainage characteristics.

Geo-environmental conclusions:

Human health:

- hotspots of arsenic and lead within the Made Ground (TP02 and TP04).

Plant growth:

- hotspots of copper and zinc (TP02).

Controlled Waters:

- groundwater across the site was found to exceed DWS for pH, nickel and manganese.

Ground gases or vapours:

- low to moderate risk from ground gases; CS2 conditions apply.

Radon:

- the site is not in a Radon Affected Area.

Water supply pipes:

- brownfield site and the presumption in the guidance is that barrier pipe will be used. However, the investigation and assessment has indicated no significant Contaminants of Concern and as such standard pipework may be suitable for the site following negotiations with the supply company.

Proposed mitigation:

The mitigation measures proposed to remove unacceptable risks include:

- additional gas monitoring to establish a “worst-case” scenario;
- pre-demolition asbestos survey;
- discussions with service providers regarding the materials suitable for pipework etc.;
- installation of ground gas protection measures;
- remediation of the site; and
- verification of the remedial works.

Waste management:

Excavated soils to be disposed of as waste, are likely to be classed as non-hazardous with the exception of soils in vicinity of TP02 which are deemed ecotoxic due to elevated concentrations of copper and zinc.

Topography

A topographic survey has been completed for the site. This includes ridge and eaves heights for neighbouring buildings and the road outside the site as far as the closest junctions.

A further survey was completed to confirm the size of trees on site, some of which have grown significantly since the previous survey. During this survey, the footpath to the north west of the site was also mapped.

Transportation

The site is highly accessible by walking and cycling and there are a wide choice of facilities for everyday needs purposes. The site is also located within a short walk of bus stops on Kitchener Crescent and Hillbourne Road and within cycling distance of Poole Rail Station(which is also connected via bus). For a significant number of journeys, potential future residents will not need the use of a car. The site is situated in a location that provides a choice of travel modes for residents and visitors in accordance with policies in National Planning Policy Framework.

Data obtained for the most recent five-year period did not indicate a specific road safety issue within the vicinity of the site which would be exacerbated by the proposed development.

The residential elements of the site are forecast to generate less than one vehicle per minute during peak hours. This increase would not have a material impact on the operation of the surrounding highway network.

The site would not have a severe impact on the highway network and safe and suitable access for vehicles, pedestrians and cyclists can be provided.

Raised tables!

Consequently, it is considered that there are no significant highways and transportation matters that should preclude the Local Planning Authority from approving this planning application

Utilities

It is anticipated that the electrical substation within the site will be moved to the site boundary. The new substation would provide sufficient capacity for the new school building and proposed residential developments.

SSE has undertaken a preliminary design shown in drawing: ELZ641 HV.

1303 Hillbourne Masterplan Hillbourne Primary School		Revised Schedule of Accommodation			
ADS Code	Room Type	BB103 Recommended			No. of spaces
		No. of spaces	Area of space	Total Area (sqm)	
Basic Teaching Areas					
PRI13	Reception Classroom (with sink)	2	62	124	2
PRI25	Extensive Infant Classroom (with sink)	4	62	248	4
PRI33	Junior Classroom (with sink)	8	55	440	8
Specialist Practical Spaces					
PRA12	Food / Science / DT Area	1	62	62	
Total				874	
Large Spaces					
HAL13	Main Hall (primary)	1	180	180	1
HAL11	Studio	1	55	55	1
Total				235	
Learning Resource Areas					
LIB01	Library	1	34	34	1
SEN11	SEN Therapy / MI Room	1	12	12	2
SEN01	SEN Resource Base	1	12	12	1
RES02	Small Group Room	3	9	27	1
Total				85	
Staff & Administration Areas					
OFF31	Staff Room (prep & social)	1	41	41	1
OFF33	Staff Work Room	1	13	13	
ADM11	Head's Office (meeting room)	1	16	16	1
OFF10	Office / Meeting Room	1	9	9	1
ADM05	General Office	1	20	20	1
ADM08	Reprographics Room	1	11	11	1
ADM31	Entrance / Reception Area (50% circ.)	1	10	5	1
ADM02	Interview Room	1	6	6	1
ADM03	Sick Bay (medical room)	1	4	4	1
Total				125	
Teaching Storage					
STT02	Teaching Store (reception)	2	3	6	2
STT03	Teaching Store (infants & juniors)	12	1.5	18	12
STT05	Specialist Store (food, sci, DT)	1	5	5	
STH04	PE Store (off hall)	1	18	18	1
STH05	External PE Store	1	4	4	
Non-Teaching Storage					
STH15	Servery / Dining Furn. Store	1	14	14	1
CIR06	Wheelchair / Appliance Bay(s)	2	1.5	3	2
STN01	Personal Storage (coat hooks)	12	3	36	12
STN11	Cloakroom (early years) (50% circ.)	1	12	6	1
STN31	Cleaner's Store(s)	3	1.5	4.5	3
STN32	General Store (stock / maintenance)	2	6	12	2
-	Caretaker's Store			0	1
Total				126.5	

	Float			13	
	Total Net Area			1458.0	
	Non-Net Area				
KIT02	Kitchen Prep / Servery Suite	1	58	58	1
KIT21	Kitchen Dry Store	1	3	3	1
KIT40	Kitchen Toilet / Changing Area	1	3.5	3.5	1
TOC31	Supervisable Toilets (early years)	6	3	18	3
TOC14	Other Pupil Toilet Suite(s)	3	15	45	4
TOC05	Small Hygiene Room	1	8	8	1
TOC12	Staff Toilet Suite(s)	1	6	6	2
TOC21	Accessible / Staff Toilet	2	3.5	7	2
-	Staff Shower			0	1
PLA01	Plant [2.4% of Net Area]	1	35	35	1
PLA11	Server Room	1	6.8	6.8	1
CIR01	Circulation [23.3% of Net Area]			358	
	Partitions [4.5% of Net Area]			66	
	Total Non-Net Area			614.3	
	Total Gross Area (sqm)			2072.3	

Note: Where noted **50% circ.** (Entrance area & Cloakroom), 50% of recommended area has been

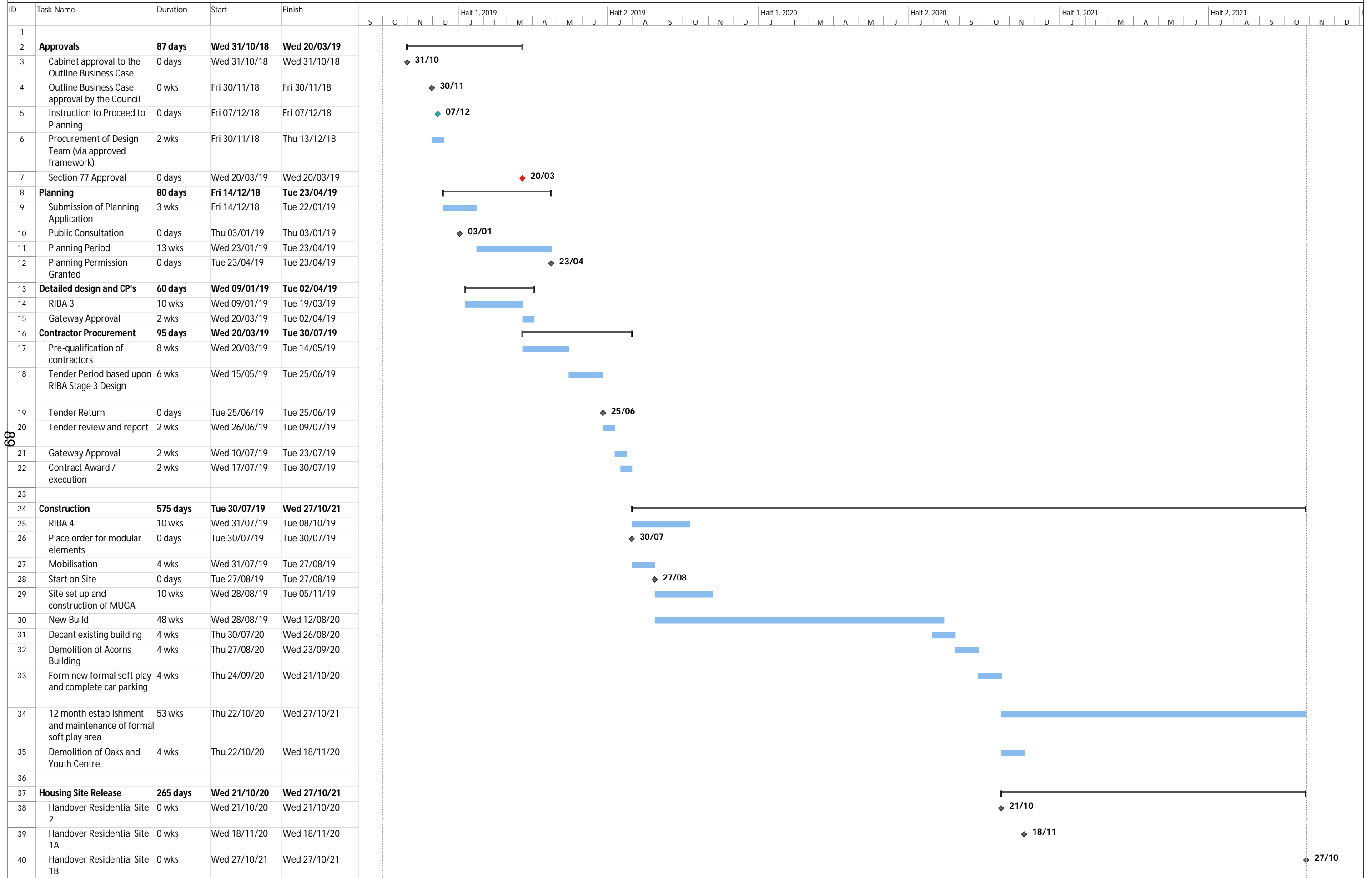
* Possibly split Office into 2 x Offices

Proposed Schedule of Accommodation		
Proposed School Accommodation		
Area of space	Total Area (sqm)	Comments
62.8	125.6	Moveable partition between classrooms
62.4	249.6	
56.8	454.4	
	0	Area reallocated to Pastoral Care
	830	
180	180	Moveable partition between Hall & Studio
55.2	55.2	
	235	
34	34	Area allocation: Pastoral Care
39.4 + 27.1	66.5	
15	15	
27	27	
	143	
50	50	Area reallocated to Staff Room & Office
	0	
17.3	17.3	Area allocation: Senior Leadership *see note
12.6	12.6	
20	20	
11	11	
15	10	
6.4	6.4	
4	4	
	131	
3	6	Area reallocated to Pastoral Care
1.5	18	
	0	
29.6	29.6	Area included within PE Store
	0	
7.1	7.1	Area included within Junior Classroom areas (Non-Net: 6sqm)
1.5	3	
3	36	
12	6	
1.5	4.5	
4.4	8.8	
8	8	
	127.0	

	13	
	1478.1	
35.1	35.1	Area subtracted for Caretaker's, WCs & Classes
3	3	
3.5	3.5	
10.1	30.3	Includes individual areas - 10.9;10.9;8.7 sqm
16.6	66.4	Includes individual areas - 17,7;17,7;8.5;22.6 sqm
8	8	
12.5	25	
3.7	7.4	
18.5	18.5	Additional area for BREEAM
35.4	35.4	
7	7	
	344.2	
	66	
	649.8	
	2127.9	

Area included in Non-Net Area section.

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BROUGH OF POOLE

Hillbourne Primary School

DRAFT RISK REGISTER REV 01 - 23rd August 2018

CLOSED

Risk No	Short Risk Title	Description	Risk Cause	Risk Effect and Impact	Risk Filters		Mitigation Manager	Qualitative Pre-mitigation Risk Position				Prob. %	Quantitative Pre-Mitigation Impact - Cost			Risk Status Open/ Closed
					Category	Level		Prob.	Impact Cost	Impact Time	Impact Perf		Min Cost £	Most Likely Cost £	Max Cost £	
Risk 1	Design Changes	Overall area of the building changes as a result of change of personality, resource, head teacher.	This could be a change of personnel and could impact the design layout.	This could be significant to the design of the building and subsequent cost implications.	Design	Project	Architect	M	L	M	L	35%	25,000.00	50,000.00	200,000.00	Open
Risk 2	Planning - negative pre-app response	The pre-application response was negative and requires a redesign of the scheme.	Assessment of the planning application.	Assessment of the planning application.	Design	Project	Architect	M	L	M	M	35%	60,000.00	100,000.00	150,000.00	Open
Risk 3	Stakeholder Engagement	Stakeholder engagement and external stakeholder engagement issues.	External stakeholders object to the proposals regarding the scheme.	This could have a major impact and require significant redesign. Controversy regarding the redevelopment of the site.	Stakeholder	Project	Architect	M	L	M	M	40%	10,000.00	40,000.00	100,000.00	Open
Risk 4	Section 77	Issues associated to the disposal of the site.	The disposal of the playing fields and potential issues associated to Sport England. This could be major regarding legislative disposal of the site.	This could delay the project and cause disruption to the proposals and negate the potential sale of the land for residential and financial contribution.	Commercial	Project	Architect	M	H	VH	VH	40%	40,000.00	100,000.00	140,000.00	Open
Risk 5	Cost Parameters / Cost Per SQM	Cost per sqm is insufficient to deliver the proposals and expectations of the school.	This relates to the budget figures that are commonplace with the ESFA and market place. Any increase to the figures would have to be considered appropriately.	The effect could be that the project cannot be delivered within the timescale and budget for the client. This may require value engineering and reduction in the quality of the product. Appropriate assessment and sourcing of cost comparisons needs to be undertaken.	Commercial	Project	Architect	L	H	H	H	11%	80,000.00	160,000.00	320,000.00	Open
Risk 6	Modular Scheme	The delivery of the project not meeting expectations as a result of the modular design (Ocean Academy factor). Build quality, design proposals for ventilation, building environment and services not meeting the school's aspirations.	Lack of attention to the design during the construction phase; loss of control of the design to the modular designers; loss of control of the overall design implications as part of a D&B / Framework construction.	Long-term problems with ventilation and temperature control within the building, this relates to issues with the management and use of the building.	Stakeholder	School	Architect	M	VL	VL	M	40%	5,000.00	5,000.00	10,000.00	Open
Risk 7	Procurement Selection	Traditional / Design and Build / Contractor Design and Build versus novation of Design Team. The procurement selection could have an impact on quality, delivery and lack of control over the design. This could be mitigated by the preparation of detailed construction drawings and preparation up front. Novation of the client team to the contractor will also ensure delivery of the aspirations and objectives as part of a D&B contract.	Modular framework tends to handover all of the design work to the contractor without any continuity of design. Close work and technical assessment would need to be undertaken, including the employment of a Design Technical Advisor.	Lack of quality and control over the proposals, potential cost problems and programme problems, disappointment for the school in terms of delivery of the scheme.	Design	Project	Architect	M	M	M	M	35%	50,000.00	75,000.00	100,000.00	Open
Risk 8	Specification Defects	Lack of detailing for specification and consideration of durability, lifecycle costing and long-term management.	Lack of attention to the Outline Specification, insufficient time allocated to the preparation of the specification. Inappropriate consideration of materials and lack of timescale allocated to the appropriate testing of the building services, structural specification. Tender procedure is not detailed enough to ensure that the processes and procedures are covered.	At the Tender stage, inappropriate assessment of the specification provided by the contractor, insufficient time allocated to the Tender assessment process. Value engineering and expectations of costs impacted.	Design	Project	Architect	L	L	L	M	20%	10,000.00	15,000.00	50,000.00	Open
Risk 9	FF&E / ICT Installation	Lack of time given to the development of FF&E and ICT installation.	This could be due to a lack of appropriate resource to test the FF&E requirements, including any legacy furniture. Time needs to be allocated by the whole team to assess the FF&E and provisions. Budgets inappropriate for the provision of the required FF&E. Lack of an ICT Advisor to ensure that the strategy for the IT infrastructure and software is appropriate for the school delivery.	Lack of furniture for the school, inappropriate furniture for the school, durability of the furniture for the school, budget impact. ICT - lack of consideration of future proofing and long-term aspirations of the school for the operation of the facilities.	Design	School	Architect	M	M	M	M	20%	35,000.00	40,000.00	60,000.00	Open
Risk 10	Gas protection	Surveys revealing gas and subsequent monitoring on site.	Existing ground conditions identify the existence of gas below ground level, which requires monitoring.	The effect of the gas requires specific specification for membranes to be included below the ground floor slab. This needs to be incorporated at an early stage and included within the budget.	Commercial	Project	Architect	M	VL	VL	VL	35%	10,000.00	30,000.00	40,000.00	Open

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Risk No	Short Risk Title	Description	Risk Cause	Risk Effect and Impact	Risk Filters		Mitigation Manager	Qualitative Pre-mitigation Risk Position				Prob. %	Quantitative Pre-Mitigation Impact - Cost			Risk Status Open/Closed
					Category	Level		Prob.	Impact Cost	Impact Time	Impact Perf		Min Cost £	Most Likely Cost £	Max Cost £	
Risk 11	ESFA	Involvement of the ESFA at a late stage of the project.	The ESFA may become interested in the project as a result of a funding shortage. This could have a major impact in terms of timescales and approval procedures. The ESFA could request a Feasibility Study to be undertaken.	The team have worked on the basis of the preparation of these proposals in line with ESFA guidelines for feasibility reporting, this includes standard format, outline specification and development proposals. It is critical to ensure that all formats of reports and feasibility study are compatible with the ESFA.	0	0	Architect	L	L	H	H	15%	70,000.00	70,000.00	160,000.00	Open
Risk 12	Design Creep	Client request for changes to scheme, which have not been included as part of the feasibility study.	This could include building changes, pre-school changes, play areas.	This could have a significant impact on the budget and programme.	Commercial	Project	Architect	L	M	M	M	15%	60,000.00	100,000.00	190,000.00	Open
Risk 13	Surveys Incomplete and Inaccurate	All surveys that have been undertaken are incomplete or inaccurate, thereby creating problems to the design criteria. This may include utilities, foundation design, soft spots, ecology, archaeology and transportation.	0	This could have a significant impact to timescale and cost for redesign.	Design	Project	Architect	L	M	M	M	11%	60,000.00	130,000.00	260,000.00	Open
Risk 14	Delays in Planning Permission	There is a risk that delays in Planning permission over the time allowed for delay the works	0	Planning permission not granted and cancellation of the project; re-design with associated costs; additional decant costs	Planning	Project	Architect	M	L	L	L	40%	10,000.00	40,000.00	100,000.00	Open
Risk 15	Record Information	There is a risk that existing record information is inadequate	0	Additional time on site; discoveries of unknowns on site; additional design work	Design	Project	Architect	L	L	L	L	15%	10,000.00	20,000.00	30,000.00	Open
Risk 16	There is a risk that the existing utility provision on the site does not have capacity for the additional load imposed by the project	0	0	Stage 2 - Concept Design	Project	Project	Lack of Utility Capacity	VL	L	L	L	10%	50,000.00	100,000.00	150,000.00	Open
Risk 17	Poor Condition of Existing Utilities	There is a risk that the existing utilities on the site are in poor condition (gas, water, drainage, electricity, fire main)	0	Additional costs to upgrade; failure during commissioning; unable to connect to existing; extended diversions to get supply from suitable position	Design	Project	Services Engineer	VL	VL	VL	VL	10%	10,000.00	20,000.00	30,000.00	Open
Risk 18	Extent of asbestos	There is a risk of discovering unknown asbestos in buildings to be demolished	1. 2. 3.	Downtime on site for investigation; possible HSE involvement; additional cost and time for disposal; additional prelims	Environmental	Project	Architect	M	L	M	M	31%	15,000.00	25,000.00	40,000.00	Open
Risk 19	Contaminated Ground	There is a risk that unknown and unidentified contaminated ground is unearthed	0	Additional costs to dispose of contaminated material; downtime and additional prelims	Environmental	Project	Civil Engineer	L	M	L	L	15%	1,000.00	10,000.00	250,000.00	Open
Risk 20	Unforeseen Below Ground Services	There is a risk of discovering unforeseen existing services during excavations	0	Additional costs to divert, remove or lower services; downtime and additional prelims; easements required	Design	Project	Architect	L	L	L	L	11%	5,000.00	10,000.00	50,000.00	Open
Risk 21	Unknown Ground Conditions	There is a risk that the existing ground conditions are not as previously envisaged	0	Additional design costs; additional costs for increased foundation construction; delays and prelims costs to the works	Design	Project	Civil Engineer	L	M	M	M	11%	50,000.00	185,000.00	225,000.00	Open
Risk 22	Ecological Works	There is a risk that unknown ecological works will effect the works	0	Delays to investigate ecological issues; additional mitigation works; additional design, prelims costs	Environmental	Project	Architect	L	L	L	L	15%	1,500.00	10,000.00	75,000.00	Open
Risk 23	Transport Mitigation Strategy	There is a risk that the current transport mitigation strategy is not sufficient	0	Additional design, additional cost and time	Planning	Project	Highways Engineer	L	M	L	L	15%	15,000.00	60,000.00	100,000.00	Open
Risk 24	Delay in completion	There is a risk that due to construction programme slippage the school cannot decant into the new building	0	Continued running of the existing building	Programme	Project	Architect	M	H	M	H	35%	15,000.00	55,000.00	110,000.00	Open

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Risk No	Short Risk Title	Description	Risk Cause	Risk Effect and Impact	Risk Filters		Mitigation Manager	Qualitative Pre-mitigation Risk Position				Prob. %	Quantitative Pre-Mitigation Impact - Cost			Risk Status Open/Closed	
					Category	Level		Prob.	Impact Cost	Impact Time	Impact Perf		Prob. %	Min Cost £	Most Likely Cost £		Max Cost £
Risk 25	Site Logistics	There is a risk of complex site logistics effect the delivery of works and education	0	Additional prelims; design, cost and time	Design	Project	Project Manager	L	L	L	L	40%	15,000.00	30,000.00	55,000.00	Open	
Risk 26	Potential Flooding / High water table	There is a risk that potential flooding on site may effect the scope of works	0	Change of scope; design	Environmental	Project	Civil Engineer	L	L	L	L	20%	15,000.00	30,000.00	55,000.00	Open	
Risk 27	Archaeological Discoveries	There is a risk that potential archaeological discoveries delay the works	0	Watching brief; delays to the project	Environmental	Project	Civil Engineer	L	M	H	H	25%	5,000.00	10,000.00	100,000.00	Open	
Risk 28	Unexploded Ordnance	There is a risk that unexploded ordnance is discovered during excavations	0	Delays whilst on site; additional costs	Site Specific	Project	Architect	L	L	H	L	25%	15,000.00	30,000.00	55,000.00	Open	
Risk 29	BREEAM Excellent Requirements	There is a risk that additional BREEAM requirements over and above the current allowances	0	Additional costs and time delay	Design	Project	Architect	M	M	L	M	40%	15,000.00	50,000.00	100,000.00	Open	
Risk 30	Tree Protection Orders	There is a risk that Tree Protection Orders effect the designed scope of work	0	Redesign; alternative locations to be investigated	Environmental	Project	Architect	M	M	M	L	35%	2,000.00	10,000.00	50,000.00	Open	
Risk 31	Inflation	There is a risk that the inflation allowances are inadequate	0	Additional costs	Financial	Project	Quantity Surveyor	L	M	M	M	25%	30,000.00	160,000.00	320,000.00	Open	
CS Risk 32	Requirement for S278 Works	There is a risk that the existing access to the site may need changing and may require a S278 agreement	0	It would impact on the programme to agree the S278	Design	Project	Project Manager	L	M	M	M	25%	40,000.00	70,000.00	100,000.00	Open	
Risk 33	Unrealistic Design Programme	Time allowed for design works is unrealistic	0	Delay in the programme	Design	Project	Project Manager	L	M	M	M	25%	5,000.00	10,000.00	40,000.00	Open	
Risk 34	Restricted Working Hours or Sequencing	End user imposes unrealistic working hours or stops work	0	Delay in the programme and additional costs	Programme	Project	Project Manager	L	L	L	L	30%	10,000.00	15,000.00	55,000.00	Open	
Risk 35	Ineffective handover procedures	End user has difficulties in arranging decant and operating the building	0	Delay in the programme and additional costs	Programme	Project	Project Manager	L	L	L	L	30%	10,000.00	15,000.00	55,000.00	Open	
Risk 36	Effect of changes /variations on the construction programme	Post contract variations may cause a delay in the programme	0	Post contract variations may cause a delay in the programme	Programme	Programme	Client	M	M	M	M	45%	10,000.00	40,000.00	80,000.00	Open	
Risk 37	Delays in decision making	Delays from the client / end user making decisions and signing off at required stages	0	Delay in the programme	Programme	0	Project Manager	L	L	M	M	15%	20,000.00	40,000.00	80,000.00	Open	
Risk 38	Liquidation / Insolvency of the main contractor	Main contractor goes into liquidation or insolvency	0	Delay in the programme and cost of engaging a new contractor	Commercial	Project	Quantity Surveyor	L	VH	VH	VH	15%	200,000.00	300,000.00	850,000.00	Open	
Risk 39	Post Contract Changes	Variations instructed post contract	0	Delay in the programme plus additional costs	Commercial	Project	Quantity Surveyor	M	L	M	M	35%	110,000.00	200,000.00	410,000.00	Open	

Risk No	Short Risk Title	Description	Risk Cause	Risk Effect and Impact	Risk Filters		Mitigation Manager	Qualitative Pre-mitigation Risk Position				Quantitative Pre-Mitigation Impact - Cost			Risk Status Open/ Closed	
					Category	Level		Prob.	Impact Cost	Impact Time	Impact Perf	Prob. %	Min Cost £	Most Likely Cost £		Max Cost £
								VL-VH	VL-VH	VL-VH	VL-VH					
Risk 40	Availability of Funds	There may be a shortfall in the funding for this project	0	Delay in the programme resulting in increased costs	Commercial	Project	Client	M	H	H	H	50%	40,000.00	60,000.00	100,000.00	Open
Risk 41	Statutory Undertakers Performance	There is a requirement to move the existing sub-station, the project is reliant upon the performance of the statutory provider	0	This could effect the construction programme	Programme	Project	Services Engineer	M	M	M	M	35%	20,000.00	40,000.00	120,000.00	Open

Sport England Repsonse

Dear Jane,

Thank you for consulting Sport England on the above proposal with additional information in response to my previous correspondence.

The sections are particularly helpful in that they clearly show that while the land is playing field it is located on slopes which are beyond the parameters which are recommended for competition football, cricket and rugby.

Like most schools, it is obvious that the school made do with the playing field they had by setting out pitches the best they could.

Therefore the proposal of the new football pitch and 2 court MUGA which will allow competition football and netball to take place in my opinion outweighs the loss of the greater amount of playing field. This would meet our planning policies E3 and E4, subject to planning conditions ensuring the playing pitch and MUGA are constructed to our design guidance notes and there is a community use agreement in place.

Ideally we would like the MUGA to be floodlit, not just for the benefit of the community use, but also for the school and extended school use.

For clarity the community use agreement should be with one or two local clubs or organisations, who would block book the facilities, not a pay and play as this would be unreasonable for a primary school. I am enclosing an example of a suitable community use agreement. For assistance, I would suggest contacting Martin Kimberly of Active Dorset at the County Sports Partnership (01202 458889).

Conclusion

Sport England considers the proposal to broadly meet our planning policy exceptions E3 and E4 and therefore we are likely to support the application for planning permission subject to the following conditions:

1. No development shall commence until details of the design and layout of Multi Use Games Area have been submitted to and approved in writing by the Local Planning Authority [after consultation with Sport England]. The Multi Use Games Area shall not be constructed other than in accordance with the approved details.

*Reason: To ensure the development is fit for purpose and sustainable and to accord with Development Plan Policy **.*

Informative: The applicant is advised that the design and layout of the Multi Use Games Area should comply with the relevant industry Technical Design Guidance published by Sport England. Particular attention is drawn to: Artificial Surfaces for Outdoor Sport 2013.

2. (a) No development shall commence until the following documents have been submitted to and approved in writing by the Local Planning Authority after consultation with Sport England:
- (i) A detailed assessment of ground conditions (including drainage and topography) of the land proposed for the playing field which identifies constraints which could adversely affect playing field quality; and
 - (ii) Where the results of the assessment to be carried out pursuant to (i) above identify constraints which could adversely affect playing field quality, a detailed scheme to address any such constraints. The scheme shall include a written specification of the proposed soils structure, proposed drainage, cultivation and other operations associated with grass and sports turf establishment and a programme of implementation.
- (b) The approved scheme shall be carried out in full and in accordance with the approved programme of implementation [or other specified time frame – e.g. before first occupation of the educational establishment]. The land shall thereafter be maintained in accordance with the scheme and made available for playing field use in accordance with the scheme.

*Reason: To ensure that the playing field is prepared to an adequate standard and is fit for purpose and to accord with Development Plan Policy **.*

Informative: The applicant is advised that the scheme should comply with the relevant industry Technical Guidance, Particular attention is drawn to 'Natural Turf for Sport', (Sport England, 2011).

3. Within 12 months of the date of this decision, a community use agreement prepared in consultation with Sport England has been submitted to and approved in writing by the Local Planning Authority, and a copy of the completed approved agreement has been provided to the Local Planning Authority. The agreement shall apply to playing pitch and Multi-Use Games Area and include details of pricing policy, hours of use, access by non-educational establishment users, management responsibilities and a mechanism for review. The development shall not be used otherwise than in strict compliance with the approved agreement."

*Reason: To secure well managed safe community access to the sports facility/facilities, to ensure sufficient benefit to the development of sport and to accord with Development Plan Policy **.*

Informative: Guidance on preparing Community Use Agreements is available from Sport England. <http://www.sportengland.org/planningapplications/>

Any new facilities should be built in accordance with Sport England's technical guidance notes, copies of which can be found at:
<http://www.sportengland.org/facilities-planning/tools-guidance/design-and-cost-guidance/>

Sport England reserves the right to object to any subsequent planning application if we do not consider that it accords with our playing fields policy or para 97 of NPPF.

If you require any further information please do not hesitate to contact the undersigned.

Yours sincerely,

Bob

Bob Sharples RIBA MRTPI
Principal Planning Manager - South Planning Team

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E: Bob.Sharples@sportengland.org

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MASTERPLAN ACCOMMODATION SCHEDULE:

Type/No.	N ^o	Size
2B4P Houses	60no	79sqm
3B5P Houses	43no	93sqm
TOTAL: 103no. dwellings		
Parking spaces: 194 allocated 19 visitors		

Site Area
 Plot One - 20,870 sqm (2.09ha)
 Plot Two - 9,034 sqm (0.90ha)

UNIT TYPES:

2B4P House 79sqm	3B5P House 93.2sqm
2B4P House 79.5sqm CAT 2	3B5P House 93.5sqm CAT 2

NOTE:
 House type footprint sizes may vary when house type internal floor plan is designed/configured

Indicative layouts subject to viability testing

66

PLOT 2
 9034 sqm
 35 units
 19 no. 2b4p
 16 no. 3b5p
 Parking Spaces:
 68 allocated, 5 visitor

PLOT 1
 20870 sqm
 71 units
 41 no. 2b4p
 27 no. 3b5p
 Parking Spaces:
 136 allocated, 14 visitor

STORM WATER DRAIN
 EASEMENT TBC BY
 HYDROCK

KITCHENER CRESCENT

HILLBOURNE ROAD

PROPOSED OPTION 1.1 LAYOUT
 scale 1:500 @ A1



Chartered Architects
 Chartered Building Surveyors
 Interior Designers
 CDM Services
 3 GP Centre, Yeoman Road,
 Ringwood, Hampshire, BH24 3FF
 +44 (0)1425 472 833
 www.kendallkingscott.co.uk

Scale	Page Size	Filename	Date	Drawn	Checked	Status
1:500	A1	180443 Proposed SK Master.vwx	15/06/18	LB	LB	PRELIMINARY

Project: Hillbourne Masterplan Residential Development
 Client: Poole Housing Partnership
 Project Number: 180443 SK03
 Drawing Number: E
 Drawing Title: Proposed Option 1.1 Layout

E	06/07/18	BM LA	Site adjustments following boundary change
D	04/07/18	BM LA	Amendations
C	27/06/18	BM LA	Updates to site layout, parking & boundaries
B	22/06/18	BM LA	Houses to NSS
A	21/06/18	BM LA	

Only to be used for the site for which designed. The electronic transmission of design information contained in this drawing is carried out without any liability for any errors or inaccuracies arising therefrom. The production of amended or updated information from the user is entirely the responsibility of the user and Kendall Kingscott Ltd. shall have no responsibility in respect thereof.

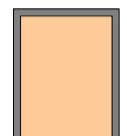


MASTERPLAN ACCOMMODATION SCHEDULE:

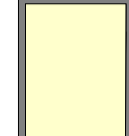
Type/No.	N ^o	Size
2B4P Houses	54no	79sqm
3B5P Houses	41no	93sqm
1B2P Flats	25no	56sqm
TOTAL: 120no. dwellings		
Parking spaces: 200 allocated, 17 visitor		

Site Area
 Plot One - 20,870 sqm (2.09ha)
 Plot Two - 9,034 sqm (0.90ha)

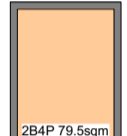
UNIT TYPES:




2B4P House
79sqm




3B5P House
93.2sqm



2B4P House
79.5sqm
CAT 2

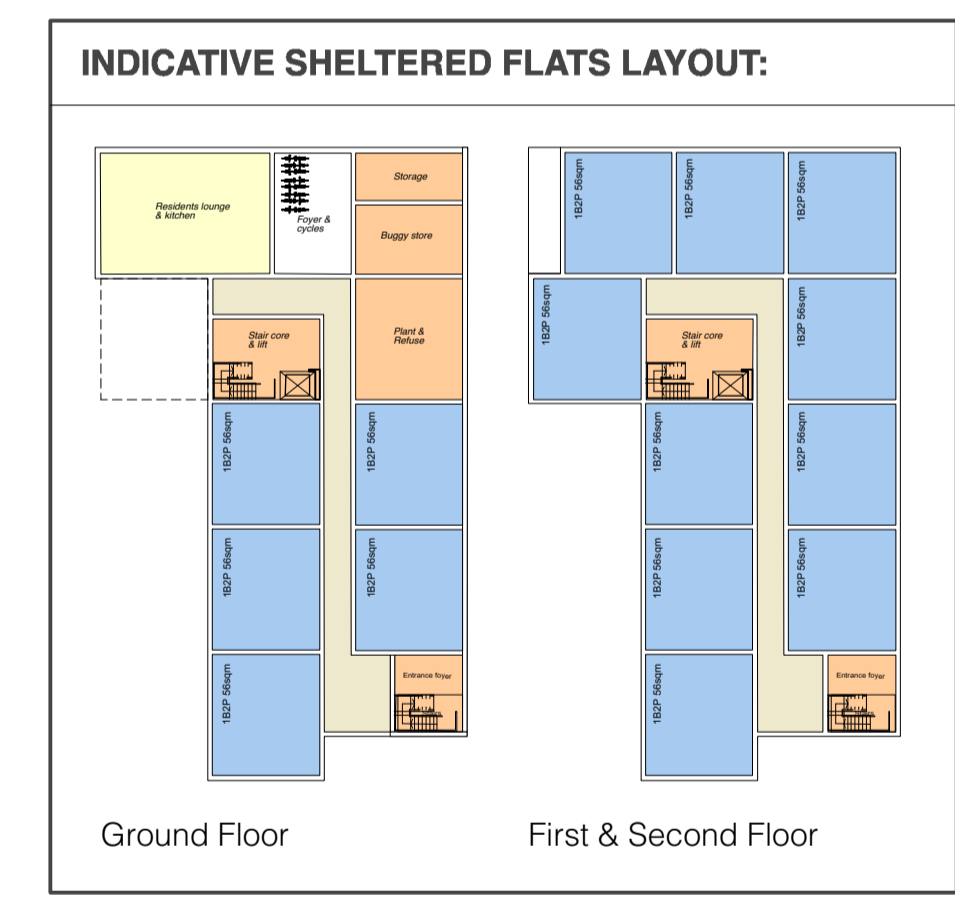


3B5P House
93.5sqm
CAT 2



1B2P Flat 56sqm

NOTE:
 House type footprint sizes may vary when house type internal floor plan is designed/configured



Indicative layouts subject to viability testing

PROPOSED OPTION 2.1 LAYOUT
 scale 1:500 @ A1

Kendall Kingscott
 Chartered Architects
 Chartered Building Surveyors
 Interior Designers
 CDM Services

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 Ringwood, Hampshire, BH24 3FF
 +44 (0)1425 472 833
 www.kendallkingscott.co.uk

Project: Hillbourne Masterplan Residential Development
 Client: Poole Housing Partnership

Scale: 1:500
 Paper Size: A1
 Filename: 180443 Proposed SK Master.vwx

Date: 15/06/18
 Drawn: LB
 Checked: PRELIMINARY
 Status: E

Project Number: 180443 SK04
 Drawing Number: E

Rev Date By Ap Note
 A 21/06/18 BM LA Houses to NSS
 B 22/06/18 BM LA Houses to NSS
 C 27/06/18 BM LA Updates to site layout, parking and boundaries
 D 04/07/18 BM LA Amendment
 E 06/07/18 BM LA Site adjustments following boundary change

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Growth & Infrastructure - Planning and Building Consultancy

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Web: www.poole.gov.uk/planning-and-buildings/



Ms J Lock-Smith
Cube Design Ltd
12 Headlands Business Park
Ringwood
Hampshire
BH24 3PB

Your Ref:
Our Ref: PREA/18/00146
Contact: James Gilfillan
Telephone: 01202 633336
Date: 10/09/2018

Dear Ms J Lock-Smith

Proposal: Redevelopment of overall school site: Provision of a new 2FE primary school, two storey building and associated play in line with BB103. Remaining parts of the site to be allocated for residential and mixed-use development

Location: Hillbourne School And Nursery, Kitchener Crescent, Poole, BH17 7HX

I refer to your request for advice received and validated in this office on 24 August 2018 and the meeting held at the school on the 4th June 2018. I have visited the site and considered the proposed development having regard to the relevant policies, constraints and opportunities and I would advise:

The site is currently occupied by a school and nursery school/youth centre distributed throughout 4 distinct buildings. The buildings are predominately single storey, with elements of 2 storey. They are set in large grounds some of which is hard surfaced for parking, play grounds circulation space and the remaining largely grassed with some sports pitches marked out.

There is a row of large mature trees on a north-south axis dividing the playing fields and clusters of smaller ornamental trees and landscape across the site. The land around the buildings is predominately flat, but ground levels rise towards the west boundary.

The site is surrounded by residential properties, largely semi-detached houses in an estate layout, with a consistency in appearance, plot size and form.

Relevant Planning History

A variety of alterations to the school and grounds.

Relevant Planning Policy

The following are the most relevant adopted policies, however you should satisfy yourself that your scheme has regard to the entire development plan.

Poole Core Strategy Adopted 2009

PCS05	Broad Location for Residential Development
PCS06	Affordable Housing
PCS15	Access and Movement
PCS23	Local Distinctiveness
PCS25	Self reliant Communities
PCS26	Delivering Locally distinctive, self reliant places
PCS27	Safer Communities

Poole Site Specific Allocations & Development Management Policies DPD (Adopted April 2012)

DM01	Design
DM07	Accessibility & Safety
DM08	Demand Management
DM09	Green Infrastructure and Biodiversity

However of significantly more relevance is the preparation of a new Local Plan to replace the Poole Core Strategy; Poole Site Specific Allocations & Development Management Policies DPD; Delivering Poole's Infrastructure DPD and saved policies of the 2004 Poole Local Plan First Alteration. The draft plan is currently undergoing examination in public and the Council awaits confirmation from the Planning Inspectorate on next steps. In accordance with NPPF para 216, policies in the Draft plan can be afforded some weight in decision making, depending upon the significance of any unresolved

objections.

Policy PP9 Urban Allocations outside the Town Centre.

Consultee Responses

Consultation with other Service Units of the Council has been done as part of this initial response, but the Local Planning Authority has not consulted external agencies, who may make representations on any subsequent planning application. Those comments may be material planning considerations and may affect the final recommendation.

I would suggest that you visit the Environment Agency, Natural England or any other third party organisation website to ascertain their views prior to the submission of a planning application.

Sport England would be a statutory consultee due to the scheme proposing development of playing fields. I am aware you have engaged with them directly however they would be a consultee on any application. I would take this opportunity to advise that the Town and Country Planning (Consultation) Direction 2009, directs the LPA to refer an application to the SoS, where Sport England have objected on a range of grounds, which are given. I would advise you to familiarise yourself with these 'tests' and see fit to support your application with such information to resolve or allow Sport England to properly assess the consequences of the scheme.

Recommendation

Having regard to the information submitted, my pre-application advice is as follows:

Whilst yet to be adopted, emerging Plan policy PP9 sets a framework for the principle of the proposed development, identifying the site, U16, as having the potential to deliver redevelopment and improvements to the existing school and a minimum of 40 homes.

I note this scheme proposes to demolish the existing school buildings, erect a new single school and erect between 103 and 120 residential units. The proposed policy does not include or pre-empt consideration of the loss of playing fields as it advocates a much smaller scheme, so whilst the principle of the scheme may have merit its wider implications may yet render the scale of the development unacceptable.

Setting aside the loss of playing fields, the principle of demolishing the existing 2 school buildings and erecting a new school in order to free up land for residential development has merit and significant social and environmental benefits.

Local adopted policies and National planning guidance advocate that LPA's take a positive, proactive approach to ensuring a sufficient choice of school places is available to meet the needs of existing and future communities. The principle of a replacement school would be entirely consistent with this. I am not in a position to comment on the benefits or dis-benefits of the options for the internal layout and amount of floorspace required for a school to accommodate the number of pupils currently occupied on site and taking in to account the growth aspirations of the draft Poole Local Plan and population projections.

However by way of initial thoughts and opportunities for this part of the scheme I would advise that whilst the site is not immediately adjacent to the Local Centre in the Waterloo estate, the school will be a very active feature of the local community, therefore the building should be a focal point and make a positive statement in the community, it could readily be 2 storeys, should present positively to the road in a contemporary architectural vernacular commensurate with its educational role. It should be positioned and laid out in a manner that negates the need for overtly defensive and austere front boundary treatment and parking should not dominate the front of the site. Some plans indicate parking at the side of the school, which would be appropriate.

The scheme should encourage pupils and staff to use alternatives to the private car and maintaining the footpath link from Hillbourne Road would be positive, safe cycle and scooter storage and changing facilities for staff would also support sustainable travel.

Adopted and draft local planning policies can accept the loss of open space, including both hard and soft play space, where the replacement play space improves the quality or function of the space. In this case the provision of an all weather MUGA style court would provide improved quality, with potential for greater use, designing in arrangements for community access and use outside school use would contribute to the improved quality. However this would not necessarily satisfy the requirements

and expectations of Sport England, who's assessment is based on wider playing pitch strategy and provision across the Borough.

Retaining the nursery school would be positive and allow some rationalisation of space. In the event it can not be accommodated within the replacement school site, consideration should be given to provision of such a facility within the remaining land, in order to satisfy adopted policy PCS25. The loss of a community facility would be contrary to PCS25, but would ultimately be weighed up in the balance of the benefits and impacts of the scheme.

I note a pre-requisite of the scheme is to ensure continuity of service by the schools, the position of the replacement school would achieve this, an aspiration which is entirely reasonable, furthermore as referenced above the school should be positioned prominently to contribute positively to the community in which it is located. This then results in the two parcels of land on the north and south side of the site having the potential for residential development.

I can understand and accept the need to maintain the operation of the existing schools, however the position of the new school results in the creation of two cul-de-sac developments rather than a single residential development with a network of streets and routes through, that engages and integrates with the existing networks. Whilst that does not readily harm the character of the wider area, it doesn't deliver the best solution, design quality and place making that could be achieved by a single large plot.

Similarly the number of houses/units proposed is significantly above the draft policy. The numbers generated by the various options are not in themselves unacceptable, but do lead to the concerns raised below.

At this time the principal concerns with the proposals are the significant dominance of the roads and car based infrastructure. Whilst the scheme may provide sufficient parking spaces and manoeuvring space to meet adopted standards and dimensions, the layout of such long stretches of 'in front of house' car parking dominating the roadsides would not result in an attractive residential layout or desirable pedestrian environment.

Furthermore the road layout does not appear to 'down-scale' in to the scheme in order to shift away from being heavily trafficked roads to more intimate and narrower shared surfaces, to slow speeds and create places for people to live and play. This is highlighted at the point that the footpath from Hillbourne Road crosses the 'estate road' through plot 1, where a form of zebra crossing is marked on the road. At this point of the site, the vehicle speeds and design of the road should be such that such a dedicated pedestrian crossing is not required.

Where the front garden parking layout is proposed along Kitchener Crescent it would have a particularly negative impact on the experience of pupils on the pavements leading to and from the school. This is counter to the aspiration of creating attractive walking routes to school and is a worse environment than the pupils currently experience across the wider area. The parking should be within the curtilage in a manner that allows front boundary enclosure and a single width dropped kerb for each house or semi pair.

Junctions between the new roads serving the development should provide continuity of pavement for pedestrian priority as part of a raised table traffic calming layout across Kitchener Crescent (or other form of traffic calming designed in to reduce vehicle speeds in the area) and the junction. The existing traffic calming build outs could be removed to avoid conflict with driveways.

There is no expectation that traffic volumes and flows from the development would cause problems for the existing highway capacity. Peak school drop off and pick up would largely be as existing, with no significant loss in the availability of on street parking for parents who do travel by car.

Only the layout of the site has been provided at this time. The design of the properties could readily relate to the simple design of the existing surrounding houses, however I expect that in most cases the proposed houses would not be viewed in a streetscene with the existing houses and the scheme could adopt its own architectural style.

I will assume that the houses are 2 storey, but would not rule out 3 storey town houses should that be the intent. Subject to their location and position a larger block of flats/sheltered accommodation could be delivered to contribute to maintaining unit numbers.

Based on the options it appears that the amenity and privacy of existing neighbours can be readily

preserved.

The LPA's Senior Arboricultural Officer advises that removal of the trees advocated by options 1.1 and 2.1 is unacceptable. They are an important line of mature trees, from both an arboricultural and ecological point of view and contribute to the appearance of the area, provide a back drop to the site and are not realistically compensated for in the planting proposals shown on the options. Furthermore I'd be concerned over the long term sustainability of the building-tree relationship indicated by options 1.1 and 2.1 between the houses and trees along the west boundary. At this time we'd strongly encourage you to adapt the layout to retain the trees in a manner indicated by option 3

Option 3, or any revisions, would benefit from enclosure at the end of the road through the site (Plot 1), such as placing the flats to the south of their position indicated by option 3.

All of the layout options leave small odd shaped areas throughout the site, indicated as being landscaped, however I would be concerned about future maintenance and the potential negative consequence for the appearance of the area if no body takes ownership for them. Whilst some informal on site amenity space would be positive the scheme should seek to design out the small areas, which could contribute to freeing up space to alleviate the dominance of car parking.

In many cases the tree planting proposals appear highly aspirational given the hard surfaces around the trees shown. Trees should be included in the design and layout of the site and would contribute to the character being created in different sections, but they need to be realistic with space to grow and appropriate root zones.

Attached to this letter are the comments of the Urban Design Officer, who has gone in to more detail on the layout and offered an indicative layout that could form the basis for revisions to the layout.

The scale of the proposals should make a contribution towards the provision of affordable housing. Your scheme would need to be supported by a Viability Assessment to demonstrate what if any contributions it can sustain. I acknowledge that the intent is for the housing scheme to support the delivery of the school, however there is no planning policy to support this arrangement so the scenarios of policy compliance and deliverability would need to be demonstrated.

Being new builds it should be readily possible to deliver energy efficient and sustainable development. Adopted policies would require 20% of the schemes energy needs to be achieved by on site renewable sources. I acknowledge that historically decisions on proposals for new schools have applied crude BREEAM requirements, however these have often be found unwieldy and inappropriate for the nature of the project. Any application should include details of the intentions for delivering an energy efficient and sustainable school, akin to the aspirations of the BREEAM process, but deliverable and specific to the opportunities this project presents.

Contributions

Mitigation in respect of the impact of the proposed development on recreational facilities, transport infrastructure (SEDTCs) and infrastructure projects to protect SSSI Dorset Heathlands is provided for by Community Infrastructure Levy (CIL) Charging Schedule which was adopted by the Council on 18th September 2012.

As such if your proposed developments were submitted, and subsequently approved, in accordance with CIL Regulation 28 (1) the Adopted Charging Schedule, the schemes would be CIL liable will be required to pay CIL in accordance with rates set out in the Council's Charging Schedule instead of (and not in addition to) Planning obligations secured through S106 of the Town and Country Planning Act 1990 towards infrastructure that would have been required prior to introduction of the Borough's CIL will now be delivered through CIL. I can advise that the rate imposed is currently £75/metre² (with a deduction taken for the existing floor space of the buildings on site, if applicable). Further details on CIL can be found on our website at:

<http://www.poole.gov.uk/hidden/alpha-testing-area-gis/copyof%20community-infrastructure-levycommunity-infrastructure-levy/>

The site is **beyond 400 metres of Heathland SSSI, but within 5km** and as such, the proposal additional net increase in dwellings may be acceptable subject to appropriate mitigation of impact upon heathlands. The contribution will be taken from all qualifying residential development to fund Strategic Access Management and Monitoring as part of the Dorset Heathland Planning Framework, the overarching strategy for managing the adverse effects of development upon the internationally

important Dorset Heathlands. The charge is based on the cost of delivering SAMM in Poole and is £375 per additional house or £255 per additional flat. Your proposal is qualifying residential development which requires such a contribution and would be payable either through a Unilateral Undertaking or Section 111 agreement. This contribution will must be secured prior to any favourable decision being given. Further information on the contribution can be found on our website at:

<http://www.poole.gov.uk/planning-and-buildings/planning/ldp/supplementary-planning-documents/dors-et-heathland-planning-framework/>

Conclusions

The emerging Poole Local Plan includes a policy supporting the principle of the use of the site for residential development. Irrespective of that policy the principle of the scheme has significant social benefits, by providing a large number of family homes and a new school and significant environmental benefits of delivering such development in the existing urban area and the benefits its design could make for the character and appearance of the area. Minor economic benefits would exist during construction.

However the options presented at this time do not deliver design solutions that could be supported, advice and guidance is given herein and we would be keen to meet with you to discuss alternatives prior to any application or public consultation exercise being undertaken. The absolute numbers may have to be reduced in order to achieve an acceptable design and layout.

The views of Sport England regarding the development on the existing sports pitches, could materially alter the acceptability of the scheme. Whilst it would be for the decision maker to apply weight to any objection of Sport England, any outstanding objection could require referral to the Secretary of State for their review, which would have implications for the decision making timescale.

These views are based upon my own professional opinion and given without prejudice to any decision that the Local Planning Authority may make should an application be submitted. The applicant is advised that whilst a detailed desk top study has been carried out regarding the proposed development and its implications, the case officer has not had opportunity to notify neighbouring residents or visit their properties to fully assess the impact of the development. Should an application be submitted, then through the consideration of that application further issues may come to light, which are unknown at this stage, and may if considered material require additional modification to the proposals or if necessary refusal of the application if changes are not made. Should your client wish to enter into further pre-application discussions, then 'stage 2' of the charging structure will be implemented, charging your client at £66 per officer, per 30 minutes or part thereof. This stage is at the discretion of the case officer and should not be seen as a right.

Yours faithfully

James Gilfillan
Senior Planning Officer

Hillbourne

Prea/18/00146 - Urban Design Officer advice.

I have reviewed the plans for the Hillbourne site. Three options have been presented. The design quality proposed on all three options is hugely disappointing and in my view is not acceptable. The positive elements of the design thinking done at the feasibility stage has been lost, being replaced with over regimented and formulaic approach which would fail to deliver good design and place making.

Within the emerging Local Plan the site is allocated for a school with a minimum of 40 units on any surplus land. There are a number of other policies within the emerging Local Plan which are also relevant including PP8 Type and mix of housing delivery, PP26 Design, PP24 Open space, PP33 Transport Strategy and PP34 A safe, connected and accessible transport network. While the 40 figure within the Local Plan is a minimum and there is scope to increase this where high quality design solutions are proposed. The options provide the replacement school and between 103 and 120 units but the additional units are not provided in way that meets the requirements of other policies of the Plan.

Plot 2

In all the options the proposals for plot 2 on the west of the site are the same, creating a cul de sac of 35 units. The layout shows a series of semi detached houses and, with the exception of 2 houses, all the parking shown off street to the front of the units. This results in a highly car dominated environment with a lack of landscaping in the streetscene. There are also two large turning heads and on street parking located on street right at the entrance to the site. The provision of parking dominates the streets and will result in an unattractive environment. The parking in Kitchener Crescent will result in a number of vehicle movements across the pavement on the route to school and will again create in a frontage dominated by hard standing.

A greater mix of on street and on plot parking is required to create a more quality and pedestrian focused public realm. Policy PP34 of the emerging Local Plan specifically states that developments should maximise sustainable forms of travel and contribute positively to the creation of attractive, safe and accessible place with safe, convenient pedestrian and cycling routes. Policy PP26 Design also set out that development should provide an attractive public realm that prioritises the needs of pedestrians, cyclists and public transport uses before private cars. The proposed layout fails these policy requirements. Guidance in national standards such as Building for Life highlights that 'over reliance on in front of plot parking tend create over wide streets dominated by parked cars'. This unfortunately been the approach to this site. The layout needs to provide a greater mix of parking types and consideration needs to be given to the creation of a home zone environment which minimises the dominance of the road.

The feasibility options were more successful in minimising the road dominance through more on plot parking provision, see plan below.



Plot 1

Option 1.1

Option 1.1 creates a series of cul de sacs with development across the whole site. The trees, a prominent and attractive feature of the site are removed. Emerging policy PP26 (b) sets out that development should respond to the natural features of the site and does not result in the loss of trees that make a significant contribution, either individually or cumulatively to the character of the area. The loss of trees from a purely design perspective is not considered to be a suitable response to the site.

In any event the cul de sac layout combined with the prevalence of front of plot parking fails to create an acceptable layout. The front of plot parking creates a highlight road dominated layout and where on plot parking is proposed this is so tight it does not appear to be practical for end users. The cul de sac arrangement result in a series of turning heads adding to the road dominated nature of the scheme. Emerging Policy PP26 (f) sets out that development should provide a well connected network of streets, the over reliance on the cul de sac form fails to achieve this. Again the feasibility options were much more successful in addressing these short comings.

Any proposal needs to retain the trees on site and provide a better connected network of streets. Consideration needs to be given to a home zone approach to the streets created. In addition, the emerging Local Plan set out that strategic sites should provide open space on site (strategic sites being those over 40 dwellings), this also needs to be factored into a revised layout.

Option 2.1

The layout proposed in option 2.1 is essentially the same as in option 1.1 but includes a block of flats. The block of flats provides a greater mix of typologies but does not resolve any of the fundamental design concerns with loss of trees, the car dominated nature of the scheme, the unattractive streetscape environment and lack

of open space.

Option 3

Option 3 is more successful in so much the trees in the north of this part of the site are retained and some open space is provided. The open space is however not well overlooked and interspersed with random parking in a turning head. Some of the blocks created present blank, inactive edges to streets resulting in a parts of the cul de sac layout being poorly overlooked. One long straight road is created along with a range of inefficient cul de sacs. As with the other layout for this proportion of the site the roads are completely car dominated, with a series of front parking areas and impractical on plot parking layouts.

Other issues

No information is provided regarding the mix of units set out on site and I assume this is a 100% affordable housing scheme. Emerging Policy PP8 sets out that for schemes of 11 or more homes housing proposals should aim to include a type and mix of housing that considers the needs set out in the SHMA, including self build and custom housing. As part of any submission some information regarding the mix of unit types and the justification for it would be beneficial. In addition, the council has a statutory duty to provide self build plots and has a self build register that sets out demand for self build within Poole. Given the Council involvement with this site including an element of self build to fulfil our statutory duties would seem logical.

I've had a quick look at revising option 3 for Hillbourne, see attached. Its just a quick effort and I have not spent a lot of time on it but essentially on plot 2 it shows the impact of introducing some on plot parking on the left hand side, this would increase the distance to the existing properties and improve the street environment. I think there is some further work to do in relation to the properties on Kitchener Crescent. On plot 1 I have moved the flats over to terminate the view up the road, created a connected grid layout, amended the Kitchener Crescent frontage and tried to address some of the road dominance issues. Again this is by no means the finished article and there would be lots of other variations but it starts to demonstrates how relatively simple improvements can be made. These changes have resulted in the loss of 2 units on plot 2 and an increase in five units on plot 1 so the total number remains unaffected by the change and may increase.

I hope this helps to illustrates that there is scope to greatly improve the design without compromising the total number of units.



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Bournemouth, Christchurch and Poole Shadow Authority/Executive Committee

10

Report Subject	Consultation on Herbert Avenue, Poole, Temporary Accommodation
Meeting date	7 th November 2018
Report Author	Sue Spence / Phil Hornsby
Status	Public
Classification	For consultation – Feedback to Poole Full Council – 13 th November 2018
Key Decision	Yes/ Report to Poole Cabinet and Council
Executive summary	To invite the Shadow Executive to comment on the proposed temporary accommodation project ahead of it being considered by Poole Council on the 13 th November 2018.
Recommendations	That the Shadow Authority/Executive Committee:- Endorse the Herbert Avenue temporary accommodation scheme.
Reason for Recommendations	To inform the decision making at Poole Council on the 13 th November 2018.

1.0 Background detail

- 1.1 The Council currently has 64 units of temporary accommodation that can support households that are at risk of homelessness. However the demand against these units is currently in excess of 64 households and is expected to reach 116 households in 2018/19 and 127 households in 2019/20. This gives a shortfall in temporary accommodation units respectively of 52 and 63 across each year.
- 1.2 The current increasing levels of demand for temporary accommodation are not expected to change over the next 5 to 10 years which makes it necessary to bring forward proposals that will provide accommodation units that are both fit for purpose and meet the level of demand being experienced across Poole. The council continues to review all options to deliver additional housing where possible and to reflect the ongoing needs of local residents in doing this. The council owned land on Herbert Avenue has been identified as holding potential for redevelopment and it is recommended that this is used to bring forward plans to deliver a bespoke 24 unit temporary accommodation development for use by the council. The Shadow Executive is asked to comment on the proposal.
- 1.3 An options appraisal of three possible construction methods was produced by Poole Housing Partnership in January 2018 looking at current methods utilised to construct this type of accommodation. The appraisal produced and compared the estimated build costs per square meter of:
- i. Steel container.
 - ii. Modular off-site construction.
 - iii. Timber construction.
- 1.4 Attached to this report is the Cabinet report that has been prepared for consideration by Poole Members on the 30th October 2018. This report provides more details on the options appraisal and recommended approach and should be read in conjunction with this short summary report.

2.0 Consultation

- 2.1 Consultation has been undertaken with the following representatives:
- Strategic Director, People Theme
 - Section 151 Officer
 - Portfolio Holder – Housing
 - Ward Members –Branksome West
 - People Overview and Scrutiny Committee (Health and Social Care)

3.0 Options

- 3.1 Options considered as part of this development plan are included within the attached Cabinet report

4.0 Summary of Finance and Resourcing Implications

4.1 Financial Implications are contained within the attached Cabinet report.

5.0 Summary of Legal Implications / Risk Assessment

5.1 Details of the risks associated with the delivery of this project are contained within the attached Cabinet report.

6.0 Summary of Human Resources Implications - nil

7.0 Summary of Environmental Impact

7.1 The equalities implications for the temporary accommodation development are included within the attached Cabinet report.

Appendices

Appendix 1 – Report to Cabinet, Borough of Poole, 30 October 2018

Background Papers

None

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BOROUGH OF POOLE

CABINET

30 OCTOBER 2018

HERBERT AVENUE TEMPORARY ACCOMMODATION

1. PURPOSE

- 1.1 To inform Cabinet of the comments received from Members of the People Overview and Scrutiny Committee (Health and Social Care).

2. DECISION SOUGHT FROM CABINET

- 2.1 Cabinet to request Council:

2.1.1 Approval of the project development plan based on a modular construction approach.

2.1.2 Approval of the project sum of £2.509m subject to the full procurement process

- 2.2 To note that the report will be shared with the Shadow Executive Committee for consultation before agreement at Poole Council

3. BACKGROUND/INFORMATION

- 3.1 I Chaired the Meeting of the People Overview and Scrutiny Committee (Health and Social Care) on 15th October 2018 when this matter was considered.
- 3.2 The Committee received a presentation about the proposals from the Chief Executive of Poole Housing Partnership ('PHP') and from Borough of Poole Strategic Housing Officers.
- 3.3 The Committee unanimously welcomed and supported the proposals to provide support for households threatened with homelessness from across the Borough. The report outlined the process of appraisal of possible construction methods and the Committee noted that use of the modular building approach appeared to provide the best value solution towards meeting the objectives. The design, procurement and housing support options were also presented for scrutiny alongside the construction and revenue cost implications. Members underlined the importance of progressing delivery as soon as possible as a priority scheme.

4. CONCLUSION

4.1 I fully support and endorse the recommendations to Cabinet.

Councillor Jane Newell

Chairman

People Overview and Scrutiny Committee (Health and Social Care)

BOROUGH OF POOLE

CABINET

OCTOBER 2018

**BUSINESS CASE FOR THE DEVELOPMENT OF A TEMPORARY
ACCOMODATION SCHEME AT HERBERT AVENUE.**

PART OF THE PUBLISHED FORWARD PLAN yes

STATUS - Strategic and Service Delivery

1. PURPOSE

- 1.1 To request members consideration of the approach to the delivery of the proposed development via modular construction of temporary housing accommodation on Herbert Avenue.

2. DECISION(S) REQUIRED

- 2.1 That Cabinet be requested to support the following recommendations to Council for approval:
- 2.1.1 Approval of the project development plan based on a modular construction approach.
- 2.1.2 Approval of the project sum of £2.509m subject to the full procurement process
- 2.2 To note that the report will be shared with the Shadow Executive Committee for consultation before agreement at Poole Council

3. BACKGROUND INFORMATION

- 3.1 The council has a statutory duty to support households that are at threat of homelessness. These requirements are enshrined in the Housing (Homeless Persons) Act 1977, Housing Act 1996, and the Homelessness Act 2002, with enhanced duties placed on local councils by the Homelessness Reduction Act 2017. In the main the council will seek to support households to access alternative forms of accommodation when threatened with homelessness and this is supported through various methods. If a household cannot find alternative means of housing and becomes homeless then the council has a statutory duty to provide interim accommodation if they meet certain criteria; these include children in the household under the age of 17 or a household that is deemed vulnerable as defined in the Act. The immediate way to meet

this statutory duty is to provide accommodation that is temporary in nature until a more permanent solution can be found.

- 3.2 The council currently has 64 units of temporary accommodation that can support households that are at risk of homelessness. However the demand against these units is currently in excess of 64 households and is expected to reach 116 households in 2018/19 and 127 households in 2019/20. This gives a shortfall in temporary accommodation units respectively of 52 and 63 across each year.
- 3.3 This gap in provision is usually met by making bed and breakfast placements or in short term private rented leased accommodation. Both of these options are expensive when compared to the provision of permanent council owned temporary accommodation and particularly in the case of bed and breakfast provision is not deemed suitable for use for families or those who are vulnerable.
- 3.4 The current increasing levels of demand for temporary accommodation are not expected to change over the next 5 to 10 years which makes it necessary to bring forward proposals that will provide accommodation units that are both fit for purpose and meet the level of demand being experienced across Poole. The council continues to review all options to deliver additional housing where possible and to reflect the ongoing needs of local residents in doing this. The council owned land on Herbert Avenue has been identified as holding potential for redevelopment and it is recommended that this is used to bring forward plans to deliver a bespoke 24 unit temporary accommodation development for use by the council.
- 3.5 An options appraisal of three possible construction methods was produced by Poole Housing Partnership in January 2018 looking at current methods utilised to construct this type of accommodation. The appraisal produced and compared the estimated build costs per square meter of:
- i. Steel container.
 - ii. Modular off-site construction.
 - iii. Timber construction.
- 3.6 The review undertook soft market testing of each of the supply options and utilised technical information provided by supply chain specialists. The steel container option was also reviewed based on the feasibility report previously provided to BoP by QED.
- 3.7 The review concluded that the likely costs and timescales for each of the options was as follows

	Steel Container	Modular	Timber
Units	24	24	24
On Site Works	14 weeks	16 weeks	40 weeks
Expected Cost	£2.658m	£2.044m	£2.12m

- 3.8 The options appraisal suggests that the use of modular build would provide the best value solution to meet the objective of delivering more temporary accommodation within the next 12 to 18 months.
- 3.9 It is necessary to consider the benefits and constraints of using the off site modular approach. These can be detailed as follows –
- This method of construction is not necessarily the cheapest unless it's for large quantities of a standard repetitive design layout and size that can be programmed for manufacture over many weeks/years.
 - There are some size and weight constraints that need to be considered in the off-site modular design to prevent transportation and installation difficulties.
 - The architects design needs to be fully developed and approved with the Off-site manufacture prior to going into factory production.
 - This method of construction allows for the units to be constructed off-site and then craned into position. This results in a speedier build on-site and the overall construction time is reduced.
 - Off-site construction can help ensure design compliance and consistency of build with structural, fire, acoustic and thermal efficiency building regulations standards.
 - The quality of build workmanship and mechanical/electrical services are tested for consistency of installation and operation prior to leaving the factory.
 - As each section of the building structure and its components are delivered to site complete the integrity and performance of the build structure does not get compromised due to weather or environmental conditions experienced.
 - Off-site construction substantially reduces the level of risk and delay experienced on site around material delivery, storage, movement, damage and environmental deterioration.
 - Offsite construction also dramatically reduces the length of time where other local residents are affected by construction noise and site disturbances
- 3.10 Based on the appraisal of options and considering the benefits that accrue from this design approach, the option to deliver the temporary accommodation units via a modular construction approach has been progressed.

4. WAY FORWARD

Project timescales

- 4.1 The project will be subject to a full planning document appraisal but likely timescales are expected to be as follows –
- Design – typically 8 to10 weeks
 - Planning Application – 13 weeks.

- Procurement – typically 12 weeks unless call-off appointment of architect and modular construction supply procured during design/planning phase.
- Factory Build – typically 16 weeks
- On-site pre-installation ground works – typically 8 to 12 weeks
 - On-site installation – typically 6 to 8 weeks
- Total project timeline estimated between 63 to 71 weeks

4.2 This timescale compares more favourably to either timber construction estimated at 85 weeks or a traditional construction estimated at 97 weeks

Design of Units

4.3 The design of the units will be delivered via an architect that will produce detailed site plans, building elevations, interior floor plans and specification requirements for client sign off prior to manufacture. These design plans will seek to deliver the following objectives –

- To deliver a range of one (10%), two (60%) and three (30%) bedroom units within the project build
- To reflect a current standard design and layout contained within a modular “library”, therefore achieving the advantages of this type of build
- To incorporate en suite bathroom, kitchen and living facilities into each unit
- To deliver communal laundry, storage areas, office with meeting space and external landscape facilities
- To meet all current building regulations and requirements for a HMO (housing of multiple occupancy)
- To ensure that 10% of units are adapted for full wheelchair access
- To ensure that the design enables change of use between size of units offered or change of use to permanent accommodation

4.4 It is expected that the design brief will be agreed during the design element of the project and inform the planning application to be submitted.

Procurement

4.5 In order to maximise the speed of delivery it is proposed to utilise existing procurement frameworks open to the council for the engagement of the relevant specialist professional consultants and contractors required to deliver the project. There are a number of Off-Site Manufacturing Frameworks available on the market that could be utilised, but it is important to ensure that the selected contractor is tailored towards modular construction of residential premises rather than commercial ones.

4.7 The two modular construction frameworks for residential buildings with multiple suppliers that could be used for this project are;

- a. London Housing Consortium. (LHC)
- b. Southern modular building solutions. (Hampshire)

- 4.8 Both these frameworks can be used via the traditional or 'turn key' procurement route but following review PHP intend to use the traditional approach as this would allow the early engagement of an architect through either the 'Source Development Partnership' or 'Fusion 21' frameworks that have both been used successfully by PHP/BoP previously.
- 4.9 This would also enable the selection of an architect with a proven modular design track record to help commence the planning application 'concept design' that would be used to inform the tender documentation for the procurement of the off-site manufacturer and groundwork contractor. This approach will help to manage the combination of the design, planning and procurement work stages within a reasonable timeline.

Housing Support

- 4.10 All residents will be allocated a Housing Intervention Support worker who will be responsible for coordinating the support and services each family or person needs to move-on to settled accommodation. The on-site support office will ensure a range of services can be easily accessed by residents on a daily basis for dedicated interventions and support to access a range of services including money and benefit advice, employment support, general tenancy support and health or social care services. An enhanced housing management service will provide regular monitoring of the units to ensure the site is effectively maintained and voids are minimised.

Other Issues

- 4.11 The lifespan of a modular construction is expected to achieve 60 years as long as the thermal insulation material is on the outside of the building to protect the steel frame from the environment. It is also dependant on the quality and manufacturing of steel frame sections. Most traditional constructions will achieve in excess of 60 years but the full lifetime of a modular build has not yet been tested, therefore the current estimate is based on known life cycles.
- 4.12 The repairs and maintenance liability for a modular build is the same as that for traditional build. However the design and location of the mechanical services within a modular construction is critical to ensure they are accessible through purpose service ducts and risers that don't expose the steel frame to the environment during future maintenance. This will be included in the design brief for this project.

5. FINANCIAL IMPLICATIONS

Construction costs.

5.1 Based on soft market discussions with off-site construction specialists and architectural consultants the estimated construction cost for the project is £2,044m for 24 accommodation units. This estimate is subject to market conditions at the time of tender and excludes all site investigation and professional fees. An estimate of the site investigation works and professional project management fees for the delivery of this project are estimated at £127,570.

5.2 Table of the project cost estimate based on the 24no. Units

Project Cost	£,000
24no. individual units, plus communal units	2,044
Professional team fees	195
Land Transfer Value	150
Sub Total	2,389
Project Contingency @ 5%	119
Total Budget	2,508
Funded By	
HRA Capital	2,508
Total Funding	2,508

5.3 The delivery of temporary accommodation falls within the remit of both the Housing Revenue Account (HRA) and the general fund. The HRA can meet the costs of providing council owned accommodation used to support households deemed to be homeless, even if this is via temporary support until a secure tenancy can be offered. Outside of this approach the general fund meets the costs of providing accommodation within the private sector where the council is meeting its statutory duty for households.

5.4 It is proposed to fund this development through the HRA using additional borrowing and retained RTB receipts from sales. The property would be managed by the Housing Options team to deliver the Temporary Accommodation with this team responsible for all management and maintenance arrangements and costs. This position would be reviewed periodically for demand with the properties reverting to general needs social housing once demand has subsided within this area at some point in the future.

Setup Costs

- 5.5 The property will be managed as an empty building. The Council will need to furnish the accommodation prior to use. This is estimated at an average of £7k per unit, a total of £168k.

Revenue Costs

- 5.6 In 2017/18 the Council spent £487k on Bed and Breakfast accommodation. This was partially offset by Housing Benefits and client contributions but still left an annual cost of circa £297k in the General Fund.
- 5.7 The proposed properties would cost an estimated total of £198k per annum to run.

	£,000
Financing of HRA debt	125
Void Cleaning	35
General Cleaning	8
Sinking Funds	3
Bad Debt Provision / Court Fees	5
Other repairs / maintenance	22
Total	198

This cost would be offset by income of £146k from Housing Benefit and client contributions to give an estimated cost of £52k to the General Fund per year.

- 5.8 The proposed rent levels for the accommodation units are below the Local Housing Allowance (LHA) rates which means that the rents, subject to individual assessment, will be covered by Housing Benefit and that no top up will be required. This also means that the Council will not have the requirement to pay a Housing Benefits Subsidy for this property.

6. LEGAL IMPLICATIONS

- 6.1 The council has the relevant powers to proceed as proposed and the way this is taken forward will be considered with Legal Services in due course.

7. RISK MANAGEMENT IMPLICATIONS

- 7.1 Site Investigation works.
- Prior to initiation of this project:
 - a. It has been assumed for estimating purposes that the site is free of any abnormal soil contamination and remediation works that would otherwise prevent the build to go ahead. The project cost estimate is informed by a competitive quotation for the commissioning of a specialist consultant to undertake ground soil

investigations surveys and a Geo-technical assessment report.

- b. It has been assumed for estimating purposes that the site is free of any major tree demolition or maintenance works that would otherwise prevent the build to go ahead. The project cost estimate is informed by a competitive quotation for the commissioning of an Arboriculture consultant to undertake an Impact Assessment and Tree Protect Plan.
- c. It has been assumed for estimating purposes that site utility services can be easily connected to the public utility company's network local to the site access from Herbert Ave.

8. EQUALITIES IMPLICATIONS

- 8.1 The provision of additional temporary accommodation will increase the range of housing options available to those facing homelessness. This provision will ensure a safer environment for vulnerable households at a time when they are most at need. The provision will ensure that the council widens its ability to meet safeguarding requirements and reduces the risk of using bed and breakfast accommodation. Many of these households will include women and children and those deemed to hold a vulnerability therefore improving the offer and reflecting a positive equalities impact.

9. CONCLUSIONS

- 9.1 This report brings forward plans to develop 24 units of accommodation that will be used in the first instance to support temporary needs. It reflects the rising demand for this type of accommodation and ensures it is delivered at a lower cost and in an environment that is more fit for purpose than current options. It will deliver a financial benefit to the general fund revenue account and seeks to maximise the use of the HRA capital programme while holding the stock for use by the council in the longer term.

Contact officers:

Su Spence
Poole Housing Partnership

Phil Hornsby
Borough of Poole



Bournemouth, Christchurch and Poole Shadow Executive Committee

11

Report Subject	The allocation of Basic Need Grant to enable the expansion of school places in Bournemouth
Meeting date	7 November 2018
Report Author	Felicity Draper
Status	Public
Classification	For consultation
Key Decision	No
Executive summary	<p>This report seeks to consult the Shadow Authority on an allocation of £1.4 million Basic Need Grant funding between three academy trusts to enable the expansion of four schools in Bournemouth in 2019.</p> <p>The proposed expansions will ensure that the Council's statutory responsibility to ensure sufficient school places is met.</p>
Recommendations	That the Shadow Executive Committee as a consultee is asked to consider and comment on the attached proposals to allocate £1.4million of Basic Need Grant to facilitate the expansion of Avonbourne College, Bournemouth School Bournemouth School for Girls and Harewood College.

Reason for Recommendations	<p>Local Authorities with responsibility for Education Services have a statutory duty to ensure the provision of sufficient school places.</p> <p>Additional capacity is required in the secondary phase of education to meet demographic growth in Bournemouth.</p> <p>Allocation of Basic Need Grant to three academy trusts will facilitate their provision of an additional six and a half forms of secondary entry commencing in September 2019. This will ensure there is sufficient capacity to meet the forecast rise in demand.</p>
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Background detail

1. Bournemouth Borough Council has a statutory duty to provide sufficient school places for the resident children of Bournemouth. The birth rate in the Borough has been rising rapidly since 2005, leading to in the first instance, a need for a significant number of additional primary school places. This pressure will be shortly moving into the secondary phase and extra capacity is thus required.
2. Bournemouth Borough Council's School Place Planning Programme Board has agreed that to meet the raised level of demand a variety of additional provision should be created. A new Free School – Livingstone Academy – is being built and funded by the Department for Education and this will eventually provide 5 forms of the forecast additional 9 forms per year of secondary entry places needed as well as 2 forms per year of primary entry and sixth form provision.
3. The remaining forms of entry, including sufficient, should there be a lengthy delay in Livingstone Academy opening, will be provided through the expansion of the existing academy estate. The schools agreed to expand are Bournemouth School, Bournemouth School for Girls, Avonbourne College and Harewood College.
4. A Business Case for the allocation of £1.4million of Basic Need Grant was recommended for Council approval by Bournemouth Borough Council's Capital Executive Gateway Board on 27 September 2018 and is attached. It is proposed to refer it for consideration by the Cabinet of Bournemouth Borough Council on 7 November 2018 and to full Council for approval on 4 December 2018.

Consultation

5. Statutory public consultation has been undertaken by the Academy Trusts. The School Place Planning Board and Executive Gateway Board in Bournemouth include Member and officer representation for finance, education, planning and transport, project management, communications, property services and schools.

Options

6. The preferred option to expand existing schools is the only available option given additional places are forecast to be required and the opening date of Livingstone Academy is provisionally scheduled for September 2020.

Summary of Finance and Resourcing Implications

7. The Council is in receipt of sufficient Basic Need Grant from the Department for Education to support these schemes. Funding will be allocated to the respective Academy Trusts. The funding split within the attached Business Case at **Appendix 1** between Avonbourne and Harewood Academies is a notional split as they are co-located and sit within one multi-academy trust.

Summary of Legal Implications

8. The Council has a statutory duty to ensure sufficient school places. The attached proposal ensures that this council duty is met. The relevant academies have carried out the required statutory processes to set higher published admission numbers and will take through the necessary temporary or permanent changes to their funding agreements with the Department for Education.
9. Proposed building work will be subject to appropriate planning approval processes.

Summary of Human Resources Implications

10. There are no direct Human Resources implications.

Summary of Environmental Impact

11. By creating additional capacity near to demand reduces the need for travel across the conurbation to access a school place. A more detailed assessment will be carried out in relation to each project once developed.

Summary of Equalities and Diversity Impact

12. By providing additional places across four schools for statutory school age children extra capacity is available to all children.

Summary of Risk Assessment

13. The major risk to the Council is if extra capacity is not in place it will be failing in its statutory duty to ensure all children can access a school place for September 2019.

Background Papers

None

Appendices

Appendix 1 Business Case Allocation of £1,400,000 Basic Need Grant for Secondary School Expansion

Business Case

Allocation of £1,400,000 Basic Need Grant for Secondary School Expansion Projects

Date:	27 September 2018	
Service Unit(s):	Community Learning and Commissioning	
Prepared by:	Felicity Draper	
Project Manager:	To be assigned	
Project number:		
Document Type:	Feasibility/BC ¹	
Document version:	0.00	

Approval

Role	Name	Approval Date
Project Owner (PO)	Neil Goddard	17.09.18
Managing Director	Jane Portman	17.09.18
Portfolio Holder (PH)	Councillor Nicola Greene	17.09.18

Portfolio holder's comment

<p>To be provided at the meeting</p>

Background programme and project information

Does this Project link to existing Projects/Programme? If yes, please give details and project number, if known.	No
Has this funding request already been approved as part of the Capital Programme/HRA? If yes, please give further details.	No

Board decision required e.g. approval for, £X funding from feasibility or capital funds, use of pre-approved funding.	The Board is requested to allocate a total of £1,400,000 of Basic Need Grant between projects related to the expansion of secondary provision at Bournemouth School (£200k), Bournemouth School for Girls (£200k), Avonbourne College (£600k) and Harewood College (£400k) subject to the provision of satisfactory building plans.
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Business Case comments from Finance and PPMO

Name	Position	Comments
Shaun Darcy	Accountant	Incorporated where supplied
Jo Hooper	PPMO Officer	Incorporated where supplied

Other Elected Members, Officers and Subject Matter Experts consulted, e.g. Legal, Procurement, HR, Risk, Strategic IT

Name	Position	Date
Adam Richens	Section 151 Officer	17.09.18
Sian Ballingall	Head of Legal Services	17.09.18
Sue Ross	Director Adults and Children	17.09.18
Kim Burton	Team Leader Planning and School Estate	17.09.18

Document revision history

Version	Author	Changes	Date

1. Executive Summary

Proposed project

This report seeks an allocation of grant funding (subject to submission to the Council of appropriate and approved plans to deliver extra capacity) to four academy school projects to enable the expansion of secondary provision within the borough and meet the rising number of primary pupils transferring into the secondary phase over the next 5-8 years.

The Council has a statutory duty to provide sufficient school places for the resident children of Bournemouth. The birth rate in the Borough has been rising rapidly since 2005, leading to in the first instance, a need for a significant number of additional primary school places. This pressure will be shortly transferring into the secondary phase and extra capacity is thus required.

The Council's School Place Planning Programme Board has agreed that to meet the raised level of demand a variety of additional provision should be created. A new Free School – Livingstone Academy – is being built and funded by the Department for Education and this will eventually provide 5 forms of the forecast additional 9 forms per year of secondary entry places needed as well as 2 forms per year of primary entry and sixth form provision.

The remaining forms of entry, including sufficient initially, should there be a lengthy delay in Livingstone Academy opening, will be provided through the expansion of the existing secondary academy estate. The schools agreed to expand are Bournemouth School, Bournemouth School for Girls, Avonbourne College and Harewood College.

The provision will be designed to enable a timely, cost effective expansion of capacity at all the schools. The expansion of existing capacity will create up to 6.5 additional forms of entry in 2019. This is essential due to the delay in the opening of Livingstone Academy and has required the bringing forward of proposals to expand other schools earlier and with a greater number of forms of entry than would otherwise have been the case. Whilst Livingstone Academy has a revised projected opening date of 2020 - this has yet to be confirmed by the Department for Education and the Academy Trust. The Council is unlikely to receive such confirmation until at least the latter part of 2019. As such the use of Basic Need Capital funding for this proposal for the expansion of existing schools is appropriate.

The main increase in demand has been experienced in the south east and central parts of the borough and thus the schools selected to expand have been targeted at those areas. It is expected that the developments will provide good quality buildings and facilities near to where families live and thus maintain a level of parental preference for families across the local area.

The expansion of two selective schools - Bournemouth School and Bournemouth School for Girls - is in line with the overall demographic growth in the borough. As part of their respective expansion projects both these grammar schools have submitted bids to the Department for Education for funding from the Selective Schools Expansion Fund to augment their expansion proposals. The schools have already set higher published admission numbers for the 2019-20 year in accordance with statutory requirements to enable them to take in a greater number of pupils into their entry year - Year 7.

Which Council corporate priority actions does the proposed project meet? (eg. EC2 Developing our workforce, please see the Corporate Plan for reference

- **An Active Community** - helping children and young people reach their full potential, improving health and wellbeing and reducing health inequalities for residents
- **An Efficient Council** - making the best use of our assets, using sound finances
- **An Improving Environment**- Improving the quality of Bournemouth’s built environment, promoting sustainable travel

What support is required from other Services?

- Finance - throughout the project to ensure Capital processes are followed and monitored and funding is in place.
- Legal - to be determined throughout the project
- Procurement - if required to support any tendering process

Key benefits from the project

Delivery of high quality provision to enable the Council to meet its statutory duty to ensure sufficient school places

- By providing appropriate high quality buildings and facilities local to where families live it will reduce potential costs to the Home to School transport budget
- The greater the number of children having the opportunity to attend a school near to where they live has the potential to relieve pressure on the cross-borough road network

Overall Project Risk Rating				
Top 5 Project Risks			Gross Risk Rating	Mitigating Actions
Risk	Cause	Impact		
Academy Trust(s) alter decision to provide extra capacity and do not deliver all or part of the construction programme	Delay in delivery of phased construction project causing Academy to review its future Published Admission Number	Council will not be able to meet statutory duty to ensure sufficient school places	Medium	Regular monitoring of progress by Client Project Officer Work with academy during annual consultation on setting of Published Admission Number and through the annual admissions process
Forecast number of additional places reduces	Changes in demographic demand due to reduced migration levels	Lower number of pupils applying for expanded schools and all surplus sitting in these schools	Medium	Regular monitoring of forecasts through School Place Planning Programme Board

	both within and outside of the area			
Programme unachievable by date additional capacity required	Deadline for when extra children enter the school and delay in commencing construction work	Pupils have, to be in temporary placements within the relevant schools or larger classes	Medium	Academies to put in place as part of their project plan arrangements if project overruns
Rising construction costs render the Academies' eventual projects unaffordable	Rising Construction Costs due to economic reasons	Pressure on overall capital budget	Medium	Ensure through Project Board that Academy has set Sufficient 15% contingency to allow for rising costs included when determining viability of project
Poor working relationship between Academy and the Local Authority	Altered contractual relationship between Academies and Local Authorities	Delays caused by confusion in relation over roles and responsibilities	Low	Clear and agreed project outcomes and project management procedures

- **Finance Summary**

Project Finance	Proposed Funding Source	2018/19
Grant	Basic Need	1,400,000

The Council is in receipt of sufficient Basic Need Grant from the Department for Education to support these schemes. A further allocation of £3,930,712 is scheduled to be paid to the Council covering the Bournemouth area in 2020-21.

Payment of the grant to the Academy trusts is to be following the submission of appropriate plans. It may be made in instalments where they are directly managing the projects and subject to evidence of expenditure.

2. Project Options Appraisal

Option 1: Implement Proposed Basic Need Allocation of Funding to expansion projects delivered through four local academies

In Scope	Out of Scope
Approved construction works to facilitate creation of additional 6.5 forms of entry across 4 academies	Any additional works not supporting creation of additional secondary places
Expected Cashable Benefits (£k)	Expected Financial Cost (£k)
	£1,400,000
Expected Non-Cashable Benefits	High Level Breakdown of Costs
Projects will deliver additional school places for children and young people	Avonbourne College £600,000 Bournemouth School £200,000 Bournemouth School for Girls £200,000 Harewood College £400,000
Deliverables	Timeline
Creation of an additional 6.5 forms of entry by September 2019.	Commencing September 2018 Completion September 2019 onwards

Option 2: Do Nothing

This is not an option as additional places are required and Livingstone Academy which is directly funded by the Department for Education is projected to only be partially open in September 2020.

Strategic Alignment and Benefits

Strategic Alignment for Preferred Option

Corporate Priorities and Actions met	Project Deliverables
An Active Community – Helping Children and Young People achieve their potential	By providing appropriate places within Bournemouth, reducing the need to travel.
An Efficient Council – making best use of our assets	By providing appropriate places within existing schools in Bournemouth, reducing the need to travel out of borough and reduce costs.
An Improving Environment	Improving the quality of Bournemouth’s built environment, promoting sustainable travel

Benefits for Preferred Option

Benefits	How Benefits are Measured?	Benefit Measurement	
		Baseline	Target
Improving the quality of Bournemouth's built environment, promoting sustainable travel	Number of appropriate places available in Bournemouth	Number of places as at September 2018	Additional Number of places at September 2019 - 194
Improved facilities available at a local school	Through Ofsted evaluation	All provision judged as at least good by Ofsted	Provision continue to be judged as good or Outstanding at an inspection after development complete
Reduction in pressure on Home to School transport Budget through grater provision near to where families live	% of cohort of children needing a bus pass or other transport as consequence of not getting a school place at a local school	Current % of cohort of children needing a bus pass or other transport as, a consequence of not getting a school place at a local school	Maintenance or reduction of current % of cohort of children needing a bus pass or other transport as, a consequence of not getting a school place at a local school

6. Project Management Overview

Project Approach

- These projects will be overseen by a client project manager from within the Access and School Commissioning Service as part of the Community Learning and Commissioning Capital Programme.

Critical Success Factors

- Bournemouth Council being able to utilise new, improved and expanded local facilities for children and thus meet its statutory responsibility to ensure that there are sufficient school places.

Key Learning Applied / Evidence of Similar Projects

- The Access and School Commissioning Service has successfully delivered over £100m worth of school construction projects over the last 6 years to deliver the expansion of the primary phase of education and other specialist provision. It has

extensive experience of working with Academy Trusts in managing capital projects which are directly delivered by the Trusts or directly managing projects on behalf of Academy Trusts.

Interdependencies

IN/OUT	Project or Resource that you are dependent upon (IN) or that are dependent on this project (OUT)	Brief description of dependency	Impact of interdependency on project
In	Access and School Commissioning Service	To oversee, monitor and approve delivery by academy trusts	Resource implication for dealing with overall basic need strategy and other capital projects

Project Management Organisational Structure

Project Board	Name	Position/Job Title
Project Owner	Neil Goddard	Service Director
Project Manager	To be assigned as required	Project Officer
Project Accountant	Jo Collis-Heavens	Accountant
Senior User	Academies	N/A
Senior Supplier	Unknown at this stage	N/A
Portfolio Holder	Councillor Nicola Greene	Education and Children

Proposed Project Resource

Resource	Project Role	Estimated Effort
Project Manager	Project Manager	20%FTE Client Project Manager
	Board member	Minimum 2 hrs per week as and when projects progressed

Timescales and Key Milestones

Project start date	Project end date
September 2018	September 2019 or onwards where projects are delivered in phases and have later completion dates

Key Milestone Date	Milestone Description
September 2018	Allocation of Funding
November 2018	Academy proposals submitted and agreed
December 2018 - September 2019 (or beyond where required)	Regular monitoring meetings of projects progress
September 2019 or onwards where projects are delivered in phases and have later completion dates	Projects completed

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Bournemouth, Christchurch and Poole Shadow Authority/Executive Committee

12

Report Subject	Local Transport Plan (LTP) Capital Programme 2018/19
Meeting date	7 November 2018
Report Author	Bob Askew
Status	Public
Classification	For consultation
Key Decision	No
Executive summary	To consult on the delivery of the 2018/19 LTP Capital Programme following approval at Bournemouth Borough Council Executive Gateway Board in September 2018. The Capital Programme is part of the Dorset wide LTP Implementation Plan 3 (IP3) delivering the South East Dorset Strategy to mitigate planned economic and housing growth.
Recommendations	The Shadow Authority/Executive Committee, is recommended to note this report. This report is for information only
Reason for Recommendations	Further to historical direction from EGB, ratification of the 2017/18 programme was submitted to EGB in Q2 this being consistent with previous years. All schemes in this programme are prioritised to deliver the strategy objectives in accordance with IP3 and the Dorset LEP which are

	<p>Dorset wide programmes.</p> <p>Given that the 2018/19 programme value is in excess of £1 million it was determined that this should be referred to the Shadow Executive for information.</p>
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Background detail

The LTP3 is a fifteen-year plan covering the period 2011 to 2026, which is the primary delivery mechanism for the LTP Capital Programme which includes the emerging Major Scheme LEP programme. Bournemouth Borough Council has a statutory duty to produce the LTP, and to carry out integrated transport improvements and major maintenance works in order to meet performance indicators set out therein.

The overriding goals of the third LTP are to support economic competitiveness and growth; and also to reduce transport's emissions of carbon dioxide and other greenhouse gasses. The LTP proposals aim to

- Reduce the need to travel
- Manage and maintain existing networks more efficiently
- Bring forward a limited number of major improvements
- Develop a range of alternatives to the car that focus on greener travel choices
- Improve public health and well-being; and continue to promote safety in all forms of travel
- Manage the demand for car use
- Provide value for money

Further to historical direction from EGB, ratification of this programme was submitted in Q2 this being consistent with previous years as financial closedown from the previous financial year is not approved until June

Consultation

LTP3 is a 15-year Pan-Dorset Strategy the development of which was informed by public and stakeholder consultation carried out at key stages in the plan development. Individual schemes in the programme are consulted upon, as appropriate.

The LTP3 was formally approved by Bournemouth Borough Council, Dorset County Council and Borough of Poole's respective Cabinet and Full Council meetings in April 2011.

Options

Strategy options were investigated and consulted upon as part of the original development of the 15 year LTP Strategy.

With regards to the 2018/19 Capital Programme, options were considered and are described under section 2 *Options Appraisal: The Economic Case* of the appended EGB report. The Do-nothing option would result in not meeting the objectives of the LTP3 and may result in the Government reclaiming grant funding or reduced future settlements from the DfT

Summary of Finance and Resourcing Implications

Source of Funding	Total (£k)
Local Transport Plan - capital grant*	3900
Local Enterprise Partnership (LEP) Funding 2018-19	2579
Section 106 Agreement - Gervis Place	35
Community Infrastructure Fund (CIL	380
South East Dorset Transport Contribution Scheme (SEDTCs)	10
Road Rescue	100
Corporate Resource	150
	7154

Summary of Legal Implications

There are no legal implications arising from this report

Summary of Human Resources Implications

There are no human resources implications arising from this report

Summary of Environmental Impact

This programme delivers against the LTP3 objectives for the promotion of low carbon, healthy and sustainable modes of travel to ensure that transport contributes to enhanced natural environments, higher quality urban environments and better health and well-being. Major schemes are subject to detailed Environmental Assessments

Summary of Equalities and Diversity Impact

There were no Equality and Diversity implications arising from this report. An Equality Impact Assessment has been carried out and is part of Appendix 1: Business Case

Summary of Risk Assessment

There were no significant risk implications arising from this report.

Background Papers

www.dorsetforyou.com/localtransportplan

Appendices

Appendix 1: Full Business Case – Local Transport Plan (LTP) Capital Programme
2018/19

Full Business Case (FBC)

Local Transport Plan (LTP) Capital Programme 2018/19 Project Hub No.

Service Unit: Planning, Transport and Regulation

Risk: High

Prepared by/Project Manager: Philip Shearing **Date:** 27th April 2018

Document Approvals - All Business Cases for projects over £25k must be approved by the following people listed in this table prior to being approved by the Transformation Board and Executive Gateway Board (EGB).

Officer/Member/Group	Name	FBC Approval Date	PID Approval Date
Project Owner	Andrew England/Larry Austin	27 th April 2018	
Executive Director	Bill Cotton	27 th April 2018	
Portfolio Holder	Councillor Mike Greene	18 th April 2018	
Portfolio Holder comment	I am happy to support this programme of work which includes a number of sustainable transport initiatives which aim to deliver the Council's transport objectives and support the ongoing LTP and LEP Programmes.		
Transformation Board (Transformation Projects Only)		N/A	
Executive Gateway Board		September 2018	
Cabinet			
Project Board		N/A	

Other Elected Members & Officers Consulted

Name	Position	Date
Paul Whittles/Steve Wade	Group Accountant	27 th March 2018

Document Revision History

Version	Author	Changes	Date
1.	P Shearing	Initial Draft	27 th April 2018
2.		Final Draft	August 18

1 Executive Summary

This business case for the Planning and Transport Capital Programme 2018/19 has been developed to:

(a) Confirm approval to spend the Local Transport Plan (LTP) 2018/19 Capital allocation of £3,900,000*

(b) Confirm approval to spend previously approved Local Enterprise Partnership (LEP) Funding of £2,579,000 to deliver the LEP approved programme which in turn delivers the South East Dorset Strategy.

(c) Confirm approval to spend other external funding of £675,000 required to deliver some elements of the LTP programme.

This document is the business case for one year's programme of capital works that form part of the Local Transport Plan 3 (LTP3). For a list of the strategy elements and the allocation for each element (based on the Dft need assessments) and the types of schemes that make up the programme, please see the appendices. Note: A decision is sought to confirm approval to spend the Total Budget of £7,154,000 as a bottom line approval as individual schemes may increase or decrease as the schemes progress. The bottom line figure of £7,154,000 will not be exceeded. These changes are monitored by the Monthly Capital Progress meetings and changes recorded quarterly.

The LTP3 is a fifteen year plan covering the period 2011 to 2026, which is the primary delivery mechanism for the LTP Capital Programme which includes the emerging Major Scheme LEP programme. Bournemouth Borough Council has a statutory duty to produce the LTP, and to carry out integrated transport improvements and major maintenance works in order to meet performance indicators set out therein.

LTP3 was approved by Cabinet and full council in April 2011. LTP 2018/19 is the second year of the third three year implementation plan (IP3). The approval is for the bottom line total budget only. Individual schemes within the LTP programme may vary through the year but virements will be made to balance out expenditure to ensure the budget total is not exceeded. This process will be managed by monthly Capital Progress meetings.

The overriding goals of the third LTP are to support economic competitiveness and growth; and also to reduce transport's emissions of carbon dioxide and other greenhouse gasses. The LTP proposals aim to

- Reduce the need to travel
- Manage and maintain existing networks more efficiently
- Bring forward a limited number of major improvements
- Develop a range of alternatives to the car that focus on greener travel choices
- Improve public health and well-being; and continue to promote safety in all forms of travel
- Manage the demand for car use
- Provide value for money

When producing the prioritised list of schemes, emphasis was placed on the funding of schemes which contribute towards areas where our performance is poorer.

Even though this programme is >£500k it will be presented to Cabinet as part of the Monthly Monitoring report due to the fact that LTP3 and the South-East Dorset (SED) Transport Strategy have previously been approved at Cabinet and full Council.

Recommended Approval: That the Board confirm approval to spend the Local Transport Plan (LTP) 2018/19 Capital allocation of £3,900,000* + £2,579,000 of Local Enterprise Partnership (LEP) Funding + £35,000 of Sec106 Funding + £380,000 of Community Infrastructure Fund (CIL) + £10,000 of South East Dorset Transport Contributions Scheme (SEDTCS) + £100,000 of Road Rescue Funding + £ 150,000 of Corporate Resource = £7,154,000 and hence approve the Proposed spend of £7,154,000 as a bottom line approval.

Total Local Transport Plan Capital Programme 18/19	£7,154,000 **
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*Source of Funding for Capital Allocation of £3,900,000

Funding Source - Capital Allocation	2018-19 (£k)
Integrated transport grant	1731
Highway Maintenance needs element	1169
Highway Maintenance incentive element	243
Pothole Action Fund	157
National Productivity Investment Fund (NPIF)	600
Total	3900*

**Source of Funding for Total Local Transport Plan Capital Programme 18/19

Funding Source LTP Capital Programme	2018-19 (£k)
Capital Allocation*	3900*
Local Enterprise Partnership (LEP) Funding 2018-19	2579
Section 106 Funding - Gervis Place	35
Community Infrastructure Fund (CIL)	380
South East Dorset Transport Contribution Scheme (SEDTCS)	10
Road Rescue	100
Corporate Resource	150
Grand Total	7154**

Nb: Figures rounded to the nearest thousand as reported to the Dft

2.Strategic Fit: The Strategic Case

Business Needs and Project Background

The capital programme of schemes shown in the appendices, or similar deliver the objectives of the Local Transport Plan 3 (LTP3) - Supporting Economic Growth, Tackling Climate Change, Equality of Opportunity, Better Safety, Security & Health, Improve Quality of Life and Value for Money. Bournemouth Borough Council, with Dorset County Council and the Borough of Poole has produced LTP3 for the period 2011 - 2026. This programme will implement integrated transport schemes and major maintenance works in order to deliver the goals and outcomes of LTP3.

This document is the business case for one year's programme of works. Future years' programmes will be presented to the Gateway Board at later dates.

Benefits, Objectives and Strategic Alignment - see Section 5 for baseline data on indicators for the LTP

Council Strategic Objective / Corporate Priority (taken from Corporate Plan, Service Plans etc...)	Project Outcomes	Benefits expected as a result of achieving outcomes
An Efficient Council	More services delivered in partnership	Continued working with Transportation Services partner - WSP, who provide multi-disciplinary support from their nationwide office network
Community Action	Increased public awareness of health issues and targeted activity in areas of health inequality	People walking and cycling more often
An Improving Environment	Improved facilities for visitors and residents	Reduced CO2 and noise pollution Reduced numbers of people killed or injured in road traffic crashes High quality public spaces Improved accessibility for pedestrians & cyclists Better flow of traffic around the Borough
An Improving Environment	Increased promotion of sustainable modes of transport	Sustainable travel events Smarter Choices programme delivered,
An Improving Environment	Increased activity to respond and adapt to the effects of climate change	Reduced Co2 and noise pollution Sustainable travel events

Council Strategic Objective / Corporate Priority (taken from Corporate Plan, Service Plans etc...)	Project Outcomes	Benefits expected as a result of achieving outcomes
		Smarter Choices available to employees Healthier lifestyles
A Thriving Economy	Bournemouth promoted as Britain's premier coastal resort	Capitalise on potential for cycle & green tourism Strengthened local economy
A Thriving Economy	Increased regeneration for those areas most in need	High quality public space Better flow of traffic around the Borough

Scope: (In/Out)

Inclusions: All Integrated transport and highway maintenance schemes funded from 2018/19 LTP allocation and additional schemes funded from the LEP, developer contributions, Road Rescue and Corporate Resources as shown in the appendices.

Exclusions None: as Included as part of this Business Case are additional schemes funded from the LEP such as Wessex Fields and the A338 widening.

Total Local Transport Plan Capital Programme 18/19	£7,154,000
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Please note: individual schemes in the aforementioned programmes may increase or decrease in cost leading to the budgets needing to be increased or decreased. This will be governed by the respective project management board, hence, approval is for the bottom line total budget for each programme and managed by monthly Capital Progress Meetings.

Milestones

Key Milestones have been identified in the LTP Capital Programme measured against the Three Stage process (1) Feasibility/Initial Design (2) Detailed Design (3) BOQ/Tender/Construct.

These in turn will be linked to the Outcomes achieved under the Strategy Elements/ Sections. These will be assessed Quarterly via the LTP Project Management Board at the Capital Progress Meetings.

Strategic Risk

Risk	Mitigation Strategy	Owner
LTP allocation is reduced in year	Seek alternative sources of funding Reduce programme	Project Manager
Programme of works not completed in year	Project management throughout design process Contract management throughout works	Head of Planning and Transport
Programme of works cost more than allocated budget	Reduce programme Project management throughout design process Contract management throughout works	Head of Planning and Transport

2 Options Appraisal: The Economic Case

Summary of Approach

This programme of schemes forms part of a fifteen year strategy developed as part of LTP3 guided by the South East Dorset Multi-Modal Transport Study (SEDMMTS) which have both previously been approved by Cabinet. This programme has been developed based on ranked and prioritised lists of schemes in order to achieve the vision of LTP3 which is

'A safe, reliable and accessible low carbon transport system for Bournemouth, Poole and Dorset, that assists in the development of a strong low carbon economy, maximises the opportunities for sustainable transport and respects and protects the area's unique environmental assets'

This programme has been appraised by comparing it with a 'do nothing' approach.

Options Appraisal

Option 1 - Implement LTP programme - (Details attached in the appendices)

This programme of schemes forms part of a fifteen year strategy developed as part of LTP3 and South East Dorset Multi-Modal Transport Study (SEDMMTS) which have both previously been approved by Cabinet. The implementation of this strategy has cumulative benefits year on year. The benefits detailed below are for the implementation of one year of this fifteen year strategy and, consequently, will have far greater impact when the full strategy is implemented.

Total Expected Financial Benefit (£)	Total Expected Financial Cost (£)
<p>Only certain benefits of the LTP can be monetarised. The monetarised annual benefits (in 2011 prices) for the next 50 years to the local economy if the LTP capital programme is implemented are:</p> <ul style="list-style-type: none"> • Reduction in car travel and associated positive impacts on congestion (and therefore delays to other road users), air pollution, noise and highway accidents - £0.32 million • Physical fitness benefits to society, which relates to reduced mortality and absenteeism from work as a result of greater levels of exercise through increased cycling - £0.20 million • Journey ambience benefits, relating to perceived improvements to safety, comfort and convenience for cyclists - £0.04 million 	£7,154,000
Expected non Financial Benefit	High level Breakdown of Costs - see appendices for a further breakdown of costs
<p>More services delivered in partnership Targeted activity in areas of health inequality Improved facilities for visitors and residents Increased promotion of sustainable modes of transport Bournemouth promoted as Britain's premier coastal resort Increased regeneration for those areas most in need</p>	<p>Strategic Network Improvements -£3,224,000 Manage & maintain the existing network - £595,000 Public transport alternatives to the car (bus shelters, access kerbs, timetable cases and flags, smart card development) - £100,000 Active travel/greener travel choices - £1,084,000 Travel safety measures - £582,000 Maintenance - Principal road network - £450,000 Maintenance - Non-Principal road network - £172,000 Maintenance -Unclassified road network - £317,000 Maintenance - Structures - £292,000 Maintenance - Other - £181,000 Pothole Action Fund - £157,000</p>
Strengths (Including opportunities)	Weaknesses (Including threats)
<p>Meet objectives of LTP - Supporting Economic Growth; Tackling Climate Change; Equality of Opportunity; Better Safety, Security & Health; Improve Quality of Life; Value for Money Secure future Government allocations</p>	<p>Short term traffic delay whilst schemes being built</p>

Risk	Mitigation Strategy
LTP allocation is reduced in year	Seek alternative sources of funding Reduce programme
Programme of works not completed in year	Project management throughout design process Contract management throughout works
Programme of works cost more than allocated budget	Reduce programme Project management throughout design process Contract management throughout works
Timeline	Indicative Funding Source
April 2018 - March 2019	Government Grant - Local Transport Plan

Option 2 - Do nothing

Total Expected Financial Benefit (£k)	Total Expected Financial Cost (£k)
0	0 - however, there will be revenue costs associated with non maintenance and further deterioration of assets
Expected non Financial Benefit	High level Breakdown of Costs
None	<p>Reducing the need to travel - £0</p> <p>Strategic Network Improvements -£0</p> <p>Manage & maintain the existing network - £0</p> <p>Public transport alternatives to the car (bus shelters, access kerbs, timetable cases and flags, smart card development) - £0</p> <p>Active travel/greener travel choices - £0</p> <p>Travel safety measures - £0</p> <p>Other: Additional Local contributions to support LSTF programmes - £0</p> <p>Maintenance - Principal road network - £0</p> <p>Maintenance - Non principal road network - £0</p> <p>Maintenance - Structures - £0</p> <p>Maintenance - Other - £0</p> <p>LSTF local contributions (previously approved at EGB) - £0</p>
Strengths (Including opportunities)	Weaknesses (Including threats)
	<p>Do not meet objectives of LTP</p> <p>Government reclaims grant in year</p> <p>Future Government allocations are reduced</p>
Risk	Mitigation Strategy
Depreciation of assets	Implement the Planning and Transport Capital Programme
Timeline	Indicative Funding Source
April 2018 - March 2019	Government Grant - Local Transport Plan

3 Affordability: The Financial Case

Quantification of Risk and Associated Contingency

Each individual scheme that forms part of the programme has a 10% contingency included in the overall cost.

Running Costs and Savings

The LTP as a whole is a revenue neutral project, whilst there are increased costs associated with certain schemes such as Real Time Information (RTI) and Urban Traffic Control (UTC) there are revenue savings such as the use of Extra Low Voltage (ELV) traffic signals and reduced highway and footway maintenance implications.

Spend Profile and Cash Flow.

	Description	2018/19 (£k)
Costs to date	None - annual programme	0
Staff Exit	None required	0
Equipment	No equipment is required to implement the programme	0
Internal Staff	Management, design, supervision and other consultancy fees	381
External Resource	WSP staff design and other consultancy fees	310
Moving costs		0
Capital Costs	Implementation on site of individual schemes	5813
Other		0
Sub-Total Costs		6504
Contingency	A contingency of 10% is included for individual schemes that form the programme	650
Total Costs		7154
Staff Savings		0
Non-Staff Savings		
Total Savings		0

Source of Funding

Source of Funding	Total (£k)
Local Transport Plan - capital grant*	3900
Local Enterprise Partnership (LEP) Funding 2018-19	2579
Section 106 Agreement - Gervis Place	35
Community Infrastructure Fund (CIL)	380
South East Dorset Transport Contribution Scheme (SEDTCs)	10
Road Rescue	100
Corporate Resource	150
	7154

*See page 3 for breakdown of Capital Grant

Previously Awarded Feasibility Funding

Date Awarded	Description of Funding Usage	Total (£k)
	None - all feasibility studies undertaken as part of this programme are funded through the LTP capital allocation	0

4 Achievability: The Project Management Case

Project Approach

This programme will be developed by Transportation Services with scheme design work carried out in partnership with WSP. Scheme implementation will be carried out by our term contractor which is currently Dyer and Butler, (or other specialist contractor) with supervision from Bournemouth staff.

Evidence of Similar Projects

The Planning and Transport Capital Programme has been successfully carried out in this manner for a number of years. It provides a balanced split between private innovation and public accountability.

Resources Required

Programme Management will be provided by the LTP and Capital Programme Team. Individual scheme project management will be allocated to appropriate existing staff. Budget monitoring will be provided by financial services. Additional design resources will be procured from WSP through our existing partnership arrangements.

Benefit Realisation

Benefit	How will the benefit be Measured?	Frequency of Measurement	Baseline Data
Reduction in carbon emissions per capita	Total carbon emissions from road transport divided by population	Annual	0.93
Increased bus patronage	Annual number of passengers travelling on buses in the LTP area	Annual	17,793,398
Reduction in area wide vehicle kilometres	Total annual vehicle kilometres travelled in the LTP area	Annual	807,000
Reduction in single car driver trips to urban centres	A) Mode share of peak time trips to urban centres B) Total peak period traffic to urban centres	Annual	63% 24,075
Reduced percentage of pupils travelling to school by car	Share of journeys by car (including vans and taxis)	Annual	31%
Reduced traffic congestion	Average journey time per mile	Annual	2.52

Benefit	How will the benefit be Measured?	Frequency of Measurement	Baseline Data
No reduction in access to employment by public transport	% of households within 30 mins of employment centre by public transport	Annual	100%
Improved condition of principal A roads	% of network in need of further investigation	Annual	5%
Improved condition of non-principal B and C roads	% of network in need of further investigation	Annual	8%
Improved road safety	A) All serious / fatal casualties - numbers of all Killed and Seriously Injured B) Child serious / fatal casualties - numbers of Children Killed and Seriously Injured C) Numbers of slight casualties D) Total casualties : sum of A) + C)	Annual	84 8 544 629
Growth in cycling trips	Annualised index of cycling trips at selected monitoring sites	Annual	120.5
Reduction in number of Air Quality Management Areas	Currently designated AQMA	Annual	1
Improved bus punctuality	A) % of buses starting route on time B) % of buses on time at intermediate timing points C) % of buses on time at non-timing points D) Average excess waiting times on frequent service routes	Annual	85% 72% n/a 1.5 mins
Improved satisfaction with bus services	% of respondents satisfied with bus services	Annual	75.6%
Increased number of low emission vehicles	Number of newly registered Ultra Low Emission Vehicles	Annual	5

Note: The data above is generally for the third and final year of the first LTP3 Implementation Programme (IP1). No specific targets were set for IP1. The 2018/19 LTP Capital Programme is the second year of the third LTP3 Implementation Programme (IP3). The indicators listed above were recorded throughout IP1 and IP2 and will be monitored for IP3 and trends noted throughout the IP3 3 year period. A full progress report on the first three years of the Local Transport Plan is now available to view at <https://www.dorsetforyou.com/417820>.

Assumptions & Constraints

Assumptions

- Government funding will be at the levels announced by the DfT in March 2018. Developer contributions and funding from other sources will be available to supplement Government funding. Changes to project budgets resulting from this additional funding will be submitted for approval via the appropriate route, as and when they arrive
- Numbers, levels of qualifications and experience of staff within Planning and Transport will remain as they are in order to deliver aims of LTP3, subject to transformation approvals
- Our partnering consultant, WSP, will be able to provide staff of a sufficiently qualified and experienced level in order to design the schemes
- Our term contractor will have available resources to deliver schemes on site

Constraints

- Public Consultation may lead to some schemes requiring amendment
- Poor winter weather may lead to a delay in the implementation of certain schemes
- Current economic situation
- WSP staff availability

Interdependencies

IN/ OUT	Project, person or resources that you are dependent upon (IN) or that are dependent upon this project (OUT)	Description of dependency (e.g. the complete rollout of the project or the development of a particular part of it)
IN	In house design team	Professional and technical ability to design, specify, supervise and monitor schemes
IN	Design consultants	Professional and technical ability to design and specify schemes
IN	Construction contractor	Competent contractor to construct schemes
OUT	Travelling public	To receive quality infrastructure in order to make their journeys easier, safer and a better experience

Key Stakeholders

Stakeholder or Stakeholder group	Relevance to project
Dorset County Council, Borough of Poole	Neighbouring authorities - interdependent highway network LTP is a joint plan with these authorities
Dorset Local Enterprise Partnership	Prioritise Strategic Growth Deal Schemes

Stakeholder or Stakeholder group	Relevance to project
NHS - Bournemouth	More people walking and cycling more often lead to reduced impact on NHS re obesity and related diseases. Casualty reduction schemes lessen impact on NHS due to fewer casualties
Dorset Road safe, Dorset Police	Casualty reduction schemes reduce impact on emergency services
Bus Companies	Improvements to public transport infrastructure will increase bus passenger numbers & improve journey times
Department for Transport	Responsible for allocation of Government funds, monitors local authorities to ensure indicators are met
Residents	More local job opportunities, education & training accessible by public transport. Healthier, safer communities & enhanced individual well-being. A greater proportion of people using public transport, walking or cycling as their main mode of travel with less dependency on the private car. Improved town & local centres.
Visitors	Improved town & local centres. Ease of movement around Bournemouth.
Businesses	Increased business confidence in the reliability of transport connections to, from & within Bournemouth.
Leisure	Some schemes are designed & implemented in partnership with Leisure, particularly walking & cycling routes.
EGB/Cabinet/Ward members	Highlight reports produced monthly. Change requests will be brought as and when necessary. Support for projects within programme.

Programme Management Organisational Structure

Programme Team	Name	Appropriate Skills and Experience
Programme Manager	Bob Askew	LTP Capital Programme Manager
Programme Team Member		
Programme Team Member	Anthony Kirby	Engineering and Major Contracts Manager
Programme Team Member	David Harrop	Passenger Transport Manager
Programme Team Member	Richard Pearson	Highway Design and Road Safety Manager
Programme Team Member	Jamie Griffiths	Traffic Manager
Programme Team Member	Chantelle Boston	Senior Accountant
Programme Team Member	Paula Mills	Finance Officer
Programme Team Member	Steve Perry	Highway Asset Manager

Programme Board	Name
Project Owner (SRO)	Andrew England
Project Assurance	PPMO
Senior Supplier	Gary Powell
Senior User	Varies
Portfolio Holder	Cllr Mike Greene

Timescales and Project Plan

Project Start Date	Project End Date
1 st April 2018	31 st March 2019

Progress Monitoring and Reporting Process

The project will report on a regular basis following the Council's mandatory project management process. It will use the standard progress report that captures progress against the key activities/milestones, top risks & issues, progress against benefits targets and an overall summary.

4 Appendices

Business Case

- List of Schemes
- Initial Risk Assessment (Template available on PPMO BIZ Pages)
- Equality Impact Needs Analysis (Template available on BIZ - contact Sam Johnson for advice)

List of schemes in the Local Transport Plan Capital Programme 2018/19

Planning, Transport and Regulation Capital Programme 18/19			
Fin Code 2017-18		Budget 18/19 for Approval by EGB	Comments
SECTION A -PROGRAMME OF PROJECTS APPROVED			
KZ0051	STRATEGIC NETWORK IMPROVEMENTS	3,224,000	Development of Large Strategic DLEP / DfT Projects including development of proposals for Wessex Fields, A338 widening, Lansdowne and Wallisdown
KZ0052	TRAVEL SAFETY MEASURES	582,000	Priority Casualty Reduction schemes, Tuckton roundabout improvements, Safe Routes to School schemes etc
KZ0053	ACTIVE TRAVEL IMPROVEMENTS	1,084,000	Implementation of Walking and Cycling Schemes, Accessibility projects, Town Centre Public Realm - Beale Place, Town Centre AAP - Braidley Road, ROW, Bear Cross to Longham cycle scheme, completion of Iford Package etc.
KZ0054	PUBLIC TRANSPORT IMPROVEMENTS	100,000	Development of proposals for Gervis Place, Public Transport Infrastructure and minor improvements etc.
KZ0055	NETWORK MANAGEMENT IMPROVEMENTS	595,000	UTC Network, Intelligent Transport Systems (ITS), Car Park Guidance, VMS. Development of Town Centre West proposals The Triangle, Poole Hill etc
TOTAL FOR INTEGRATED TRANSPORT		5,585,000	
KZ0056	MAINTENANCE - PRINCIPAL ROADS	450,000	Holdenhurst Road / Ashley Road, Wimborne Road Horsham Ave to Kinson Grove
KZ0057	MAINTENANCE - NON PRINCIPAL ROADS	489,000	Maintenance schemes on the B3063 Charminster Road-Alma Rd to St Albans Rd, East Howe Lane, Iford Lane plus prioritised list of unclassified roads
KZ0058	MAINTENANCE - STRUCTURES	292,000	Bridge Maintenance programme.
KZ0059	MAINTENANCE - OTHER	338,000	Surface Treatments, Footway / Cycleway remedial works, Ancillary Carriageway repairs, Drainage improvements, Street Lighting etc
TOTAL FOR MAINTENANCE		1,569,000	
TOTAL PROGRAMME (ITB + Maintenance)		7,154,000	

Abbreviations:

LEP SEP-Local Enterprise Partnership Strategic Economic Plan

HFS - High Friction Surfacing

ITS-Intelligent Transport Systems

UTC-Urban Traffic Control

SEDMMS-South East Dorset **M**ulti **M**odal **S**tudy

RTI-Real Time Information

SWPTI-South West Public Transport Information

ITSO-Integrated Transport Smartcard Organisation

Dft-Department for transport

PROJECT NAME:

LOCAL TRANSPORT CAPITAL PROGRAMME 2018/19

PROJECT NUMBER: *To be obtained from PMO*

PROJECT RISK LEVEL:

HIGH

*

Table 1 - Suggested criteria on which to score the type of project (please tick appropriate category)

CRITERIA					Score
1) Duration of Project	0-6 months <input type="radio"/>	7-12 months <input checked="" type="radio"/>	Above 1 year <input type="radio"/>		3
2) Effort	1-4 people (FTE) <input type="radio"/>	5-10 people (FTE) <input type="radio"/>	11+ people (FTE) <input checked="" type="radio"/>		8
3) Business Impact	Business Unit/Service <input type="radio"/>	More than 1 BU <input type="radio"/>	Council/External <input checked="" type="radio"/>		10
4) Priority	Desirable <input type="radio"/>	Highly Desirable <input type="radio"/>	Essential <input checked="" type="radio"/>		6
5) Costs &/or Savings	Up to £250k <input type="radio"/>	£251k-£500k <input type="radio"/>	Over £501k or if project is to be funded through prudential borrowing <input checked="" type="radio"/>		28
6) Risk Impact	Low Impact - Minor service disruption/inconvenience, minor injury, small financial loss, isolated service user complaint. <input type="radio"/>	Medium Impact - Service disruption, More serious injury or financial loss, adverse media coverage, numerous service user complaints <input checked="" type="radio"/>	High Impact - Significant or total service disruption, major disabling injury or fatality, high or catastrophic financial loss, adverse national media coverage, ministerial intervention in service running. <input type="radio"/>		5
				Risk Score	60

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Equality Impact Needs Assessment



The Diversity Promise - *Making it Happen!*

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Title of Policy/Service/Project	LOCAL TRANSPORT PLAN CAPITAL PROGRAMME
Service Unit	Transport
Lead Responsible Officer and Job Title	Principal Engineer LTP & Capital Programme
Members of the Assessment Team:	Claire Clark
Date assessment completed:	

About the Policy/Service/Project:

What type of ~~policy~~/service/project is this? (delete as appropriate)

Existing New/proposed ~~Changing~~

What are the aims/objectives of the ~~policy~~/service/project? (please include here all expected outcomes)

To design, procure, construct and monitor transport schemes that will contribute towards meeting the vision of the Local Transport Plan - 'A safe, reliable and accessible low carbon transport system for Bournemouth, Poole and Dorset, that assists in the development of a strong low carbon economy, maximises the opportunities for sustainable transport and respects and protects the area's unique environmental assets'

The goals of the LTP that the capital programme will meet are - Supporting Economic Growth, Tackling Climate Change, Equality of Opportunity, Better Safety, Security & Health, Improve Quality of Life, Value for Money

Are there any associated services, policies or procedures? Yes/No

If 'Yes', please list below:

Bournemouth, Poole and Dorset Local Transport Plan LTP3 (2011-2026)

Local Development Framework - Core Strategy

Local Development Framework - Town Centre Area Action Plan

South East Dorset Contributions Policy/Community Infrastructure Levy

South East Dorset Transport Strategy (SEDTS)

LTP3 Supporting Strategies

Sustainable Modes of Transport to School (SMOTS)

Quality Bus Partnership (QBP)

Dorset Local Enterprise Partnership (LEP)

Bournemouth Borough Council - Corporate Plan

Bournemouth 2026 Sustainable Community Strategy

NHS Strategies - Joint Obesity Strategy & Action Plan 2010 - 2015; Building a Healthier Bournemouth & Poole: Revised Strategic Plan 2010 - 2015; Joint Strategic Needs Assessment for Bournemouth & Poole 2010 - 2015; Bournemouth & Poole Health & Wellbeing Strategy (to be published spring 2012)

List the main people, or groups of people, that this ~~policy~~/service/project is designed to benefit and any other stakeholders involved?

Residents, visitors, cyclists, pedestrians, motorists, businesses, schools, college, the University, bus passengers, mobility impaired

Will this policy/service/impact on any other organisation, statutory, voluntary or community and their clients/service users?

Yes - Bus companies, Borough of Poole, Dorset County Council, NHS (PCT), Bournemouth Community and Voluntary Transport, Department for Transport, Dorset Disability DOTS, Cycle Forum

Consultation, Monitoring and Research

Where there is still insufficient information to properly assess the policy, appropriate and proportionate measures will be needed to fill the data gaps. Examples include one-off studies or surveys, or holding informal consultation exercises to supplement the available statistical and qualitative data.

If there is insufficient time before the implementation of the policy to inform the EINA, specific action points will be need to be clearly set out in the action plan. Steps must include monitoring arrangements which measure the actual impact and a date for a policy review.

Consultation:

What involvement/consultation has been done in relation to this (or a similar) policy/service/project and what are the results?

Comprehensive consultation took place for the South East Dorset Transportation Study (SEDTS) and for LTP3.

If you have not carried out any consultation, or if you need to carry out further consultation, who will you be consulting with and by what methods?

Individual schemes in the programme will be consulted upon with residents, user groups, bus companies, emergency services, councillors, local businesses, cycle groups, disability freight groups, traffic management section, schools etc.

A mix of consultation methods will be used from exhibitions, meetings, leaflets, notices in local paper, email, attending forums social networks etc.

Monitoring and Research:

What data, research and other evidence or information is available which is relevant to this EINA?

Respondents to the public consultation for SEDTS were 55% male and 45% female, a third of who were over 60. The under 35's were under represented. No monitoring data was collected on disability, race, religion, sexual orientation or transgender.

No monitoring data was collected as part of the LTP3 consultation

Is there any service user/employee monitoring data available and relevant to this ~~policy/service~~ project? What does it show in relation to equality groups?

2011 census showed:

50% of population were male
50% of population were female

84% were white British
7% were white other
8% were non-white BME

57% were Christian
30% had no religion
1% were Jewish
2% were Muslim

10% worked mainly at home
60% travelled to work by car
9% travelled to work by bus
12% walked to work
5% cycled to work

37% worked full time
13% worked part time
10% were self employed
4% were unemployed
14% were students
12% were retired
5% were permanently sick/disabled

26% of households had no car/van

The Place Survey Disability Report showed that the frequency and reliability of public transport was a concern for disabled residents.

In the 2008 Place Survey Equality and Diversity Report parking was raised as an issue by members of faith and belief communities. Many found that parking near their place of worship was difficult especially on occasions that attract large numbers.

In the past three years 56% of all road traffic crash casualties were male and 44% female, 26% of casualties were aged between 17 and 25.

If there is a lack of information, what further information do you need to carry out the assessment and how are you going to gather this?

No further information required

Assessing the Impact

	Actual or potential benefit	Actual or potential negative outcome
Age	Targeted casualty reduction to reduce high proportion of 18 to 25 year olds including pedestrians and cyclist	
Disability	Improved facilities for mobility impaired - bus stops, road crossings, dropped kerbs etc Improved access to public transport for mobility impaired Improved community transport provision for all groups	
Gender	Targeted casualty reduction to reduce number of men injured in road traffic crashes	
Race	N/A	

	Actual or potential benefit	Actual or potential negative outcome
Religion or Belief		Reduction in parking to make space for public transport, cycling and walking may lead to less space available to park on street for faith and belief communities, but no one group will be disadvantaged more than others.
Sexual Orientation	N/A	
Transgender	N/A	
Any other factor/ groups e.g. socio-economic status/carers etc	Improved access to services for those without car/van Investment in areas of multiple deprivation to improve public spaces	
Human Rights	N/A	

Stop - Any policy which shows actual or potential unlawful discrimination must be stopped, removed or changed.

If impacts have been identified include in the action plan what will be done to reduce these impacts, this could include a range of options from making adjustments to the policy to stopping and removing the policy altogether. If no change is to be made, explain your decision:

Action Plan

Include:

- What has/will be done to reduce the negative impacts on groups as identified above.
- The arrangements for monitoring the actual impact of the policy/service/project

Issue identified	Action required to reduce impact	Timescale	Responsible officer	Which Business Plan does this action link to e.g. Service Equality Action Plan/Team Plan
Reduction in parking (to make space for public transport, cycling and walking) may lead to less space available to park on street for faith and belief communities, but no one group will be disadvantaged more than others.	Monitor location of reduced on street parking and consult with local communities, especially if close to a place of worship. Inform members of communities of other transport options available (bus, cycle etc) and, if no alternative to car travel, let them know of alternative parking provision	As and when proposed schemes are consulted on	Transportation Services Manager	

Please complete this summary of the EINA to enable the results to be published on the website.

Name of Policy/Service:	Planning and Transport Capital Programme 2018/19
Date of Assessment:	14 th April 2018
Name of lead officer:	Bob Askew
Job title of lead officer:	Principal Engineer - LTP & Capital Programme
Summary of Key findings:	<ul style="list-style-type: none"> • Capital Programme will support LTP goals of Supporting Economic Growth, Tackling Climate Change, Equality of Opportunity, Better Safety, Security & Health, Improve Quality of Life, Value for Money • Benefits will be felt by Residents, visitors, cyclists, pedestrians, motorists, businesses, schools, college, the University, bus passengers, Bus companies, Borough of Poole, Dorset County Council, NHS (PCT), Bournemouth Community and Voluntary Transport, Department for Transport, Dorset Disability DOTS, Cycle Forum • Individual schemes will be consulted upon at appropriate times • Public Transport will be improved for the mobility impaired • Casualty reduction will be targeted at males and the 17 - 25 years age group • Reduction in parking to make space for public transport, cycling and walking may lead to less space available to park on street for faith and belief communities, but no one group will be disadvantaged more than others.
Summary of Future actions:	<ul style="list-style-type: none"> • Monitor location of reduced on street parking and consult with local communities

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Bournemouth, Christchurch and Poole Shadow Executive Committee

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Report Subject	Future of the public health partnership: Update and Key Issues under Local Government Reorganisation
Meeting date	7 November
Report Author	Sam Crowe, Acting Director of Public Health
Status	Public
Classification	For decision
Key Decision	Yes
Executive summary	<p>This report updates the Shadow Executive Committee on key issues to consider as the public health partnership prepares for Local Government Reorganisation. This includes the work of the task and finish group on the model of service, maintaining the contract and agreement in support of the partnership, and ensuring good governance on key decisions pre and post-LGR. Shadow Executive Committee is asked to support extending the public health partnership for a minimum 12 months post-LGR, along with a continuation of the Joint Public Health Board.</p> <p>This recommendation was made by the September Joint Public Health Board, which functions as the decision making body for the shared service delivering public health for the three Councils. The report also includes details of a key decision made by the Joint Public Health Board – to agree to procure a new pan-Dorset model of provision for NHS Healthchecks, with an agreed annual budget of £600,000.</p>

Recommendations	That the Shadow Executive Committee:- <ul style="list-style-type: none"> • Supports the decision made by the Joint Public Health Board to extend the partnership for a minimum of 12 months after LGR; • Notes the Joint Public Health Board’s decision to approve a procurement for a new model to provide NHS Health Checks with a pan-Dorset budget of £600,000 per annum.
Reason for Recommendations	<p>To maintain the partnership agreement for public health pre and post-LGR, ensure good governance and clear decision making as LGR progresses, and the continued effective delivery of the statutory legal public health duties of local authorities.</p>

Background detail

1. Public Health functions have been delivered on behalf of the three Upper Tier Councils of Bournemouth, Poole and Dorset by a shared service model, known as Public Health Dorset. This partnership has been in place since 2013, and is supported by a legal agreement to pool the ring-fenced Public Health Grant for use in commissioning public health services and interventions. This ensures the Councils’ statutory duties to improve population health and wellbeing and reduce inequalities in health are met fully. In addition, developing a shared service at scale has led to efficiencies and savings, and increased effectiveness of public health services.
2. Governance and assurance over the effective use of the Public Health Grant, and delivery of services, is provided by a Member-led Joint Public Health Board, which functions as a the decision-making body for the public health function, shared between the Councils.
3. As Local Government Re-organisation progresses, several pieces of work are underway to ensure that the partnership maintains its effectiveness and viability through and beyond LGR. This includes a Member-led task and finish group to consider how public health might change to better support the two new Unitary Councils, a finance workstream ensuring the Grant received matches the change in population for the new Council footprints, and ensuring continued effective governance and decision making as the new Councils take shape.

4. The Joint Public Health Board (September 24th) agreed to support a recommendation that the Public Health Dorset partnership should continue beyond Vesting day for a minimum of 12 months. In addition, that the Joint Public Health Board should also continue for this period, as the main decision-making body. It also supported a recommendation to take all key decisions for information to both Shadow Executive Committees, particularly where budget implications ran beyond the formation of the new Councils.
5. Shadow Executive Committee members are asked to note the progress made on the work streams to continue the establishment of an effective public health partnership through LGR. In addition, Members are asked to support the Joint Public Health Board's recommendation to continue the partnership for a minimum of 12 months, and to note the key decision around the NHS Health Checks programme.

Consultation

6. Consultation has taken place via the Members of the Joint Public Health Board, senior officers from each of the three Councils, and with Dorset Clinical Commissioning Group.

Summary of Finance and Resourcing Implications

7. Continuing the partnership ensures the ring-fenced Public Health Grant (£28.5m) is managed and used effectively to improve health and wellbeing for residents, in accordance with the national mandate to deliver public health functions, and Department of Health criteria for use of the Grant by Councils.

Summary of Legal Implications

8. Advice from the Monitoring Officers for all 3 Councils states that recommending agreeing to continue the partnership ensures no separate new legal agreement is required for the partnership under LGR, as course of conduct will apply.

Summary of Human Resources Implications

9. None.

Summary of Environmental Impact

10. None.

Summary of Equalities and Diversity Impact

11. No direct impact, due to no proposed change in how public health currently operates.

Summary of Risk Assessment

12. Having considered the risks associated with this decision using Dorset County Council's approved risk management methodology, the level of risk has been identified as low.

Background Papers

13. *Future of the public health partnership: Update and Key Issues under Local Government Reorganisation*
14. *NHS Health Checks service model.*

Joint Public Health Board

Insert Item No.

Bournemouth, Poole and Dorset councils working together to improve and protect health

Date of Meeting	24 September 2018
Officer	Acting Director of Public Health
Subject of Report	Future of the public health partnership: update and key issues under Local Government Reorganisation
Executive Summary	This report updates the Board on key issues to consider as the public health partnership prepares for Local Government Reorganisation. This includes the work of the task and finish group on the model of service, maintaining the contract and agreement in support of the partnership, and ensuring good governance on key decisions pre and post-LGR. The proposal is to seek agreement via the two Shadow Executive Committees to extend the public health partnership for a minimum 24 months post-LGR, along with a continuation of the Joint Public Health Board.
Impact Assessment: <i>Please refer to the protocol for writing reports.</i>	Equalities Impact Assessment: An EQIA screening will be undertaken as part of the task and finish group work for any significant proposed changes to the model.
	Use of Evidence: (Note: Evidence within the body text to support the recommendations and, where relevant, include a description of how the outcomes of public consultations have influenced the recommendations.)
	Budget: N/A – see the finance report for current position for 2018/19 and forecast for 2019/20

	<p>Risk Assessment:</p> <p>Having considered the risks associated with this decision using the County Council's approved risk management methodology, the level of risk has been identified as: Current Risk: LOW Residual Risk HIGH/MEDIUM/LOW (Delete as appropriate) <i>(i.e. reflecting the recommendations in this report and mitigating actions proposed)</i></p> <p>(Note: Where HIGH risks have been identified, these should be briefly summarised here, identifying the appropriate risk category, i.e. financial / strategic priorities / health and safety / reputation / criticality of service.)</p> <p>Other Implications:</p> <p>(Note: Please consider if any of the following issues apply: Sustainability; Property and Assets; Voluntary Organisations; Community Safety; Corporate Parenting; or Safeguarding Children and Adults.)</p>
<p>Recommendation</p>	<p>Members are asked to note the progress made to date with establishing the future of the public health partnership under LGR.</p> <p>Members are asked to support the proposed arrangements for governance in the lead up to LGR and beyond, and to endorse seeking a commitment to maintain the partnership for a minimum 24 months via the Shadow Executive Committees in advance of LGR.</p>
<p>Reason for Recommendation</p>	<p>To maintain the partnership agreement for public health pre and post-LGR, ensure good governance and clear decision making as LGR progresses, and the continued effective delivery of the statutory legal public health duties of local authorities.</p>
<p>Appendices</p>	<p>None.</p>
<p>Background Papers</p>	<p>None.</p>
<p>Report Originator and Contact</p>	<p>Name: Sam Crowe Tel: 01305-225884 Email: s.crowe@dorsetcc.gov.uk</p>

1. Background

- 1.1. Public Health Dorset is a partnership providing the statutory public health functions on behalf of the three Upper Tier Authorities of Dorset, Bournemouth and Poole. It was established on the transfer of public health to local authorities in 2013. It is supported by a legal shared services agreement between the three Councils, and governed by a Joint Public Health Board, with 2 Elected Members per Council sitting three to four times per year.
- 1.2. Under the current Local Government Re-organisation programme (LGR) there is a need to consider the role and function of the current Board, and how clear governance and decision-making will continue up to and beyond Vesting Day for the new Councils.
- 1.3. This brief report updates Members on key issues for the partnership as the work on LGR progresses, and proposes a series of steps to maintain clear governance and decision-making for public health in the run up to LGR and beyond.

2. Review of current partnership model

- 2.1. Joint Public Health Board agreed to convene a task and finish group to look at reviewing the current public health partnership, and provide views on how the public health function should best support the new Unitary Councils. This work is planned as a series of depth interviews with board members, and a final report is due to go to Joint Public Health Board in November.

3. Partnerships workstream of LGR

- 3.1. Under the LGR programme, work is underway to collect information on key issues facing partnerships under LGR. The acting Director of Public Health continues to meet regularly with the programme managers for BCP and Dorset Councils, to understand how the work programme may affect the public health partnership as it develops. Progress on the key issues is summarised below. In terms of the current focus on service continuity and being safe and legal for Day 1, no significant concerns or issues have been identified. We are expecting minimal change to service delivery, and no impact on service continuity.

4. Finance and cost sharing

- 4.1. There has been initial work undertaken to understand how the grant contributions to the partnership will change. We are not anticipating the overall recurrent Public Health Grant Allocation to change – just the amounts that arrive via each of the new Councils. We are working with Public Health England national finance leads to establish a revised grant allocation figure for each new Council in advance of the budget setting process in the autumn.

5. Length of contract

- 5.1. When the public health partnership was established in 2013, there was a shared services agreement between the three Councils setting out how the partnership would function, how the Grant would be pooled, and treatment of any over or underspends. The current view of the Monitoring officer for Dorset County Council, which hosts the partnership currently, is that 'course of conduct' will continue to apply without the need for a new legal agreement. However, this would require the Joint Public Health Board continuing to function beyond LGR.

- 5.2. In order to maintain continuity, with minimal disruption, it is proposed to take a paper recommending the continuation of the partnership agreement, and Joint Public Health Board for a minimum 24 months to the two Shadow Executive Committees in advance of LGR. This links with the following issue of governance.

6. Governance

- 6.1. With the partnerships workstream of LGR now underway, there is a need to better understand how decisions will be made in the run up to LGR – and the sovereignty of decision making.
- 6.2. Key decisions in the Forward Plan that the Joint Public Health Board will take during 2018/19 that will have a lasting implication for the new Councils include:
- 6.3. February 2019 - Public Health Nursing tender, recommendation to award a £10.9m contract pan-Dorset, 3 plus 2 plus 2 contract term;
- 6.4. February 2019: Healthchecks and Community Health Improvement Services (CHIS), recommendation to award new contracts under Any Willing Provider Framework (overall value approximately £1.5m, contract term 3 years).
- 6.5. There is a need to ensure that there is a consultation mechanism with the Shadow Executive Councils for any decisions made in this period that have lasting consequences beyond 2018/19. Members are therefore asked to support the following proposal around governance, that has considered how best to ensure clear decision making in the run up to LGR and beyond.

7. Proposal - ensuring good governance (Pre-LGR)

- 7.1. November 2018: Joint public Health Board to consider task and finish group report, and makes recommendations as to how the Partnership could align with two new Councils post LGR.
- 7.2. Under the partnerships workstream of LGR, recommend to both Shadow Executive Committees that the commitment to maintain the current partnership around public health is maintained as a minimum for a further 24 months after LGR. This paper would also recommend continuation of the Joint Public Health Board, and ask Members to consider the future composition post-LGR e.g. two or three Members from the two new Councils, and additional membership such as from Dorset Clinical Commissioning Group (in view of statutory duty to provide public health advice to NHS). The paper should also present options for how best to focus the work of the board more clearly on the partnership, including considering other governance models used for local partnerships. The aim is to more clearly differentiate the work of the Board from that of the two Health and Wellbeing Boards.
- 7.3. February 2019: Joint Public Health Board recommendations to award on the procurements above. Ensure paper with the rationale for these recommendations is also taken via both Shadow Executive Committees.

8. Conclusions

- 8.1. Members are asked to note the progress made to date with establishing the future of the public health partnership under LGR.
- 8.2. Members are asked to support the proposed arrangements for governance in the lead up to LGR and beyond, and to endorse seeking a commitment to maintain the partnership for a minimum 24 months via the Shadow Executive Committees in advance of LGR.

Sam Crowe
Acting Director of Public Health
September 2018

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Joint Public Health Board

Bournemouth, Poole and Dorset councils working together to improve and protect health

Date of Meeting	24th September 2018
Officer	Acting Director of Public Health
Subject of Report	NHS Health Checks Service Model
Executive Summary	<p>This paper provides an update on the development of a new model for delivery of the NHS health check programme, and presents a proposed procurement approach. A new model is needed because the previous procurement process resulted in many fewer people being invited to take part in the programme, which has adversely affected performance.</p> <p>The paper covers:</p> <ul style="list-style-type: none"> • Background and rationale for change. • An update on the mode of delivery and the recommended procurement model • A recommendation to procure and award.
Impact Assessment:	<p>Equalities Impact Assessment:</p> <p>An equalities impact assessment screening tool has been completed and does not include a full equalities impact assessment</p>
	<p>Use of Evidence:</p> <p>The commissioning update uses</p> <ul style="list-style-type: none"> • Internal performance and data monitoring information • Evidence base for best practice guidance

	<ul style="list-style-type: none"> • Financial and service review recommendations • Risk assessment tools
	<p>Budget:</p> <p>The annual budget for the NHS Health checks programme is £600,000.</p>
	<p>Risk Assessment:</p> <p>The financial risk is low. The main risks include building effective engagement with primary care and ensuring an effective invitations process and delivery across Dorset. Current performance in Dorset, Bournemouth and Poole is below national expectations for the programme. There is a reputational risk from continued poor performance in providing a mandated public health service.</p> <p>Current Risk MEDIUM Residual Risk LOW</p>
	<p>Other Implications:</p> <p>None.</p>
Recommendation	<p>The Joint Public Health Board is asked to:</p> <ul style="list-style-type: none"> • Note the current unacceptable position in relation to delivery of health checks under the current tender arrangements, particularly the inequality in delivery across areas; • Consider the work done to date to re-engage primary care with the programme; • Approve the proposed health checks delivery model of directly awarding a contract for invitations to GPs, and to use a flexible framework for the delivery of health checks allowing different providers to join; • Agree the proposed budget for 2019/20 of £600,000; • Approve the procurement and award of a new framework agreement for delivery of Health Checks.
Reason for Recommendation	To enable service continuation and transformation through procurement.
Appendices	Tables showing current local performance on checks delivered, compared with national expected performance.
Background Papers	None.
Report Originator and Contact	Name: Sophia Callaghan, Assistant Director of Public Health Public Health Dorset

	Tel: 01305-225887 Email: sophia.callaghan@dorsetcc.gov.uk
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1. Background

- 1.1. Local Authorities are mandated to provide the NHS Health Check programme under the 2012 Health and Social Care Act. One of the consequences of local authority commissioning of the programme is that the way in which NHS Health Checks are procured is subject to Public Contract Regulations 2015.
- 1.2. In line with these regulations, Public Health Dorset ran a competitive tender across 13 geographical areas (localities) in 2015. The tender asked primary care organisations, pharmacies and other interested providers to submit bids showing how they would offer a health check programme at scale for the locality population. The outcome of the tender resulted in a mixed delivery model between pharmacy and GPs, with GP federations successful in seven localities, and the pharmacy successful in six.
- 1.3. Since this time there have been long standing difficulties in some areas inviting eligible people to the programme particularly in areas served by the Pharmacy because they cannot access person-level data on the registered population held within primary care. This in turn has led to much poorer delivery than expected, due to difficulty inviting people to the programme.
- 1.4. In an attempt to increase provision, a tender exercise was undertaken last year to develop a more targeted community approach to health checks. The provider also found it an ongoing challenge to access the eligible groups outlined in the specification and failed to deliver health checks at scale. The contract has since ended.

2. Current Activity

- 2.1. Current performance for delivery of NHS Health Checks remains variable across Dorset. As part of the programme mandate, Public Health England (PHE) requires Local Authorities to report the percentage of the eligible population invited and checked each quarter. Dorset, Bournemouth and Poole are currently ranked among the lowest of all local authorities (141, 148 and 133th respectively of 152 LAs).
- 2.2. This ranking is based on two measures – the proportion of people invited, and the proportion taking up a check. PHE are now showing increasing interest in Local Authorities that are ranked with lower performance with expectations of seeing plans on how those local Authorities are addressing the issues which are affecting performance.
- 2.3. In 2016/7 the programme across Dorset recorded 7,898 checks delivered overall and in 2017/8 there were 7,407 checks delivered. The PHE expectation for the financial year 2016/17 was to invite 46,456 people and deliver 23,228 checks, and for 2017/8 it was to invite 47,325 and deliver 23,663 checks. A breakdown of activity by GPs and by pharmacy is outlined in Appendix one.

3. Developing a new model for NHS Health Checks

- 3.1. Earlier this year Public Health Dorset and Dorset CCG agreed to explore how best to develop a new model for the provision of health checks. Refocusing the programme will be a real opportunity to put an outcome focus into the checks, and to improve clinical engagement with the broader ambitions of preventing premature cardiovascular disease in Dorset, Bournemouth and Poole.
- 3.2. Under the Prevention at Scale plans it is also an opportunity to include onward support within the health check offer and increase the proportion of people offered a check who have been supported successfully by the LiveWell Dorset (LWD) service. Current information suggests that fewer than 5% of people assessed after a health check are referred to the service. Having a better connection between the check and lifestyle services is an important delivery target within the Prevention at Scale plans, which aims to double the number of people supported following a health check.
- 3.3. A task and finish group was set up to explore a way forward and agreed the following principles:
 - The NHS Health Check programme in Dorset needs to have the GP clinical record put back at the heart of the invitation and outcomes recording process;
 - The NHS health check is not the end but rather an opportunity for lifestyle changes;
 - There should be plurality of providers to ensure patient choice.
- 3.4. The group explored various options for the delivery and procurement models, taking into account the need to comply with Public Contract Regulations 2015. Based on the principles agreed above, the following procurement method is proposed as the best option:
 - The contract for health check invitations to be directly awarded to individual General practices willing to participate, based upon one negotiated fee with Local Medical Committee input and support. The value of these contracts are below the EU procurement threshold and an exemption from Contract Procedure Rules will be sought prior to award.
 - PHD to develop an engagement plan to seek GP support to help deliver this programme; this would include recognising that developing a better quality programme in localities could be an easy prevention at scale 'win' in locality transformation plans.
 - The health check invitation letter can highlight their practice as a delivering site; advise patients of alternative providers, and provide information and access to lifestyle support via LWD.
 - The award of contracts for delivery of the health checks to be carried out using a flexible framework agreement, where multiple providers can be added to the framework using an any qualified provider (AQP) approach.
- 3.5. The benefit of this approach is that procuring invitation letters from GPs directly will improve the invitation and recording process, and improve the current uptake of checks. It will also provide greater clinical input as part of a broader cardiovascular disease prevention approach.

4. Timescale and Budget

- 4.1. The engagement plan will need to start this autumn with the framework in place for selection ready for delivery on 1 April 2019. The current contracts will end 31 March 2019. The total value of the health check budget for 2019/20 has been set at £600,000. This would enable up to 15,000 checks to be delivered each year, allowing for additional costs of invitations. While not meeting the national expectation of 23,000 checks delivered each year, achieving this number would be a significant improvement on the current position.

5. Next Steps

- 5.1. A consultation process needs to take place at strategic and locality level with LMC support to engage GPs across Dorset.
- 5.2. Public Health Dorset to develop and procure a Flexible Framework Agreement, set out the terms and conditions, develop a clear pricing schedule for delivery of the checks, and agree the criteria to be used for the Any Qualified Provider approach.

6. Recommendations

- 6.1. The Joint Public Health Board is asked to:
 - Note the current unacceptable position in relation to delivery of health checks under the current tender arrangements, particularly the inequality in delivery;
 - Consider the work done to date to re-engage primary care with the programme;
 - Approve the proposed health checks delivery model of directly procuring invites with GPs and to use a flexible framework for the delivery of health checks;
 - Approve financial allocation for 2019/20;
 - Approve the procurement and award of a new Framework Agreement for delivery of Health Checks and a specific paper about the flexible framework for Community Providers will follow in November.

Sam Crowe
Acting Director of Public Health
24 September 2018

Appendix: NHS Health Checks delivery 2016-17

2016/17	Dorset	Poole	Bournemouth
GP	5792	1179	377
Pharmacy	339	204	112
Total	6,131	1,383	489
Expected checks per year*	12,712	5,659	5,288

2017/18	Dorset	Poole	Bournemouth
GP	4561	1041	125
Pharmacy	570	448	448
Total	5,131	1,489	573
Expected checks per year*	12,712	5,659	5,288

* based on 50% uptake among eligible population



Bournemouth, Christchurch and Poole Shadow Executive Committee

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Report Subject	Independent Remuneration Panel
Meeting date	7 November 2018
Report Author	Tanya Coulter Shadow Authority Interim Monitoring Officer 01202 451172 tanya.coulter@bournemouth.gov.uk
Status	Public
Classification	For decision
Key Decision	No
Executive summary	<p>This Report seeks the agreement of the Shadow Executive Committee to commence the recruitment of an Independent Remuneration Panel to draw up a Scheme of Members' Allowances for the Bournemouth, Christchurch and Poole Authority. It is a legal requirement for a Council to establish a Panel which is independent to consider the level of Members' Allowances to be applied. The Shadow Authority at its meeting in February 2019 will need to approve a Scheme of Members' Allowances as part of the governance arrangements for the new BCP Council. It is therefore necessary to appoint a Panel now in order to provide for sufficient time within which a review can be undertaken to inform the proposed Scheme.</p>
Recommendations	<p>That the Shadow Executive Committee agree:</p> <ol style="list-style-type: none">1. The recruitment of an Independent Remuneration Panel with immediate effect to prepare a Scheme of

	<p align="center">Members' Allowances for the Bournemouth, Christchurch and Poole Council;</p> <p align="center">2. That the recruitment and appointment of the Independent Remuneration Panel be delegated to the Interim Monitoring Officer.</p>
Reason for Recommendations	<p>The Local Authorities (Members' Allowances) (Miscellaneous Provisions) Regulations 2003 provide that a Council establish a Panel which is independent to consider the level of Members Allowances to be applied. The Shadow Authority at its meeting in February 2019 will need to approve a Scheme of Members Allowances as part of the governance arrangements for the new BCP Council. It is therefore necessary to appoint a Panel now to provide for sufficient time within which a review can be undertaken to inform the proposed Scheme.</p>

Background detail

1. The Local Authorities' (Members' Allowances) (Miscellaneous Provisions) Regulations 2003 requires that the Council uses the services of an Independent Remuneration Panel to consider the level of Members' Allowances to be operated by the Council.
2. The Regulations require that an Independent Panel shall be established and that it shall consist of at least three independent people who do not sit as elected members of the relevant councils.
3. Within a Scheme of Members' Allowances all members are entitled to receive a Basic Allowance. This allowance is intended to recognise the community representative role that members undertake. The Scheme also recognises that some members have special responsibilities attached to the roles they perform within the Council. For example, the role of the Leader, Executive Members, Chairmen of Council and Committees.
4. It is anticipated that once recruitment is complete it will take approximately 8 weeks for the Panel to carry out the necessary background work and research, and produce a report containing recommendations. The intention is for the proposed Scheme to be presented to the Shadow Authority Meeting scheduled for 21 February 2019.
5. It is anticipated that it will be necessary to review the Scheme of Allowances during the first twelve months of the new Council's existence once the roles within the BCP Council are fully established and the work and responsibilities have been fully identified.

Consultation

6. Following the appointment of the Panel it is anticipated that the Panel will invite comments from members of the Shadow Authority by way of a questionnaire. It is

also anticipated that the Panel will undertake some more detailed interviews with individual members, particularly those with special responsibilities.

Summary of Finance and Resourcing Implications

7. There is currently an assumed saving of £500,000 within the BCP Medium Term Financial Plan from the current cost of allowances payable to members of the existing councils. The work of the Panel and the proposed Scheme will enable this figure to be fully identified and included in the budget for 2019/20.

Summary of Legal Implications

8. The Local Authorities (Members' Allowances) (Miscellaneous Provisions) Regulations 2003 govern the establishment of the scheme necessary to determine the operation of allowances scheme for Members.

Summary of Human Resources Implications

9. There are no human resource implications arising from this report.

Summary of Environmental Impact

10. There are no environmental impacts arising from this report.

Summary of Equalities and Diversity Impact

11. There are no equalities and diversity implications arising from this report.

Summary of Risk Assessment

12. There is a risk that should the panel not be formed and a scheme of Members Allowances is not approved that the new authority will be unable to pay appropriate Members allowances.

Background Papers

None

Appendices

None

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