

# Notice of Cabinet

Date: Wednesday, 15 January 2020 at 10.00 am

Venue: HMS Phoebe, Town Hall, Bournemouth BH2 6DY



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## Membership:

### Chairman:

Cllr V Slade

### Vice Chairman:

Cllr M Howell

Cllr L Allison

Cllr D Brown

Cllr L Dedman

Cllr A Hadley

Cllr S Moore

Cllr M Phipps

Cllr Dr F Rice

Cllr K Wilson

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All Members of the Cabinet 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: Sarah Culwick (01202 795273) or email [democratic.services@bcpcouncil.gov.uk](mailto:democratic.services@bcpcouncil.gov.uk)

Press enquiries should be directed to the Press Office: Tel: 01202 454668 or email [press.office@bcpcouncil.gov.uk](mailto:press.office@bcpcouncil.gov.uk)

This notice and all the papers mentioned within it are available at [democracy.bcpCouncil.gov.uk](http://democracy.bcpCouncil.gov.uk)

GRAHAM FARRANT  
**CHIEF EXECUTIVE**

7 January 2020



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 Councillors.

## 2. **Declarations of Interests**

Councillors are required to comply with the requirements of the Localism Act 2011 and the Council's Code of Conduct regarding Disclosable Pecuniary Interests.

Councillors are also required to disclose any other interests where a Councillor is a member of an external body or organisation where that membership involves a position of control or significant influence, including bodies to which the Council has made the appointment in line with the Council's Code of Conduct.

Declarations received will be reported at the meeting.

## 3. **Confirmation of Minutes**

To confirm and sign as a correct record the minutes of the Meeting held on 20 December 2019.

7 - 22

## 4. **Public Issues**

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

<https://democracy.bcpccouncil.gov.uk/documents/s2305/Public%20Items%20-%20Meeting%20Procedure%20Rules.pdf>

The deadline for the submission of public questions is Wednesday 8 January 2020.

The deadline for the submission of a statement is 12.00 noon, Tuesday 14 January 2020.

The deadline for the submission of a petition is 12.00 noon, Tuesday 14 January 2020.

## 5. **Recommendations from the Overview and Scrutiny Board**

To consider recommendations from the Overview and Scrutiny Board on items not otherwise included on the Cabinet Agenda.

## 6. **Smart Place Programme**

23 - 52

A Smart City or Place transforms the way that residents can live their lives, through the provision and adoption of digital applications and services.

This report explains how a Smart Place Programme for Bournemouth, Christchurch and Poole could enable communities to work with the Council and other organisations to create new applications and services through new business models and better use of data. It also explains how a Smart

Place Programme can and is helping the Council to deliver its Corporate Strategy and boost income to help reduce the financial challenges it faces.

Fundamentally, this programme is about seizing/recognising the value that our places offer and using it with the communities in those places to develop new ways of doing things that will transform the way people live their lives.

More intensive work is required to establish an investment plan that will be used to quantify the benefits of the Programme.

## **7. Transition to a Sustainable Fleet Strategy**

53 - 58

BCP Council's current Capital Investment Programme (CIP) (2019/20 to 2021/22) includes £9.8m approved budget resource for fleet vehicle replacement. To date, £5.8m of this budget has been committed/spent leaving a 'uncommitted' fleet replacement capital budget of £4m.

The Council's declaration of a Climate and Ecological Emergency will require development of a strategic Sustainable Fleet Strategy that embeds this declaration into front-line service fleet operation requirements and the Council's transformation programme. This Strategy must also address potentially substantial funding pressures that will arise from the Council's corporate ambitions to become carbon neutral by 2030 and the historically varied approach to fleet funding adopted by preceding Councils. For the Sustainable Fleet Strategy to be financially viable, sufficient budgetary resource must be identified/allocated within annual revenue budgets to fund the future replacement of a vehicle as its useful life expires.

It is recognised that transition to a properly rationalised, costed and fully funded strategic Sustainable Fleet Strategy will take time. Ahead of this strategy, it is recommended that Cabinet authorise the use of the remaining £4m 'uncommitted' fleet replacement capital budget to fund the acquisition of critical, 'high priority' vehicles needed to maintain front-line service delivery and avoid adverse impact to service users whilst future service transformation option programmes and decisions can be given time to be fully realised.

## **8. Beach House Café Rebuild, Mudeford Sandbank**

59 - 70

To seek approval for the rebuild of the Beach House Café at Mudeford Sandbank

## **9. BH Coastal Lottery Small Grant Scheme Criteria and Proposal to Extend BH Coastal Lottery Across BCP**

71 - 92

BH Coastal Lottery was launched in 2019 to raise funds for 'good causes' in Bournemouth. As part of the operation of the lottery, 60% of the revenue generated must be used to benefit 'good causes' in Bournemouth. The 2017 Cabinet Report which sought approval for the establishment of BH Coastal Lottery proposed that a Small Grants Scheme be developed to administer the community funding. This Cabinet report details the proposals for the criteria and operation of the Small Grant Scheme.

BH Coastal Lottery was established by the legacy Bournemouth Borough Council and currently only good causes that benefit residents of Bournemouth can be involved in the operation of the lottery. Due to its success, this Cabinet report also seeks approval for the amended to the terms and conditions for BH Coastal Lottery to operate across Bournemouth, Christchurch and Poole.

**10. Pilot scheme for the use of fixed penalty notices for relevant environmental enforcement issues and associated policy**

93 - 116

The purpose of the report is to seek approval for a pilot scheme to undertake environmental enforcement through the use of fixed penalty notices. The report also seeks approval of the required BCP wide enforcement policy to ensure legal compliance in serving fixed penalty notices in this context.

Fixed penalty notices can be used for a number of environmental enforcement issues to include: littering, flytipping, flyposting and distribution of free material. BCP Council employ pro-active Community Safety Patrol Officers in designated areas who deter and address low-level crime and anti-social behaviour. These officers are accredited under the Community Safety Accreditation Scheme (CSAS). It is proposed that a pilot scheme conducted over six months enabling the Bournemouth Town Centre officers to undertake environmental enforcement through the use of fixed penalty notices, in addition to the key functions of their role. A further report at the end of the pilot period is proposed at which time a position for the whole of the BCP area will be recommended.

**11. Review of Leisure Centre Management**

117 - 126

The purpose of this report is to seek approval to undertake a review of the management arrangements for public leisure centres within BCP.

BCP Council owns 8 leisure centres which are currently operated under four different models of management and a variety of lease and contractual arrangements. The review would focus primarily on future arrangements at Ashdown, Poole (Dolphin), Rossmore and 2Riversmeet Leisure Centres, due to the length of existing arrangements at other sites.

The review would explore the options to generate capital investment to improve facilities and revenue savings for leisure, whilst providing a service that integrates with health and wellbeing through prevention at scale generating longer term savings elsewhere for the Council.

**12. Council Tax – Tax Base 2020/21**

127 - 134

This report calculates and presents the proposed Council Tax Base for council tax setting purposes in line with current legislation and guidance. There is a requirement to maintain three separate Council Tax bases for Bournemouth, Poole and Christchurch until the Council Tax Band D charge is harmonised for the new authority.

### **13. Housing Scheme at Luckham Road, Bournemouth**

135 - 170

The BCP owned site currently consists of 2 x 3-bedroom houses and 8 x 2-bedroom flats. The Council's Asset management plan provides a commitment to modernise housing stock where required and where possible, look at existing stock for redevelopment, to reduce future maintenance costs. The existing properties present ongoing significant maintenance issues for BCP Council which are not sustainable and require demolition. The site presents an opportunity for redevelopment and the building of replacement better quality sustainable family affordable homes. The proposed development will provide parking which will help to improve the congested street parking in the local area and provide modern sustainable accommodation. The properties are in the process of being decanted with residents being relocated to alternative Council owned homes.

The current proposal presents a new build scheme of 9 homes - 3 x 3-bedroom houses, 2 x 2-bedroom flats and 4 x 1-bedroom flats which is one less than currently on this site. These new properties will replace homes which are considered no longer fit for purpose. The replacement homes will be of a high quality and built to Passivhaus principles with additional sustainability components such as PV panels and electric heating. The scheme will also provide much needed off-road parking for residents in line with planning requirements.

### **14. Cabinet Forward Plan**

To consider the latest version of the Cabinet Forward Plan for approval.

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 COUNCIL**  
**CABINET**

Minutes of the Meeting held on 20 December 2019 at 10.00 am

Present:-

Cllr V Slade – Chairman

Cllr M Howell – Vice-Chairman

Present: Cllr L Allison, Cllr D Brown, Cllr L Dedman, Cllr A Hadley,  
Cllr S Moore, Cllr M Phipps, Cllr Dr F Rice and Cllr K Wilson

Also in Cllr S Bartlett, Cllr P Broadhead, Cllr D Butler, Cllr J Edwards, Cllr L  
attendance: Northover, Cllr T O'Neill, Cllr M White

89. Declarations of Interests

There were no declarations of interest made on this occasion.

90. Confirmation of Minutes

The Minutes of the Cabinet meeting held on 13 November 2019 were confirmed as a correct record and signed.

Voting: Unanimous

91. Public Issues

The Leader reported that no public questions or petitions had been received on this occasion but that nine statements had been received.

**Statement from Nick Greenwood, local resident:**

The BCP Council notes headed 'Cabinet' Meeting 20<sup>th</sup> December 2019 indicate an unstoppable roll-out of 5G with an historical record of disregard for Public Consensus. Seemingly a 'done deal' well in advance of local population awareness on matters that may result in unwelcome adverse public effects. I request a balanced Public awareness drive and Public Notices to all BCP Constituents including but not limited to:

(1) Lansdowne Test Bed details with consideration for the Nuremberg Code.

(2) Location/details of all transmission/receiver equipment related to 5G and the Smart Place Program.

(3) Health Risk Awareness/Assessments

(4) Financial risks and Insurance difficulties.

**Statement from Mike Forte, local resident:**

"Do you understand the components comprising '5G' and what each allegedly offers over and above current technology?"

The promised Internet of things is failing because of weak encryption keys and proving a gift for hackers.

Autonomous vehicles are ill-suited to the roads of Bournemouth except maybe to replace the Noddy Train on the promenade.

Are you satisfied 5G technology is safe to unleash in BCP where you are the guardians of the best interests of citizens and their environment?

I strongly suggest that the only option is to apply the precautionary principle and pause the deployment of 5G in BCP."

**Statement from Soo Chapman, local resident:**

Relating to the Local Industrial Strategy as well as Community Engagement;

Global crop failures hit at 1.5-2 degrees

Billions die at 3 degrees.

Most humans dead at 4 degrees

Earth uninhabitable at 6 degrees.

We're heading for 1.5 degrees C by 2025

.....for 2 degrees C by 2035

.....for 4-6 degrees by 2075.

Fossil fuels must be left in the ground. BCP council must speedily decarbonise, alert and protect its citizens. Transition Town policies will help salvage harvests and ecosystems.

Climate phobic media, politics and planning has failed us. Community can help.

All Hands on Deck.

**Statement from Cathryn Jones**

Please stop 5g now

We don't want it here!

We want to be safe

Not to live in fear

that health will come second

to internet speed

Will you listen to the people?

Will you take heed?

To the warnings, concerns

that we don't know enough

That insufficient testing

has been carried out on this stuff

BCP we urge you to listen

Other local authorities do

Glastonbury, Frome, Totnes,

to name a few

Brighton & Hove more recently too



Follow suit  
Take a stand  
Demand more to be shown  
That health will come first  
on our planet called home!"

**Statement from Amy Tarr**

This testbed should not be deployed in Lansdowne without informed consent and full awareness and transparency that

This new technology has not been pre-market safety tested by the telecoms industry for health or environmental harm

That a 5G antenna may be put up outside people's homes or in close proximity

That 5G is a Pulsed millimetre wave radiation and will be in addition to 2G-4G waves.

There will be increased health risks for people with electromagnetic sensitivity, Children, insects and birds.

Be aware that you will be taking on the liability as insurance companies won't insure for EMF damages.

**Statement from Emma Johnson**

The ICNIRP guidelines are not fit for purpose.

In the Call For Evidence more than 50 residents expressed health concerns about 5G. Many submitted evidence demonstrating the ICNIRP guidelines are inadequate.

ICNIRP only considers thermal (heating) effect of EMFs and give no mention of non-thermal effects. Harmful effects occur at very low non-thermal levels - the safe level is near zero.

They said thalidomide, cigarettes, asbestos, mercury, DDT and glyphosate were safe.

Now they say 5G is safe.

Should we trust what they say or think for ourselves?

I appeal to you as intelligent, caring human beings to decide for yourselves - is 5G really safe?

**Statement from David Merefield**

In the age of despair and boredom, many thought "smart" technology would save them. They rushed to qualify for tempting economic and lifestyle benefits promised by tech giants. Grasping substantial investment bribes they gave the giants free access to impose wares designed to captivate the people. They willingly silenced real health scares under the tyrannical direction of captured authorities. Thus they continued, even as a plague manifest in widespread mental disorders and infertility.

Yet, a few perceived who had heard it all before, warned this was a trap. They attended closely to the future of their children and graciously they were preserved.

### **Statement from Sue Merefield**

Today's Cabinet Agenda Document does not address the research presented through the public call for evidence detailing how the ICNIRP guidelines are flawed and set guidelines way above EMF levels proven to cause danger to living organisms, nor does it address the lack of long term studies on humans subject to 5G radiation

Whilst the money made from new technology is clearly more important to some than public health, before you vote on the Smart Place Pilot, consider that big corporations will profit from people being sick through consequences of radiation and may be silencing the true evidence.

### **Statement from Charles Ross Illingworth**

"I am concerned that many councillors and officers regard 5G as a done deal, and that the whole O&S process has been a sham to create theatre to public confidence that all the evidence submitted has been seriously looked at.

The evidence given by council officers at O&S lacked nuance and supported the speculative benefits of a 5G rollout without considering any of the downsides. Dr Crowe chose in his testimony to completely ignore the provided expert witness evidence that seriously undermines the credibility of his advice, so lacking objectivity in his arguably conflicted role of providing impartial public health advice."

I have not been well and may not be able to attend the meeting in person. I therefore authorise and nominate Mr Nick Greenwood as my agent to read this statement out on my behalf.

#### 92. Recommendations from the Overview and Scrutiny Board

Cabinet were advised that there were no additional recommendations from the Overview and Scrutiny Board on items not otherwise included on the Cabinet Agenda on this occasion.

#### 93. Smart Place Pilot (Lansdowne)

The Leader presented a report, a copy of which had been circulated to each Member and a copy of which appears as Appendix 'A' to these Minutes in the Minute Book.

Cabinet approval was sought to conduct the Smart Place Pilot project at the Lansdowne as an initial proof of concept project for the wider Smart Place Programme, which is the subject of a separate Cabinet report.

In presenting the report the Leader praised the work of the Overview and Scrutiny Board in respect of the 5G call for evidence. The Leader stressed the importance of being in control with regards to the pilot and having the ability to end the pilot if necessary.

The Chairman of the Overview and Scrutiny Board advised Cabinet that he was pleased that the Overview and Scrutiny Board had held a call for evidence, and that he was grateful that all of the recommendations which came out of the Overview and Scrutiny Board had been brought forwards. In addition the Chairman highlighted that there had been over 220 written submissions along with verbal submissions which had been made at the meetings, and that all of these had been listened to and considered, along with any other evidence presented.

A Councillor present at the meeting addressed the Cabinet stressing their concern with regards to 5G and the potential bad effect it may have on all living things. In addition the Councillor advised that lots of scientists had spoken out against 5G.

Cabinet Members spoke in support of commencing with the pilot highlighting that the pilot will be monitored very carefully, and in addition recognising that there needs to be a debate at a national level.

Cabinet Members further praised the work of the Overview and Scrutiny Board in its call for evidence and for the recommendations which had come out of this process.

**RESOLVED that:-**

- 1. The deployment of the Smart Place Pilot (Lansdowne) including:**
  - (i) The development of proof of concept Smart Place ‘use case’ trials, typically in health; environment; transport, tourism and public security etc.**
  - (ii) The development of proof of concept Smart Place ‘Applications & Services’, typically in transport, volunteering and retail etc.**
  - (iii) A small, temporary sub-6 GHz 5G trial network;**
  - (iv) A small, temporary 26.5 GHz 5G trial network;**
  - (v) Continuous monitoring of electromagnetic field (EMF) emissions from the 5G trial networks to ensure compliance with Public Health England (ICNIRP) guidelines (in accordance with recommendation b) from the Overview & Scrutiny 5G Call for Evidence)**
- 2. Council formally accepts £1m grant funding from the Dorset Local Enterprise Partnership (DLEP) in order to progress the scheme, and amends the Capital Investment Programme (CIP) accordingly**

**It is RESOLVED that Cabinet note:**

- 3. The recommendations from Overview & Scrutiny relating to the ‘5G Call for Evidence’ public consultation namely:**
  - (a) That Cabinet be asked to consider equitable ways to involve the public more in the consultation around the planning implications of the implementation of 5G technology, particularly with regard to the siting of masts.**

- (b) That if Cabinet is minded to approve the deployment by the Council of 5G connectivity as part of the Lansdowne Digital Pilot continuous monitoring takes place to ensure that the levels of radio wave emissions fall within the internationally recognised limits, and the findings be reported back to the Overview and Scrutiny Board.
- (c) That the Board agrees that all information submitted in its call for evidence in relation to 5G connectivity be passed to Public Health England to consider for inclusion in future reviews.
- (d) That a framework be established for feedback to be provided to the Council in relation to the call for evidence information passed to Public Health England.

**Note:** In discussing this item, the Chairman [of O&S] agreed on behalf of the Board to request through Cabinet that the Council contacts other relevant local authorities with regard to their work in this area, including those who have agreed to be Government funded test bed areas and those who have declared a moratorium.

- 4. £900k has already been secured for digital infrastructure through the Lansdowne Business District Growth Deal project. This project includes:
  - (i) Ducting and fibre around the Lansdowne area (already installed);
  - (ii) Public Wi-Fi network (about to be procured)
  - (iii) Connection to a commercial data centre
  - (iv) Internet of Things Network

Voting: Unanimous

Portfolio Holder: Leader of the Council

94. Community Engagement Strategy Consultation

The Portfolio Holder for Tourism, Leisure Communities presented a report, a copy of which had been circulated to each Member and a copy of which appears as Appendix 'B' to these Minutes in the Minute Book.

Cabinet were requested to consider the proposed public consultation on the development of a Community Engagement Strategy for BCP Council. In relation to this Cabinet were advised that the purpose of the strategy was to provide clear principles about how the Council engages and consults with the local community.

The Chairman of the Overview and Scrutiny Board informed Cabinet that the Overview and Scrutiny Board at their recent meeting had resolved that Cabinet be recommended to build on known good practice and insight gathered by preceding authorities in the development of a Community Engagement Strategy.

In relation to this Cabinet Members stressed the importance of engagement and of going through a proper process of review from new.

**RESOLVED that:-**

- (a) **Cabinet approve the draft principles contained within Appendix A, “Community Engagement Strategy Draft Principles”, and;**
- (b) **Cabinet approve the implementation of the consultation methodology and timescales included in Appendix B, “Community Engagement Strategy Consultation Plan”, and;**
- (c) **Cabinet authorises Officers to develop a Community Regeneration Strategy in due course, and;**
- (d) **Cabinet approve the ongoing support of area forums and SNT panels.**

Voting: Unanimous

Portfolio Holder: Tourism, Leisure and Communities

95. Adult Social Care Charging Policy

The Portfolio Holder for Adults and Health presented a report, a copy of which had been circulated to each Member and a copy of which appears as Appendix 'C' to these Minutes in the Minute Book.

Cabinet were requested to note the intention to go out to consultation in order to inform the required Adult Social Care charging policy for residents, carers and for people who use services.

The Chairman of the Health and Adult Social Care Overview and Scrutiny Committee addressed the Cabinet as the Member who had chaired the working party which had considered this matter. In addressing the Cabinet the Chairman of the Health and Adult Social Care Overview and Scrutiny Committee advised that in consultation with the Vice-Chairman of the Health and Adult Social Care Overview and Scrutiny Committee it was proposed that an additional question be included within the public consultation this being:

Under p.75 an additional paragraph be included under ‘Transport to and from day centres’

*“BCP Council is concerned about the environmental impact of transportation, including that used by people travelling to day centres. As part of this consultation we are asking people whether it would be better to include the cost of transport as part of the overall day centre charge. Including the transport costs in the day centre charge may encourage people to use the Council’s own day centre vehicles and as a result reduce the number of individual cars on the road. However, we understand this might not suit everyone and would like to know the impact this may have on you.”*

Cabinet thanked the Health and Adult Social Care Overview and Scrutiny Committee for their scrutiny of the proposed public consultation and supported the recommendations which had arisen through the working group.

**RESOLVED** that subject to the additional paragraph being included within the consultation document as set out above:-

- (a) Cabinet noted that BCP Council is required to establish an Adult Social Care charging policy for residents; carers and for people who use services. In order to achieve this, public consultation is necessary in order to inform the final policy; and**
- (b) The proposals for a public consultation on the principles for a new Adult Social Care charging policy for BCP Council be agreed and permission be granted to launch the public consultation necessary to inform the content of the final policy.**

Voting: Unanimous

Portfolio Holder: Adults and Health

96. The Local Industrial Strategy for Dorset

The Leader presented a report, a copy of which had been circulated to each Member and a copy of which appears as Appendix 'D' to these Minutes in the Minute Book.

Cabinet were requested to consider and support the Dorset Local Industrial Strategy and further to this were provided with an overview of work co-ordinated by the Dorset Local Enterprise Partnership in close collaboration with BCP Council.

In presenting the report the Leader advised that the strategy had already been signed off by Dorset Council.

The Chairman of the Overview and Scrutiny Board advised Cabinet that the Overview and Scrutiny Board had welcomed the report.

**RESOLVED that:-**

- (a) That any minor changes requested by Government (in early 2020) are delegated to the Dorset LEP Directors. (Cllr Slade and Cllr Howell); and**
- (b) That BCP Council seeks to support implementation of the Dorset LIS through appropriate alignment with**

Voting: Unanimous

Portfolio Holder: Regeneration and Culture

97. Medium Term Financial Plan Update Report

The Portfolio Holder for Finance presented a report, a copy of which had been circulated to each Member and a copy of which appears as Appendix 'E' to these Minutes in the Minute Book.

Cabinet were requested consider the rolling multi-year medium term financial plan in order to comply with accounting codes of practice and best practice. In relation to this Cabinet were advised of the progress which had been made in the development of a robust balanced budget for 2020/21.

The Chairman of the Overview and Scrutiny Board thanked the Portfolio Holder for his thorough presentation of the report and for the recent briefings which had been held for the Overview and Scrutiny Board. In addition the Chairman of the Overview and Scrutiny Board advised Cabinet that at their recent meeting the Overview and Scrutiny Board had resolved that Cabinet Portfolio Holders be requested to provide further detail on budget work and risk analysis on the savings identified to date in figure 1 of the MTFP report to Cabinet of 20 December, to the Overview and Scrutiny Board in January, and prior to the budget being presented.

A Councillor present at the meeting spoke in support of the recommendation in relation to the new Council Tax discount for BCP care experienced young people.

Cabinet Members discussed the Overview and Scrutiny Boards recommendation in detail expressing concerns with regards to the potential extra work which may be required of officers in order to provide the detail requested, and the potential that some figures may change prior to the final budget being published.

In relation to this the Cabinet were reassured that figures were available, and that reports prepared providing further details around the figures could be submitted to the Overview and Scrutiny Board as late supplementary reports or presented on the day of the meeting.

**RESOLVED that Cabinet:-**

- (a) Notes the good progress that has been made in developing a robust and lawful budget for 2020/21.**
- (b) Notes the update on the strategic financial risks.**
- (c) Endorses the review of earmarked reserves designed to support the Council's Budget and MTFP process.**
- (d) Approves the continuation of the current 2019/20 Local Council Tax Support Scheme (LCTSS) into 2020/21.**
- (e) Approves the new Council Tax discount for BCP care experienced young people up to the age of 25.**
- (f) Confirms the recommendation of the Overview and Scrutiny Board that Cabinet Portfolio Holders be requested to provide further detail on budget work and risk analysis on the savings identified to date in figure 1 of the MTFP report to Cabinet of 20 December, to the Overview and Scrutiny Board in January, and prior to the budget being presented.**

Voting: Unanimous

Portfolio Holder: Finance

98. Bournemouth International Centre (BIC) short to medium investment plan

The Portfolio Holder Tourism, Leisure & Communities presented a report, a copy of which had been circulated to each Member and a copy of which appears as Appendix 'F' to these Minutes in the Minute Book.

Cabinet were requested to consider the allocation of funding to undertake short to medium term investments in the Bournemouth International Centre (BIC), to ensure that it continues to be a venue of choice for conferences and investment.

In presenting the report the Portfolio Holder stressed the importance of investment in the BIC in particular in order to secure long term bookings.

The Chairman of the Overview and Scrutiny Board advised Cabinet that at their recent meeting the Board had expressed concern with regards to the length of the loan. And that further to this had resolved to make the following recommendations to the Cabinet:

- 1) Delete recommendation of the report; and
- 2) Amend recommendation (b) to read *'Approves the use of up to £1.8m of Prudential Borrowing at assumed interest rate of 5.5% over 25 years.'*

A Councillor in attendance at the meeting addressed the Cabinet expressing concerns with regards to tendering for all the works at once in particular financial costs that may be incurred should not all of the stages of the works be carried out.

In relation to this the Cabinet discussed the tendering and highlighted that tendering for all the work at the same time was the most cost efficient way. In relation to this it was felt that as part of the tendering process the tendering documents could express the concerns and look to limit any financial penalties.

Cabinet Members highlighted the importance of looking to use environmentally friendly products within the development.

**RECOMMENDED that Full Council:-**

- (a) **Supports the proposal for up to £4.7m 'short term' remodelling programme of the Bournemouth International Centre (BIC), on the understanding that only up to £1.8m of this will be committed in advance of the longer-term BIC development options study;**
- (b) **Approves the use of up to £4.7m of Prudential Borrowing at assumed interest rate of 5.5% over 25 years;**
- (c) **Delegates to the Corporate Director and Portfolio Holder for Destination & Culture responsibility for approving the final specification and phasing of the programme;**
- (d) **A commitment to review spending of uncommitted monies in years 2 and 3 of this project should the BIC long term development plan warrant that;**
- (e) **Delegates approval of the final funding strategy to the Chief Financial Officer, in liaison with Corporate Director and Portfolio Holder for Finance and Destination & Culture; and**
- (f) **Notes that a further report will be brought for Member approval to address ongoing asset management needs across the whole of the BH Live estate.**



Voting: Unanimous

Portfolio Holder: Tourism, Leisure & Communities

99. Applications for designation of Sandbanks Neighbourhood Forum and Sandbanks Peninsula Area Boundary

The Portfolio Holder for Strategic Planning presented a report, a copy of which had been circulated to each Member and a copy of which appears as Appendix 'G' to these Minutes in the Minute Book.

Cabinet were asked to consider approving the designation of the Sandbanks Neighbourhood Forum as a relevant body for the purposes of neighbourhood planning within the boundaries of the neighbourhood area set out in the application.

**RESOLVED that:-**

- (a) Note the officer assessment of the application submitted by the proposed Sandbanks Neighbourhood Forum to apply for status as a 'designated body' and the proposed Area boundary.**
- (b) Note the support for the Sandbanks Neighbourhood Forum and area boundary from the consultation responses received.**
- (c) In light of (a) and (b) approve the designation of the Sandbanks Neighbourhood forum as a relevant body for the purposes of neighbourhood planning within the boundaries of the neighbourhood area set out in the application, and;**
- (d) Approve that the area set out in the application be designated as a neighbourhood area for the purposes of neighbourhood planning**

Voting: Unanimous

Portfolio Holder: Strategic Planning

100. Super Hut Development, Fisherman's Walk

The Portfolio Holder for Tourism, Leisure & Communities presented a report, a copy of which had been circulated to each Member and a copy of which appears as Appendix 'H' to these Minutes in the Minute Book.

Cabinet were requested to approve a low-risk invest to save development of super huts on the seafront at Fisherman's Walk.

The Chairman of the Overview and Scrutiny Board addressed the Cabinet advising that at their recent meeting the Overview and Scrutiny Board made the following recommendation to Cabinet:

*'Cabinet be recommended to retain one of the proposed super huts for use by the Council for good causes and charitable purposes.'*

In relation to the recommendation from the Overview and Scrutiny Board the Portfolio Holder advised that they would be exploring ways in which those who wouldn't ordinarily be able to access the beach huts would be

able to have access by way of community groups having access to one or some of the huts.

**RESOLVED that:-**

- (a) Cabinet approve delivery of the scheme, subject to securing planning consents, and the sale of the super huts on 25 year leases; and**
- (b) Cabinet delegate to the Service Director the setting of the final sales price which will be subject to market review closer to the time (Easter 2021)**

Voting: Unanimous

Portfolio Holder: Tourism, Leisure & Communities

101. Poole Regeneration

The Deputy Leader and Portfolio Holder for Culture, Regeneration and Economy presented a report, a copy of which had been circulated to each Member and a copy of which appears as Appendix 'I' to these Minutes in the Minute Book.

Cabinet were requested to consider the work required to develop a Masterplan for the sustainable regeneration of Poole's Town Centre (including Town Centre North, High Street, Poole Quay, Twin Sails Regeneration Area, and other geographically appropriate sites).

The Chairman of the Overview and Scrutiny Board addressed the Cabinet and praised the Portfolio Holder for Culture, Regeneration & Economy for the report and further to this advised that at their recent meeting the Board resolved to make the following recommendations to Cabinet:

- 1) Cabinet be recommended to build on existing work already done in the development of a revised Masterplan for Poole Town Centre;*
- 2) the revised Masterplan for Poole Town Centre be received by the O&S Board for scrutiny, once developed, and prior to wider consultation on the Masterplan;*
- 3) the Acquisition and Compulsory Purchase Order (CPO) Strategy be received by the O&S Board for scrutiny, once developed.*

In relation to the first recommendation the Portfolio Holder advised that much of the previous report would be used as a reference for the masterplanning.

Cabinet discussed the potential relocation of Poole Train Station and the reasons why a potential move would be considered. In relation to this Cabinet were advised that Network Rail were looking at a rail strategy for Dorset.

Cabinet discussed the Overview and Scrutiny Board recommendations and felt that they could be incorporated if the first recommendation was reworded to refer to 'give due consideration to'.

**RESOLVED that Cabinet:-**

- (a) Approve the repurposing of up to £1m from the remaining Heart of Poole budget to progress a programme for the Regeneration of Poole Town Centre;**
- (b) Delegate authority to the Corporate Director for Regeneration & Economy to progress the procurement of master-planners, undertake due-diligence and explore future delivery mechanisms;**
- (c) Approve the proposed governance structure for the Poole Regeneration Programme as set out in Appendix A;**
- (d) Approve the development of a new Funding Strategy for the delivery of a revised Masterplan for Poole Town Centre;**
- (e) Approve the development of an Acquisition and a Compulsory Purchase Order (CPO) Strategy along with associated specialist agent and legal fees, that can be deployed should the need arise;**
- (f) Approve the inclusion of Heritage Action Zone funding and match-funding via s106 and CIL within the Capital Programme (total £1.2m);**
- (g) Delegate approval to the Corporate Director for Regeneration & Economy to explore additional funding requirements to support Regeneration across the conurbation;**
- (h) Give due consideration to existing work already done in the development of a revised Masterplan for Poole Town Centre;**
- (i) the revised Masterplan for Poole Town Centre be received by the O&S Board for scrutiny, once developed, and prior to wider consultation on the Masterplan; and**
- (j) the Acquisition and Compulsory Purchase Order (CPO) Strategy be received by the O&S Board for scrutiny, once developed.**

Voting: Unanimous

Portfolio Holders: Culture, Regeneration and Economy  
Transport and Infrastructure

**102. Poole Harbour Recreation Supplementary Planning Document**

The Portfolio Holder for Strategic Planning presented a report, a copy of which had been circulated to each Member and a copy of which appears as Appendix 'J' to these Minutes in the Minute Book.

Cabinet approval was sought for the adoption of the Poole Harbour Recreation Supplementary Planning Document.

Cabinet Members spoke in support of the document for referral onto Full Council for adoption.

**RECOMMENDED that:-**

- (a) Cabinet recommends that Council adopts that the Poole Harbour Recreation Supplementary Planning Document; and**
- (b) any minor changes delegated to the Director of Growth and Infrastructure in liaison with the Portfolio Holder for Strategic Planning.**

Voting: Unanimous

Portfolio Holder: Strategic Planning

103. Housing Scheme at Ibbertson Way, Bournemouth

The Portfolio Holder for Housing presented a report, a copy of which had been circulated to each Member and a copy of which appears as Appendix 'K' to these Minutes in the Minute Book.

Cabinet were advised that the BCP Council owned site contained 16 garages, all of which were void and that the site had been secured pending redevelopment. In relation to this Cabinet were requested to consider approve the finances for the current proposal which presented a new build scheme of 3 houses and associated parking to be provided on the site. Further to this Cabinet were advised that these homes would help towards Local Plan housing targets and would also contribute significantly to unmet housing need.

A Councillor present at the meeting addressed Cabinet expressing disappointment that there was no provision for social housing within the scheme, and stressing that it should be possible to make the money work for what you want to achieve.

In relation to this the Portfolio Holder advised that going forwards the Council will be looking for sites where it is possible to achieve social housing.

**RESOLVED that the proposed £712k housing scheme be approved for subsequent approval request:-**

- (a) Approval to planning and subsequent tender, commencement and completion of build subject to the conditions set out in the Financial Strategy and authorises the Corporate Director for Environment and Community to approve necessary appropriations and contractual and legal agreements in consultation with the Monitoring Officer and Chief Finance Officer;**
- (b) Approve the financial strategy for the scheme as set out in paragraphs 45 to 49 with specific approval for;**
  - (i) The appropriation of land from the General Fund to the Housing Revenue Account (HRA) to enable the development of the affordable housing valued at £35k;**
  - (ii) £358,668 of prudential borrowing to be repaid over 25 years used to finance the Housing Revenue Account (HRA) Affordable rented homes;**

- (c) Authorise the Section 151 Officer in consultation with the Portfolio Holder for Finance to determine the detailed funding arrangements;**
- (d) Authorise the Corporate Property Officer in consultation with the Monitoring Officer to agree the detailed contract provisions.**

Voting: Unanimous

Portfolio Holder: Housing

104. Dorset Heathlands Planning Framework 2020-2025 Supplementary Planning Document

The Portfolio Holder for Strategic Planning presented a report, a copy of which had been circulated to each Member and a copy of which appears as Appendix 'L' to these Minutes in the Minute Book.

Cabinet approval was sought to consult upon the Dorset Heathlands Planning Framework 2020-2025 Supplementary Planning Document and for Urban Heaths Partnership funding for a further 2 year period.

Cabinet Members spoke in support of the report.

**RESOLVED that:-**

- (a) Cabinet approves the publication of the Dorset Heathlands Planning Framework 2020-2025 Supplementary Planning Document for public consultation;**
- (b) any minor changes to the consultation document are delegated to the Director of Growth and Infrastructure in liaison with the Portfolio Holder for Strategic Planning; and**
- (c) Cabinet approves the funding arrangements for the Urban Heaths Partnership for the period 1<sup>st</sup> April 2020 to 31<sup>st</sup> March 2022.**

Voting: Unanimous

Portfolio Holder: Strategic Planning

The meeting ended at 1.05 pm

CHAIRMAN

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## CABINET



Report subject	<b>Smart Place Programme</b>
Meeting date	15 January 2020
Status	Public Report
Executive summary	<p>A Smart City or Place transforms the way that residents can live their lives, through the provision and adoption of digital applications and services.</p> <p>It empowers our communities with the tools required to drive behaviour change, enabling them to help solve the complex social, economic, environmental and financial challenges our place is facing</p> <p>This report explains how a Smart Place Programme for Bournemouth, Christchurch and Poole could enable communities to work with the Council and other organisations to create new applications and services through new business models and better use of data. It also explains how a Smart Place Programme can and is helping the Council to deliver its Corporate Strategy and boost income to help reduce the financial challenges it faces.</p> <p>As well as driving social transformation and behaviour change, it also drives value in our place, through the provision of tools to enable large local multi-national organisations and small local businesses the opportunity to remain competitive</p> <p>More intensive work is required to establish an investment plan that will be used to quantify the benefits of the Programme.</p>
Recommendations	<p><b>It is RECOMMENDED that Cabinet endorses:</b></p> <ol style="list-style-type: none"> <li>1. The continuation of work by officers in developing the Smart Place programme including: <ol style="list-style-type: none"> <li>(i) The development of a Smart Place Investment Plan (subject to funding from Dorset Local Enterprise Partnership)</li> <li>(ii) The consideration of the Smart Place Investment Plan at a future Cabinet meeting</li> </ol> </li> </ol>

	<ul style="list-style-type: none"> <li>(iii) The continuing development of Smart Place Programme applications, use cases and associated benefits for residents and businesses</li> <li>(iv) The development of a Smart Place workstream within the Key Cities Programme</li> </ul>
Reason for recommendations	<p>To quantify the benefits of the Smart Place Programme</p> <p>To show leadership at a national level</p> <p>To support the delivery of the Corporate Strategy</p> <p>To encourage the engagement of all Council teams and communities in the development of the Programme</p>



Portfolio Holder(s):	Councillor Vikki Slade, Leader of BCP Council, Portfolio Holder for Smart Place
Corporate Director	Bill Cotton
Report Authors	Chris Shephard, Ruth Spencer
Wards	Council-wide
Classification	For information and decision

## Background

### Global Context

1. Cities around the world are exploring what it means to be a Smart City, with places such as Singapore, Toronto and New York currently leading the way. In Europe, Amsterdam, Berlin and Copenhagen are considered exemplars, whilst in the UK, the UK Smart Cities Index 2017 puts London and Bristol as 'Leaders' and places such as Nottingham, Oxford and Milton Keynes as 'Contenders' **See Background Paper 1**
2. There is no universal definition of a Smart City or a 'one size fits all approach' but it is generally acknowledged that a Smart City utilises big data, connectivity and emerging technologies to help address local problems and challenges. These local challenges are identified by local communities and organisations and the solutions are co-delivered

### BCP Smart Place Challenge

3. The Bournemouth, Christchurch and Poole (BCP) region has a thriving economy, a world class natural environment and is an attractive place to live, work and visit. More people are choosing to live in the area and people's life expectancy is increasing. This is projected to continue for the next twenty years and will put increasing pressure on our transport systems, healthcare, housing, energy, communities and our environment.
4. BCP is facing unique challenges in how it manages sustainable growth such as: its demographic (an elderly population that over indexes against UK combined with a younger population driven by the success of the two universities); its transport network (being a coastal region restricts our ability to make as many interventions); its economy (balancing the needs of a transient and seasonal tourism economy with growth in high value sectors such as advance manufacturing, creative & digital and financial services) and protecting its natural environment (balancing the requirements of a growing region with climate change ambitions)
5. There is also reducing resource available to deliver services. The combination of increasing demand and reducing resources mean that the breadth and quality of

services residents and businesses access may suffer in the future, which may have an impact on people's quality of life.

## **Smart Place Vision**

6. The proposed Smart Place Programme for Bournemouth Christchurch and Poole will help to respond to these challenges, help deliver the Council's vision for vibrant communities with a high quality of life where everyone plays an active role and aims to be a UK exemplar. It does this by harnessing the power of co-operative delivery, developing innovative business models, through the provision of digital infrastructure connectivity and optimised use of data and analytics.
7. The Programme will work with communities, the public sector, voluntary sector, academia and businesses, indeed everyone connected with and in our places. Doing this together means there is the potential for a transformational impact..

## **What is a Smart Place?**

8. A Smart City or Place transforms the way that residents can live their lives, through the provision and adoption of digital applications and services. Examples that are already part of our daily lives are Netflix, Match.com and Ebay, which have all been possible because of better access to digital connectivity, improved data and analytics and advancements in mobile phone technology. Cities such as Barcelona, Seoul and Shanghai are already adopting Smart City applications and services to transform the way their places operate.
9. The Smart Place Programme will, with others, aim to create a series of applications and services that residents and businesses in Bournemouth, Christchurch and Poole can use to transform their lives. They will also help us deliver the Corporate Strategy. For example, this might be a volunteering app, where people who need support are connected with those who can best provide it. The provision of a local digital marketplace for independent shops on the high street so they can remain competitive online; or a multi-modal transport app which enables people to make more sustainable travel choices. This is highlighted in Appendix A in the top layer of the diagram.
10. To do this, the Programme will need to develop the following foundations:
  - (i) A mechanism for delivery that enables joint working with the public sector, private sector, volunteer sector and communities across the area. A Special Purpose Vehicle (SPV) could be an option that is considered
  - (ii) A data hub (Appendix A middle layer) that combines local authority data with public and voluntary sector data providing optimised information to applications and services, making them useful for users
  - (iii) Ubiquitous, high speed, reliable and affordable digital connectivity infrastructure across the area so that applications and services can be easily accessed, anywhere, any time (Appendix A bottom layer).

- (iv) New income generation streams derived from the applications and services that can be re-invested into the area, enabling the BCP Council and potentially other public sector partners to see a long-term income stream
  - (v) A platform for community participation, where communities are able to directly develop their own applications (with common design principles needing to be met)
11. By working together with others, the Smart Place Programme will encourage local social innovation that will be fundamental in helping to solve place-based problems such as climate change, the demands of a growing population and the decline of the high street.
12. Pilot initiatives are currently being considered and trialled which directly support delivery of the Corporate Plan, with all five priorities are being addressed, including:
- (i) Sustainable Environment: An application has been developed for Officers to remotely monitor cliff stability at East Cliff in real time. Data on soil movement is collected and transmitted to a computer dashboard, which alerts Officers to irregularities, enabling earlier intervention measures. Reliable digital connectivity is required for this application to function
  - (ii) Fulfilled Lives: An application, myHeart, has been developed by the Dorset Clinical Commissioning Group to enable patients to manage their own care. Consultants are able to remotely monitor patients through wearable technology and a mobile phone application and make interventions in real time where necessary. Reliable connectivity is required for this application to function outside the home
  - (iii) Brighter Futures: An application is being considered that may enable Children's Services to use historic data from a wide range of sources to predict and alert where early intervention may be needed as part of the Troubled Families Programme. This is being considered by the Children's Services Director who will lead on appropriate data sharing across organisations and any privacy impact assessment required
  - (iv) Dynamic Region: the development of a pilot to include new connectivity technologies such as fibre, 5G and Internet of Things (IoT), contributes to the development of a 21<sup>st</sup> century digital infrastructure
  - (v) Connected Communities: An application that connects people who want to volunteer with the people who need the help. Data sharing and machine learning are required for this application to function
13. The Smart Place Programme complements the Council's new Operating Model by helping to either reduce, delay or stop demand upon services and by delivering significant cost and efficiency savings. It also features as one of the key pillars of the Council's draft Digital Strategy. However, this programme also has the potential to create significant income generation opportunities for the Council and create the opportunity for private capital investment in digital connectivity infrastructure (not

Local Authority capital investment). The new income streams can be re-invested into BCP Council helping to deliver long term financial sustainability.

### **Smart Place Investment Plan**

14. It is clear that there is significant financial (income), economic, social and environmental value in the applications and services that could be created through the Smart Place Programme.
15. A bid has been submitted to Dorset LEP for funding to produce a Smart Place Investment Plan that will subsequently be used to attract significant inward investment of up to £1bn for the area to create a Smart Place. This will enable the implementation of the foundations outlined in 12 which will then create the environment for the development of future applications and services. **See Background Paper 2**
16. There is more detail in the Background Paper, however the key objectives of the Investment Plan are:
  - (i) the development of new business models for income generation for BCP Council through applications and services
  - (ii) A cost/benefit analysis of the digital connectivity infrastructure and Place Data Platform required to enable maximum demand for applications and services
  - (iii) Assessment of anticipated economic, social and health benefits and cost savings for the public sector
  - (iv) Recommendation of the appropriate mechanism required to deliver the Programme, likely to be a Special Purpose Vehicle, supported by legal and procurement advice
  - (v) create the case for raising private investment for the programme
17. The Investment Plan bid has been assessed by Dorset LEP and is shortlisted under its Pipeline funding programme. It is due to be considered for funding in January 2020. If funding is secured, the Investment Plan will be presented to a future Cabinet upon completion.

### **Smart Place Pilots**

18. The Council is already running several Smart Place Pilots. One is funded by the Dorset Local Enterprise Partnership and is focused on the Lansdowne area of Bournemouth. This is helping BCP Council to develop and conduct use cases and trials and for partners to create new applications and services in health, advanced manufacturing and other verticals. The Smart Place Pilot (Lansdowne) Cabinet Report was approved in December 2019.
19. BCP Council is also a participant in SPEED (Smart Ports Entrepreneurial Ecosystem Development), a European Union funded programme across Belgium, Netherlands,

Poole, Portsmouth and Portland specialising in the development of applications and services in ports and logistics.

20. Both these pilots will trial new connectivity technologies, engagement programmes and business models, learning about associated costs, benefits and risks to help inform the Smart Place Programme.

## **Next Steps**

21. To realise the potential the Smart Places Programme can generate, Cabinet is asked to approve the recommendations outlined. By doing so, BCP Council has the opportunity to show real leadership on a national and even international level. A draft 'Smart Place Prospectus' is being developed which will be used to raise the Council's profile as a leader on this work and to attract further investment. This is an exciting and game-changing approach to the challenges our places face now and into the future, and one that if structured correctly will also yield financial benefit to the Council helping to ensure it remains financially sustainable.

## **2 Options Appraisal**

22. Option 1: To approve the recommendations and develop a robust analysis of the social, economic, environmental and financial benefits, costs and risks involved in a Smart Place Programme for the entire BCP region, giving us the ability to attract major inward investment into the area
23. . Option 2: To not approve the recommendations and rely on the Smart Place Pilot (Lansdowne) to inform only the economic benefits of the Smart Place Pilot (Lansdowne) (conducted for the purposes of the Local Enterprise Partnership funding reporting requirements)

## **3 Summary of financial implications**

24. The Investment Plan will provide the information to understand what the appetite is from private investors that may be leveraged into the area. It is possible that external legal support will be required to support the internal resource if the recommendations are agreed and the detailed Investment Plan developed. This will have some financial implications which will be funded from the budget secured to write the Investment Plan **Summary of legal implications**
25. Use cases are being conducted either with internal departments, other private/public sector bodies and/or under the banner of the Smart Place Research & Development Consortium. The scale of the use case trials means that these are being developed and decisions made within services at officer level and legal implications are being considered as part of normal working practice.
26. There will be several wide-ranging legal implications arising in future should the recommendations be agreed. This could include work required to consider mechanisms to enable the necessary joint working such as the potential option of a Special Purpose Vehicle and data sharing, ensuring GDPR These will be explored in detail as part of the proposed Investment Plan. Therefore, the intention is that these

legal implications will be considered in a future Cabinet report relating to the Smart Place Investment Plan.

## **5. Summary of human resources implications**

27. Staffing: Two existing full-time roles will continue to support the Smart Place programme. Approximately 25% of their time is being recharged to the Dorset LEP-funded Smart Place Pilot (Lansdowne). Should further funding be authorised by the LEP board to fund the development of the Smart Place Investment Plan this funding will support internal resources required from legal, finance and procurement.

## **6 Summary of sustainability impact**

28. If Cabinet agrees to the recommendations, it is expected the Investment Plan will outline the provision of applications and services that will enable the communication of relevant, up-to-date and accurate information to residents, such as around waste and energy management and sustainable transport – helping to facilitate behavioural change, with a positive impact on the environment and climate change.

## **7 Summary of public health implications**

29. If Cabinet agrees to the recommendations, it is expected the Investment Plan will outline major positive public health impact such as outcomes from travelling more sustainably via walking and cycling, management of self-care, and reduction in social isolation here is the potential to transform how BCP delivers services, particularly in Adult and Social Care.

Note: Following Overview & Scrutiny's Call for Evidence: 5G Connectivity in the BCP area the panel has made recommendations around 5G deployment. These recommendations were approved in the December Cabinet Report on the Smart Place Pilot (Lansdowne). When 5G is deployed, levels of non-ionizing radiation will be within the limits set by the International Commission on Non-Ionizing Radiation Protection (ICNIRP) and be continuously monitored

## **8 Summary of equality implications**

30. If Cabinet agrees to the recommendations, it is expected the Investment Plan will outline significant beneficial impact upon equality across the Bournemouth, Christchurch and Poole area through the provision of ubiquitous connectivity, the ability to share and access data and therefore associated Council services. An Equalities Impact and Needs Assessment will be developed as part of the Investment Plan

## **9 Summary of risk assessment**

31. As the programme is currently unfunded, the biggest current risk to the programme is not securing funding from the LEP to develop the Business Case for investment as the full extent of the potential benefits will not be produced.
32. Through the creation of the Smart Place Research & Development Consortium, BCP Council is working with local and multi-national partners via a Memorandum of Understanding on pilot projects. This means the Council is sharing the risk by working with other organisations in the public and private sector.
33. Through the

Smart Place Pilot (Lansdowne), the Council is already learning about the costs, benefits and risks through these type of technologies through this pilot project which will continue until March 20218

### **Background papers**

1 UK Smart City Index 2017

2 Dorset LEP Smart Place Investment Plan bid

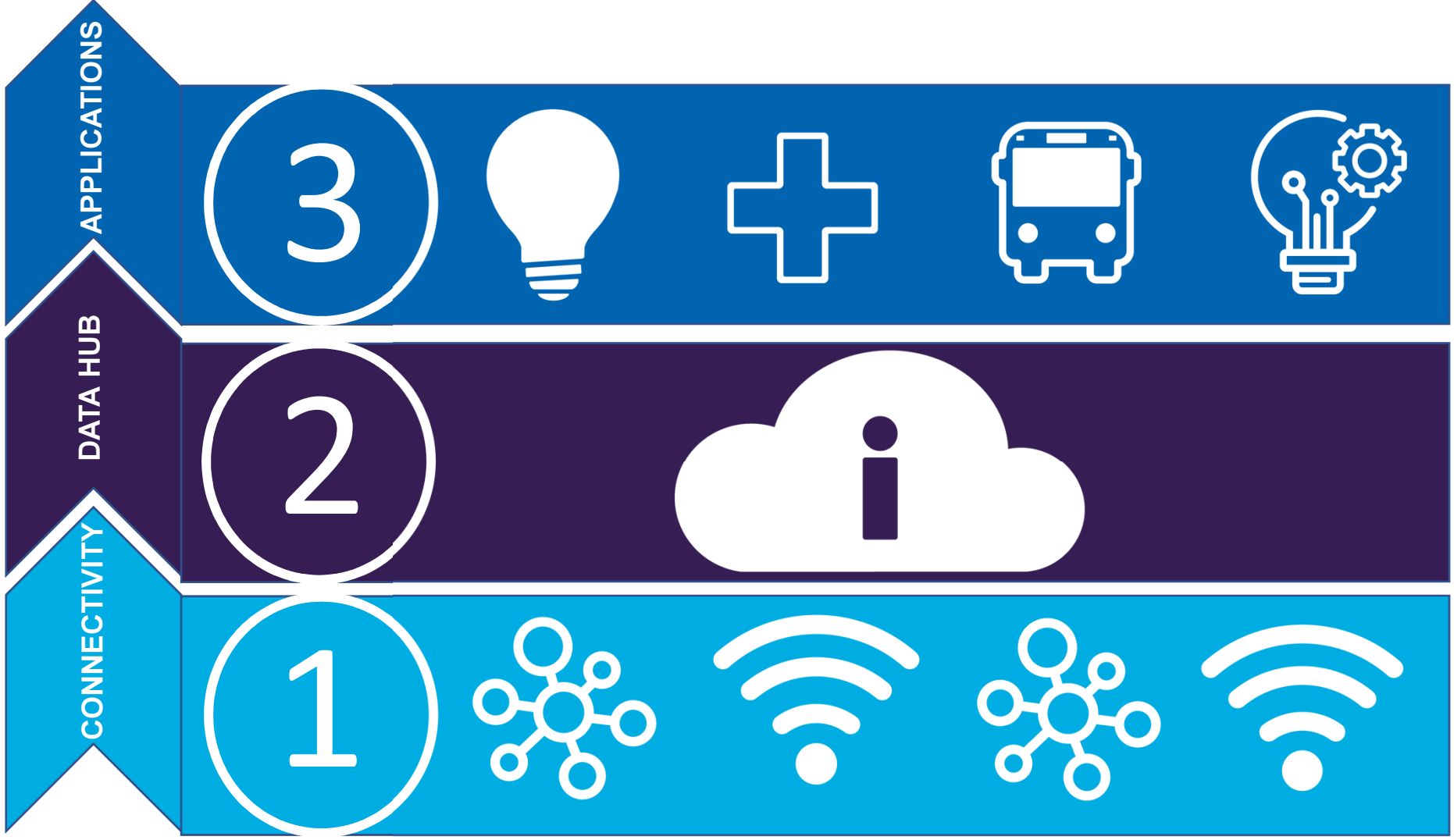
### **Appendices**

A: Smart Place Programme Diagram

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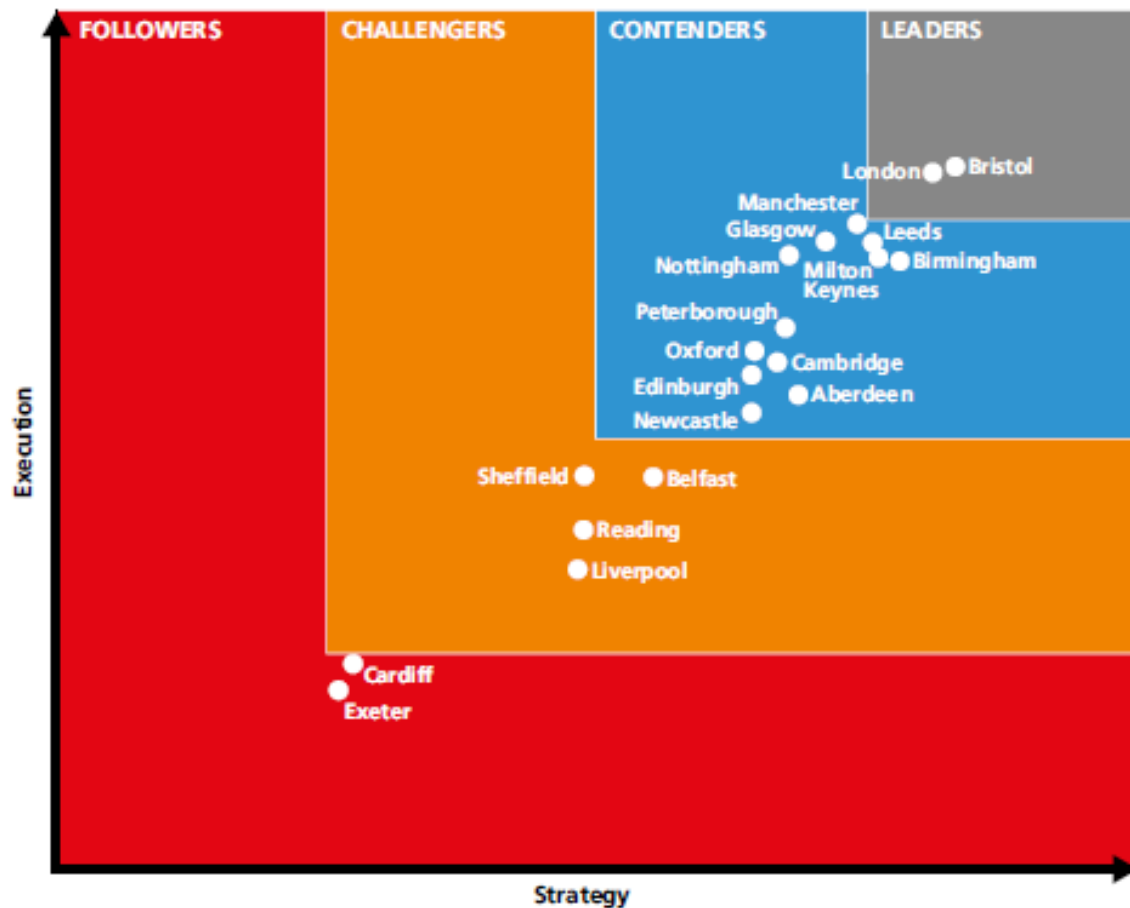
# SMART PLACE DIAGRAM



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## Appendix A: Top UK Smart Cities

Chart 1.1 - UK Smart Cities Index 2017



(Source: Navigant Research)

Full Report is available here:

<https://www.navigantresearch.com/reports/uk-smart-cities-index-2017>

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## Dorset LEP - Outline Business Case (Lite)

The outline business case should be completed by 'public sector' organisation seeking to be considered for funding by Dorset Local Enterprise Partnership (DLEP) as part of the Dorset Pipeline Projects.

### Things to consider before submitting your outline business case

It is recommended that you go through the following checklist. If you can answer 'yes' to the following statements, then this might be right for your project. Please note that entering 'no' does not mean that your outline business case will be unsuccessful. If you are unable to answer some of the questions or if you are unsure whether the project fits the scheme, please contact us as we can guide you through the application process or, alternatively, advise you on any other funding schemes available that may be right for your scheme. Please contact a member of the project management team (see the section below).

PROJECT STATUS	Yes ✓	No ✗
My project requires capital funding	✓	
I have an agreed design (if applicable) and detailed cost breakdown for my project	✓	
The relevant legal and planning consents (if applicable) are in place or are expected imminently	✓	
I can deliver my project by 31 <sup>st</sup> March 2021	✓	
The project is delivered within the Dorset County area	✓	
I have not bid to Dorset LEP before with this project	✓	
This project has local match funding	✓	
This project is related to a currently funded / ongoing Dorset Growth Deal project	✓	
This project is linked to the Industrial Strategy	✓	
This project is linked to the Dorset LEP Strategic Economic Plan / Vision	✓	

### Submission of the Outline Business Case form

- The forms must be submitted to Dorset LEP Programme Manager, Daniela Doncakova [ddoncakova@bournemouth.ac.uk](mailto:ddoncakova@bournemouth.ac.uk) and Dorset LEP Project Management Officer, Corey Kemp [ckemp1@bournemouth.ac.uk](mailto:ckemp1@bournemouth.ac.uk)
- The deadline for submission: **17:00, Monday 23, September 2019.**

If you wish to discuss your project idea in advance of your outline business case submission or if you have questions about the application process, please contact one of the members of our team:

<b>Katherine May (until 13<sup>th</sup> Sep 19)</b> Programme Manager	<b>Daniela Doncakova</b> Programme Manager
Tel: 01202 962720 Mob: 07802 721352 <a href="mailto:kmay@bournemouth.ac.uk">kmay@bournemouth.ac.uk</a>	Tel: 01202 962717 Mob: 07802 721351 <a href="mailto:kmay@bournemouth.ac.uk">kmay@bournemouth.ac.uk</a>
<b>Martina Hanulova</b> Strategy Development Manager	
Tel: 01202 965880 Mob: 07925 891380 <a href="mailto:mhanulova@bournemouth.ac.uk">mhanulova@bournemouth.ac.uk</a>	

APPLICANT INFORMATION	
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PROPOSED PROJECT	
Proposed project name	Dorset Smart Place Investment Plan
Location of proposed project	BCP Council area, extending pan-Dorset
Date of submission	20 September 2019
SCHEME PROMOTER	
Scheme promoter name	BCP Council (with Dorset Council)
Scheme promoter address	Town Hall, Bournemouth
Website	<a href="http://www.bcpCouncil.gov.uk">www.bcpCouncil.gov.uk</a>
PROJECT MANAGEMENT	
Name of project lead / project manager	Adrian Hale / Ruth Spencer
Job title / role	Smart Place Strategy & Programming
Address	Town Hall, Bournemouth
Telephone	01202 4531349
Email	<a href="mailto:adrian.hale@bcpCouncil.gov.uk">adrian.hale@bcpCouncil.gov.uk</a>
ABOUT YOUR ORGANISATION	
Details of your organisation	Local Authority

## Section A – Strategic Case

### Executive Summary

*Please set out a detailed description of the overall proposed project / scheme, particularly focusing on what the funding will be spent on (300 words or less).*

A Smart Place is a 'place-based' approach that enables the collaboration between businesses, local people, the public sector, communities and other organisations, to deliver better economic, social and health outcomes through applying smart technology, Big Data and co-operative business models.

Through discussions with many industry partners it is clear that investment houses such as Infracapital, Macquarie, Aviva, Goldman Sachs, Cameron Barney and Amber Infrastructure have significant funds available ready to invest in major place-based digital projects. Over £350m of private funds have been identified for Belfast (part of its City Deal) and similar levels of investment are being made in various cities and places across the UK and Europe.

For Dorset to be 'investor ready' and to take advantage of the relationships that both BCP Council and Dorset Council have been building with industry and government there is an urgent need to develop a Smart Place 'Investment Plan'. This would articulate the unique opportunity for investing in digital in Dorset enabling the county to be at the forefront of digital connectivity and innovation. The purpose of the Investment Plan is to attract investment of around £500m into the urban area with a similar amount for rural Dorset.

BCP Council has already set out its 6-year Smart Place programme (see Appendix B) and through its Smart Place R&D consortium has formed relationships with global industry partners, who, with the right private sector investment, are well placed to help deliver Dorset's Smart Place ambitions.

The proposed Smart Place Investment Plan will generally accord with Treasury's '5-Case model' business case and therefore could also be used to attract government funding.

The Investment Plan would provide a detailed 'digital' annex to the Dorset Local Industry Strategy.

The need for a pan-Dorset digital business case/investment plan has been discussed at recent Connected Dorset meetings.

### Project Objectives

Please provide key specific objectives planned to be achieved by this project – these should be SMART (Specific, Measurable, Achievable, Realistic, Time-bound) - 200 words or less:

*Primary Objective:*

***By July 2020 to produce a Smart Place Investment Plan that will subsequently be used to attract significant inward investment of up to £1bn for the Dorset area to create a Smart Place, implementing associated digital connectivity and technologies.***

*Key objectives:*

1. *Assessment of business models and revenue-raising opportunities in order to forecast probable return(s) on investment and ongoing viability, making the case for external investment and subsequent sustainable management of the Smart Place (thereby minimising ongoing financial risk and commitment from the LEP and public sector bodies);*
2. *Providing evidence to support bids for major government investment including the Rural/Urban Connected Communities fund and DCMS' 'Outside-In' gigabit fibre programme;*
3. *Costings for implementation and management of the Smart Place including digital connectivity (fibre and wireless) and the Smart Place data platform;*
4. *Assessment of anticipated economic, social and health benefits;*
5. *Assessment of potential service cost savings for the public sector, in particular local authorities and the health service;*
6. *Legal and procurement assurance that the approach to be taken meets state aid and competition legislation, including assurance on 'Special Purpose Vehicle' options;*
7. *A recommendation on the preferred Smart Place 'Special Purpose Vehicle' (delivery vehicle) option.*



## Rationale and Background

*Narrative to include reasons why project is being undertaken, evidence of why the project is needed (including stakeholder engagement) and how will the project delivers the brief taking into account the local strategic objectives as outlined in Dorset's Strategic Economic Plan and Vision and national strategic objectives within the Industrial Strategy, please include maps/ graphs as appendices.*

In 2018, Dorset County Council calculated that within Dorset there was a £2.5bn productivity deficit per annum compared to the UK average. Businesses within Dorset recognise the lack of good quality digital connectivity as a major factor affecting their competitiveness. **Only 7.54% of properties and businesses within the Dorset LEP area have access to gigabit fibre**, compared to the UK average of 8.92%. It is conservatively estimated that this contributes £250m per annum towards the productivity deficit. In mainland Europe many places have in excess of 70% gigabit connectivity. Government has indicated that the roll out of 5G alone could generate £173bn to the UK economy between 2020 and 2030. Based upon population, this equates to £400m per annum growth in Dorset's economy by 2030.

The Investment Plan aligns with government's Industrial Strategy in regard to the 5 foundations that support government's vision for a transformed economy:

Ideas: the world's most innovative economy

People: good jobs and greater earning power for all

Infrastructure: a major upgrade to the UK's infrastructure

Business Environment: the best place to start and grow a business

Places: prosperous communities across the UK.

The Investment Plan also aligns perfectly with the Industrial Strategy's first 4 Grand Challenges:

Artificial Intelligence and data;

Ageing society

Clean growth

Future of mobility

The Smart Place applications and use cases (such as health, social care, transport and environment) that are planned as a result of the proposed inward investment in digital technologies would specifically support each of these Grand Challenges and help Dorset to lead on innovation in these areas.

Dorset has one of the highest proportions of older people population nationally and faces significant challenges around how to care for older people. Inward investment would support both the Dorset Clinical Commissioning Group (DCCG) and Bournemouth University's work around digital healthcare, as well as the Councils' Smart Place social care initiatives including using digital to support 'adaptive living.' It also supports Dorset Council's 'Routes to Inclusion' programme seeking to tackle digital exclusion.

The project builds upon work already supported by the LEP including the Orthopaedic Research Institute (ORI) project and the Digital/Smart Place Pilot at the Lansdowne.

The Smart Place approach is supported by the Councils at both a political level and senior management level. Bournemouth University will also be a key contributor and beneficiary from the development of the Smart Place programme and is fully supportive (see letter attached). The DCCG is working closely with both councils and the university and also supports a county-wide Smart Place approach.

<b>Timescale</b> <i>Length of project to completion.</i>	
<b>Project start date</b>	1 November 2019
<b>Project end date</b>	31 July 2020
<b>Outcomes (up to March 2021) achieved by</b>	31 July 2020 for the Investment Plan, then 8 months for attracting initial upfront investment to March 2021. (5-years thereafter for further investment and implementation)

## Section B – Economic Case

<b>Business Options</b> <i>Analysis and reasoned recommendation against a number of options. The preferred option must be highlighted, including decisions why that is the preferred option and why others were not taken forward.</i>	
<b>Do nothing (Option 1)</b>	Dorset misses out on the opportunity to benefit from significant inward investment into digital and Smart Place technology, which will go elsewhere. The county continues to be subject to the commercial market for the delivery of digital connectivity, in terms of speed and geographical coverage. Productivity continues to lag behind UK average (and mainland Europe) and significant health and social benefits are not realised.
<b>Do the minimum (Option 2)</b>	A Do-Minimum option is to deliver a high-level Investment Plan in-house. Whilst this could articulate some of the benefits, it is unlikely that it would be in sufficient detail for prospective investors.
<b>Do something (Option 3)</b>	Undertake a comprehensive Investment Plan for the BCP Council area only. This would involve the commissioning of recognised partners and consultants to support the development of the Investment Plan and provide greater assurance to prospective investors. (Estimated cost £250k)
<b>Do something (Option 4)</b>	<b>Preferred Option:</b> Undertake a comprehensive Investment Plan for the whole of Dorset (LEP) area. This would involve the commissioning of recognised partners and consultants to support the development of the Investment Plan and provide greater assurance to prospective investors. The advantage of a Pan-Dorset plan would be to extend the Smart Place delivery and benefits across the whole of Dorset and provide greater opportunity for potential investors <b>(Estimated cost £380k)</b>

<b>Key milestones</b> <i>List the key milestones proposed for the delivery of your project and their delivery date. Add additional rows if necessary.</i>	
<b>Milestone activity:</b>	<b>Completed by:</b>
Confirmation of Funding from the LEP	November 2019
Commissioning partners and consultants	January 2020
Completion of Investment Plan	July 2020

### Financial Case

*Narrative surrounding the estimated detailed costs and how they were derived, detail on how risks have been costed and where any local contributions come from, please consider if State Aid would affect this project.*

The costs have been derived from an outline proposition from Connected Places Catapult, recent management consultant commissions and internal discussions with BCP procurement.

Local contributions will be from council officer time (£20k), and in-kind contributions from partners, particularly those involved in the BCP Smart Place R&D Consortium. It is estimated that the value of non-chargeable consultancy fees would be in the region of £60k.

### Costs

*Summary of costs for high level elements of the projects.*

Expenditure Item	Cost (£)
In-house Council resources	£100,000 + £20,000 match funding
Specialist Consultancy(s) Support	£180,000
Specialist Legal, and Procurement Support	£100,000
Partner Support	£60,000 match funding

	2019/20	2020/21	Total
Funding requested	100,000	280,000	£380,000
Match funding	10,000	10,000	£20,000
Other financial investment	10,000	50,000	£60,000
<b>Total Project Cost</b>	<b>120,000</b>	<b>360,000</b>	<b>£460,000</b>

<b>Major risks</b> <i>Summary of key risks, including indication of likelihood and impact of each risk</i>									
Description of risk	Initial risk			Description of likely impact and consequences if risk occurs	Risk response(s)	Risk following response			Risk owner
	Prob.	Impact	Score			Prob.	Impact	Score	
Delay in procuring supporting consultants	3	3	9	Delay to commencement of development of Investment Plan	Early engagement with the procurement team	2	3	6	BCP Council
Problem attracting appropriate supporting consultants	2	3	6	Delay to commencement of development of Investment Plan	Informal discussions have already taken place and interest has been confirmed	1	3	3	BCP Council
Investment Plan fails to make the investment case	2	5	10	Failure to attract anticipated level of investment	Discussions have confirmed major investment is already taking place elsewhere and major global companies have already expressed an interest in investing in Dorset based upon local Smart Place thinking and progress	1	5	5	BCP Council/ Dorset Council

**Guidance on completing Major Risks:**

- Impact and probability ("prob") to be recorded on a scale of 1-5, where 5 is high.
- The risk score is calculated by multiplying the risk probability ("prob") and the risk impact.

**Describe the project outputs in order of significance.**

*Please outline immediate outputs of the scheme i.e. length of road built, floorspace created, equipment bought, etc.*

The key project outputs are:

1. The Investment Plan – to enable potential investors to make an early decision on significant levels of funding for digital connectivity in Dorset (estimated value £1bn). The Investment Plan will generally be in accordance with Treasury’s ‘5-Case model’:
  - a. *The Strategic Case;*
  - b. *The Economic Case;*
  - c. *The Commercial Case;*
  - d. *The Financial Case and*
  - e. *The Management Case.*
2. Network plans for pan-Dorset gigabit fibre deployment (targeting 70% coverage across Dorset within 5 years and 100% coverage within 10 years);
3. Network plans for pan-Dorset wireless deployment, including 5G, IoT and public Wi-Fi.
4. The outline architecture for a Smart Place data platform and associated hardware and software to host, manage and aggregate ‘place-based’ data at scale, including artificial intelligence and machine learning.

*Ultimately the inward investment would be used to develop the 6-year Smart Place Programme to include:*

- *Digital infrastructure, including gigabit fibre and wireless technologies to provide connectivity across the whole of Dorset;*
- *Smart Place data platform (City Brain) to host, manage and aggregate ‘place-based’ data at scale, including artificial intelligence and machine learning;*
- *Place-based applications to enhance social and economic outcomes e.g. business, mobility, health, environment and energy applications;*
- *Major opportunities for local industries and public bodies to innovate in digital technologies and in particular 5G, AI and Machine Learning.*

### Expected benefits

*Additional measurable benefits delivered as a result of the project (against baseline), for the surrounding area, supply chain etc. Including the use of new technology, clean growth, etc. Can be qualitative and quantitative*

1. **Economic:** Significant opportunity for the advanced manufacturing sector in Dorset to be at the forefront of developing 5G-enabled 'machines', AI and machine learning. *(Positive conversations regarding investment in Dorset have already taken place with the world's leading 5G chipset manufacturer and major global companies leading on machine learning and AI);*
2. **Health & Wellbeing:** A Smart Place approach will enable a transformation in how services are provided for local people, using digital technologies and data at scale to deliver far better health, well-being, accessibility, social inclusion and environmental outcomes. It will enable further innovation around the digital health agenda being undertaken by the Dorset Clinical Commissioning Group and Bournemouth University and the assisted living programmes being pursued in social care by both Councils;
3. **Skills & Education:** The investment of major global companies in Dorset unlocks considerable opportunities for education locally. Immediate opportunities in Smart Place cyber security and data analytics are already being discussed with Bournemouth University. There will also be excellent opportunities for colleges, schools and businesses to benefit from the presence of major digital companies, building on the work of Dorset Council in growing and developing local digital skills;

*(Global companies currently engaged include: Alibaba; Samsung, Qualcomm, Nokia; Huawei; Bosch, Cisco, Reliance Industries, Amazon, Microsoft; Siemens)*

### Expected dis-benefits

*Potential outcomes perceived as negative by one or more stakeholders, which would arise as actual consequences (not risks) of carrying out project.*

Some members of the public have perceived health concerns around the deployment of wireless technology (including 5G).

Some minor disruption to traffic would take place due to the installation of ducting for gigabit fibre and antennae for wireless connectivity.

## Investment Appraisal

Compare aggregated benefits and dis-benefits to project costs using Return On Investment (ROI) measure.

The following high-level ROI calculation is based upon the benefits that would accrue if investment is secured and the Dorset Smart Place is delivered as a result of developing the Smart Place Investment Plan. (It does not represent the ROI of developing the Investment Plan in isolation).

Refer to ROI Calculation (Appendix A)

### Discounted Present Value (PV) Analysis - 15-year Assessment

#### Present Value Benefits accrued over 15 years:

1. Addressing Productivity Deficit with rest of UK (Digital) = **£1,861m**  
*Assumes 80% of estimated annual £250m deficit will be addressed*
2. Economic Growth due to provision of 5G = **£4,600m**  
*FCCG's report\* suggests that UK leadership in 5G could result in the opportunity to create £173 billion of incremental UK GDP growth over a ten-year period from 2020 to 2030– which for Dorset equates to £400.0m per annum by 2030*
3. Permanent jobs - 200 extra-over newly created permanent jobs to operate Smart Place = **£107.0m**  
*Figures based upon ECON-i Economic Impact Assessment*
4. Temporary construction jobs –Digital connectivity/Smart Place (£500m) = **£308.8m**  
*Figures based upon ECON-i Economic Impact Assessment*

**Total Value of Benefits = £6,876.4m**

#### Present Value Costs accrued over 15 years:

1. Smart Place Development Costs = **£1149.4m**
2. Smart Place Operational Costs = **£117.7m**  
*Assumes Smart Place operational costs of £15m per annum*

**Total Value of Costs = £1267.1m**

**15-Year Benefits to Cost Ratio (BCR – ROI measure) = 5.4: 1\*\***

\* DCMS/HM Treasury “Next Generation Mobile Technologies: A 5G Strategy for the UK” 2017 citing the Future Communications Challenge Group “UK strategy and plan for 5G & Digitisation – driving economic growth and productivity” 2017

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/597421/07.03.17\\_5G\\_strategy\\_-\\_for\\_publication.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/597421/07.03.17_5G_strategy_-_for_publication.pdf)

\*\* The BCR/ROI measure does not take into account the likely considerable social and healthcare benefits; the significant operational savings for the local authorities and Dorset healthcare; nor the potential income that could be generated through a Smart Place approach. These additional benefits would be assessed as part of the Investment Plan. The true ROI is therefore expected to be far in excess of 5.4:1.

### Environmental Impact

*Please identify how the project will be managed so as to ensure, as far as reasonably possible, the development is sustainable and there is minimal damaging environmental impact (200 words or less).*

This project involves the production of the Smart Place Investment Plan, therefore has no immediate impact on the environment.

It will subsequently give rise to investment and then the physical development of a Smart Place and there will be environmental impacts resulting from construction and the use of materials. However, the Smart City approach will encourage greater use of sustainable travel, cutting down on emissions. It will also enable better use of energy and better management of the environment through greater visibility of information and data and associated behaviour change.

	2019/2020	2020/2021	2021/2025	Total
Productivity value increase	£0	£5m	£85m	£400m
Additional public sector investment leveraged <sup>1</sup>	£0	£0m	£30m	£35m
Additional private sector investment leveraged <sup>1</sup>	£0	£0m	£600m	£600m
No. of housing units completed				
Unlocked land (Hectares)				
Floorspace created (m <sup>2</sup> ) (include planning designation)				
No. of businesses relocated to LEP region	0	2	50	52
No. of new business start ups	0	2	20	22
Foreign direct investment attracted (£millions)	£0	£0m	£300m	£300m
No. of new permanent, paid full time equivalent jobs <sup>2</sup>	0	16	400	416
No. of retained jobs	0	200	5000	5200
No. of up-skilled jobs	0	200	5000	5200
No. of volunteer positions	0	20	500	520

<sup>1</sup> Investment as a result of the scheme taking place, e.g. business investing in business park as a result of new link road.

<sup>2</sup> Jobs figures should be direct jobs employed by the project.



No. of new trainees/ apprentices/ work placements	0	10	100	110
No. of visitors/tourists				

### Section C – Management Case

#### Governance arrangements

*How will the project be governed? What is the proposed delivery plan?*

This project will be led by BCP Council's Smart Place Team and will be jointly managed by both BCP Council and Dorset Council (to ensure that specific outcomes for each council are captured and pursued) with the additional support of Bournemouth University.

Internal governance will be formally monitored through BCP Council's Capital & Transformation Board and through normal management reporting routes.

Highlight reports, documenting progress will be supplied to the LEP on a bi-monthly basis, with progress being discussed at regular meetings with DLEP's Digital Programme Manager. In addition, progress will be reported at DLEP's Connected Dorset meetings.

The delivery plan for the Investment Plan is as follows:

1. Confirmation of Funding from the LEP *November 2019*
2. Commission consultants and partners *December 2019 to January 2020*
3. Develop and complete Investment Plan *February to July 2020*

#### Permissions and consents

*What permissions and consents are necessary to carry out your project? What is the status?*

List all permissions and consents required. Add additional rows if necessary.	Have they been obtained?  YES / NO	If YES, provide the date received (mm/yyyy)  If NO, provide the date expected (mm/yyyy)
Senior management approval (BCP)	Yes	19 Sept 2019
Senior management approval (Dorset)	Yes	20 Sept 2019
Senior management approval (B.U.)	Yes	20 Sept 2019

## Appendix A: ROI Calculation

### Smart Place Investment Plan Implementation - BCR Present Value (PV) Calculation - (Excludes social and health benefits and income) - Over 15 years

Assessment Period =	15 years
STPR (standard rate - Green Book) =	3.5
Cost of Scheme (£K)=	1,000,000
Uplift for indirect taxation	20.9%

Values in £K

	Scheme Costs	+ uplift
Year 1	300000	362700
Year 2	250000	302250
Year 3	200000	241800
Year 4	150000	181350
Year 5	100000	120900
	1000000	1209000

Year (Date)	Year (No.)	P.V. Factor
2021	0	1.000
2022	1	0.966
2023	2	0.934
2024	3	0.902
2025	4	0.871
2026	5	0.842
2027	6	0.814
2028	7	0.786
2029	8	0.759
2030	9	0.734
2031	10	0.709
2032	11	0.685
2033	12	0.662
2034	13	0.639
2035	14	0.618
2036	15	0.597

PV BENEFITS			PV BENEFITS			PV BENEFITS			PV BENEFITS			
Dorset Digital Productivity Deficit Addressed (by gigabit fibre)			Dorset Relative Economic Growth Due to 5G			Temporary Created Jobs (Construction of Digital Networks)			Permanent Created Jobs (Operating the Smart Place)			TOTAL
Unadjusted Discounted Present Value*	% productivity deficit addressed	Adjusted Discounted Present Value	Unadjusted Discounted Present Value**	% of growth realised	Adjusted Discounted Present Value	Unadjusted Discounted Present Value***	% of temporary jobs created	Adjusted Discounted Present Value	Unadjusted Discounted Present Value***	% of permanent jobs created	Adjusted Discounted Present Value	Discounted Present Value
250000	0%	-	400,000	10%	40,000	324800	30%	97,440	13640	0%	0	137,440
241550	10%	24,155	400,000	20%	80,000	313822	25%	78,455	13179	0%	0	182,610
233375	20%	46,675	400,000	30%	120,000	303201	20%	60,640	12733	0%	0	227,315
225475	40%	90,190	400,000	40%	160,000	292937	15%	43,941	12302	0%	0	294,131
217850	60%	130,710	400,000	50%	200,000	283031	10%	28,303	11886	0%	0	359,013
210500	80%	168,400	400,000	60%	240,000	273482	0%	0	11485	100%	11485	419,885
203375	80%	162,700	400,000	70%	280,000	264225	0%	0	11096	100%	11096	453,796
196500	80%	157,200	400,000	80%	320,000	255293	0%	0	10721	100%	10721	487,921
189850	80%	151,880	400,000	90%	360,000	246653	0%	0	10358	100%	10358	522,238
183425	80%	146,740	400,000	100%	400,000	238306	0%	0	10008	100%	10008	556,748
177225	80%	141,780	400,000	100%	400,000	230251	0%	0	9669	100%	9669	551,449
171225	80%	136,980	400,000	100%	400,000	222456	0%	0	9342	100%	9342	546,322
165450	80%	132,360	400,000	100%	400,000	214953	0%	0	9027	100%	9027	541,387
159850	80%	127,880	400,000	100%	400,000	207677	0%	0	8721	100%	8721	536,601
154450	80%	123,560	400,000	100%	400,000	200661	0%	0	8427	100%	8427	531,987
149225	80%	119,380	400,000	100%	400,000	193873	0%	0	8142	100%	8142	527,522
		1,860,590			4,600,000			308,779			106,996	6,876,365

PV COSTS		
Cost - Scheme		
Scheme Cost (with uplift)	Operational Cost****	Discounted Present Value
362700	0	362,700
302250	0	292,034
241800	0	225,720
181350	0	163,560
120900	0	105,352
0	15000	12,630
0	15000	12,203
0	15000	11,790
0	15000	11,391
0	15000	11,006
0	15000	10,634
0	15000	10,274
0	15000	9,927
0	15000	9,591
0	15000	9,267
0	15000	8,954
1209000	92832	1,267,031

\* Based upon an estimated productivity deficit of £250m compared to rest of UK

\*\* Based upon government figure of £173bn increase in economic growth for whole of UK from 2020 - 2030 equates to £400m per annum for Dorset by 2030

\*\*\* ECON-i Economic Impact Assessment

\*\*\*\*Smart Place operational costs estimated at £15m per annum after year 5

BCR = 5.4



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**CABINET**

Report subject	<b>Transition to a Sustainable Fleet Strategy</b>
Meeting date	15 January 2020
Status	Public Report
Executive summary	<p>BCP Council's current Capital Investment Programme (CIP) (2019/20 to 2021/22) includes £9.8m approved budget resource for fleet vehicle replacement. To date, £5.8m of this budget has been committed/spent leaving a 'uncommitted' fleet replacement capital budget of £4m.</p> <p>The Council's declaration of a Climate and Ecological Emergency will require development of a strategic Sustainable Fleet Strategy that embeds this declaration into front-line service fleet operation requirements and the Council's transformation programme. This Strategy must also address potentially substantial funding pressures that will arise from the Council's corporate ambitions to become carbon neutral by 2030 and the historically varied approach to fleet funding adopted by preceding Councils. For the Sustainable Fleet Strategy to be financially viable, sufficient budgetary resource must be identified/allocated within annual revenue budgets to fund the future replacement of a vehicle as its useful life expires.</p> <p>It is recognised that transition to a properly rationalised, costed and fully funded strategic Sustainable Fleet Strategy will take time. Ahead of this strategy, it is recommended that Cabinet authorise the use of the remaining £4m 'uncommitted' fleet replacement capital budget to fund the acquisition of critical, 'high priority' vehicles needed to maintain front-line service delivery and avoid adverse impact to service users whilst future service transformation option programmes and decisions can be given time to be fully realised.</p>
Recommendations	<p><b>It is RECOMMENDED that:</b></p> <ul style="list-style-type: none"> <li><b>(a) Endorse the development of a rationalised, long-term BCP Sustainable Fleet Strategy;</b></li> <li><b>(b) Acknowledge the financial impact of the varied approach to fleet replacement by legacy Councils on the BCP Sustainable Fleet Strategy; and</b></li> </ul>

	<b>(c) Authorise the Service Director for Environment to use up to £4m of uncommitted fleet capital budget to acquire critical, high priority vehicles in the transition period to the Sustainable Fleet Strategy.</b>
Reason for recommendations	To consider and approve the future fleet replacement strategy.
Portfolio Holder(s):	Councillor Dr Felicity Rice Portfolio Holder for Environment and Climate Change
Corporate Director	Kate Ryan – Environment and Community
Contributors	Larry Austin – Environment Director Kate Langdown – Head of Neighbourhood Services Mark Parsons – Transport and Operating Centres Manager Shirley Haider, Tina Worthing, Steve Wade & Russell Smith – Finance Jeremy Richardson – Head of Procurement
Wards	BCP Wide
Classification	For Recommendation and Decision

## Background

- On 23<sup>rd</sup> November 2018 the LGR Programme Board supported a Decision Record to adopt a best practice model of centralised fleet maintenance and operating budget control including the creation of a single Fleet Replacement Programme.
- In doing so the decision provided BCP Council the:
  - best opportunity to ensure BCP Operator Licence compliance across its substantial 90 Large Goods Vehicle fleet and effective management of its approximately 1,300 vehicles, heavy plant and specialist equipment assets.
  - ability for BCP Fleet Services and Finance/Procurement Services to develop a transparent corporate capital replacement strategy based on the efficient vehicle life in terms of reliability and value for money (VFM)
  - ability for Fleet Services wherever possible the control to drive down fleet costs and reduce environmental impacts e.g. carbon footprint across the authority. Including:
    - Identification of cross service unit utilisation of vehicles and reduction in units (smart management). Reducing the overall demand for existing and new vehicles through evidence-based meetings with service managers. The process will also identify future vehicles replacement needs which will then be costed and allocated to

financial years for purchasing, in line with a Fleet Replacement Programme and budget allocations. Surplus vehicles will be sold and the associated spend redirected to support investment in new fleet or taken as savings.

- Standardisation of fleet manufacturer type and in turn vehicle part suppliers and fuel usage via procurement efficiencies.
  - Wider budget control helps with peaks and troughs with vehicle spend without impacting services.
  - Economies of scale (suppliers dealing with a single knowledgeable buyer).
3. Asset registers previously held across the four proceeding authorities have now been centralised to provide one corporate asset register and operating budgets have been transferred from service units to Fleet Services to centrally manage spend, removing the need for internal charging except for BBML, and Stour Valley Partnership where as separate legal entities recharging remains applicable.

### **Priority Vehicle Replacement Programme**

4. It is essential the new BCP Council vehicle fleet continues to undergo a regular planned Fleet Replacement Programme to support front line service delivery continuity. Vehicle life is defined depending on vehicle type and operation, which specifies when a vehicle is due for replacement. The approach takes account of the whole life costs, including the cost of maintenance and spare parts, the estimated value at the end of determined economical life and how long the vehicle would be unavailable due to breakdowns and associated additional short term hire costs necessary to ensure front line services can continue to operate during such periods.
5. Fleet Services has undertaken a priority interim Fleet Replacement Programme Review across the full BCP Council Fleet with Service Units and Financial Services to identify assets that already/will fall within this criterion during the remainder of 19/20, 20/21. Please note this list has been formulated using the best available data and condition assessments at the time of undertaking, however it may-be necessary to amend/reprioritise vehicles to purchase due to emerging vehicle failure or service need and as such is a live document.
6. A vehicle's economic life can sometimes be extended, and in a number of service areas this has been the approach taken due to an inability to finance the required replacement fleet. However, this is not recommended as the increase in maintenance costs, vehicle downtime, service delivery impact and reputational damage often make this an unfavourable approach.

### **Future Development of a BCP Council Sustainable Fleet Strategy**

7. On 16th July 2019 BCP Council declared a Climate & Ecological Emergency and a formal commitment to doing all BCP Council can to achieve the target of

becoming carbon neutral by 2030 via the production of a long term plan with quantifiable targets and actions required to achieve them.

8. A crucial element of the plan will involve the creation of a BCP Council Sustainable Fleet Strategy. This work will take time to robustly develop with service users and industry. As an interim position whilst this strategy is developed, the following principles, before and during tendering for each of the priority vehicle replacement purchases identified in paragraph 2.2 are proposed: (acknowledging that opportunities to achieve points a) and b) will be restricted due to marketplace proven technology, available budget, supporting infrastructure investment needs and short/medium term ability to redesign service delivery models whilst ensuring front line service continuity).
  - a) the overall fleet numbers will be rationalised, and alternative modes of sustainable transport fully considered, promoted and encouraged ensuring that vehicle utilisation is maximised whilst balancing operational and health and safety needs.
  - b) when a vehicle is due to be replaced and has been confirmed as required it will be replaced with an ultra-low emission vehicle (ULEV) as the vehicle of preference where a suitable alternative can be sourced, Essentially, and with consideration to existing council infrastructure and current availability, these are likely to be full electric vehicles or a petrol hybrid configuration.
  - c) when a ULEV isn't available or economically viable, the replacement vehicle will as a minimum be Clean Air Zone compliant thereby complying with Transport for London minimum emission standards. The priority vehicle replacement register includes vehicles that do not currently meet these minimum standards, by replacing them BCP Council will be improving its fleet emissions base line.
  - d) The continued roll out of telematics across the fleet will be applied to enable better vehicle utilisation, reduced fuel consumption and improved vehicle safety.
9. More work is required to fundamentally understand, challenge and determine how the authority funds this substantial programme in the future. This is particularly pertinent considering the magnitude of change being experienced in the sector towards more sustainable fuelling as many switch to alternative cleaner power sources. However, as an example although electric refuse trucks are available they are still very expensive (more than double) compared to diesel vehicles, even when taking into account the whole life cost benefits of electric thus creating a future potential financing pressure for the authority.
10. It is therefore proposed that a further report will seek overall approval of the total fleet portfolio Sustainable Fleet Replacement Programme once service transformation programmes have been approved and costs associated with supporting a sustainable greener fleet are fully understood, including the costs of



supporting changing service delivery models and the considerable infrastructure investment needs.

## **Summary of financial implications**

11. In the transition period to new BCP Sustainable Fleet Strategy, in order to maintain frontline service delivery, it is proposed that the Council progresses with the acquisition of priority vehicles identified as in need of urgent replacement (as outlined in paragraph 2.2). BCP's Capital Investment Strategy (approved February 2019) includes £9.8m approved capital resource to fund fleet replacement over the Medium Term Financial Plan (MTFP). This represents budgets inherited from preceding Councils, and is funded from a combination of Prudential Borrowing (£8.9m), Capital Grant (£0.8m) and Earmarked Reserves (£0.1). As of 3 December 2019, the Council has committed £5.8m of this resource on front-line service vehicles in need of urgent replacement. It is proposed that the remaining uncommitted £4m capital budget resource is made available to fund the urgent replacement of priority vehicles across BCP, with approval of specific vehicle acquisitions delegated to Service Director for Environment.
12. It is proposed that the long term BCP Sustainable Fleet Strategy once developed is funded from prudential borrowing. This has the benefit of spreading the financial impact of fleet acquisition over the useful life of the asset and also ensures the financial sustainability of the fleet. This is because ongoing revenue budgets are established for borrowing repayments, from which future vehicle replacements are funded when vehicle lives expire. The Prudential Code for Capital Finance stipulates that a Council can undertake prudential borrowing:
  - to finance capital expenditure
  - where it is supported by a robust business case that demonstrates that both the borrowing capital and associated interest repayments can be funded over the life of the asset
13. In line with the Council's 'Invest to Save' framework, prudential borrowing would be repaid over the useful life of each vehicle, at a 'low risk' borrowing rate of 3.5%.
14. With regard to the availability of revenue budget to fund associated borrowing, BCP Council has inherited legacy revenue budgets which contain no provision for vehicles that were acquired through 'one-off' funding (Council capital reserves, in year revenue budget surpluses, one-off capital grant funding). Whilst these vehicles will require replacement over the next ten years (the period of the BCP Sustainable Fleet Strategy), no specific revenue budget has been set aside by legacy Councils for their replacement. This is likely to create a funding pressure for the new Strategy. By contrast, vehicles acquired through prudential borrowing, do have annual budget set aside for their future replacement. That said, it should be recognised that this annual budget reflects the cost of vehicles at the time of purchase. Estimated costs for their replacement within the Sustainable Fleet Strategy will likely be higher – especially should vehicle specifications be modified in response to the Climate & Ecological Emergency Declaration.

15. Potential revenue budget savings could be made in lease, hire, repairs and maintenance budgets as a result of transition to Sustainable Fleet Strategy. These will be quantified as part of Strategy development.

### **Summary of legal implications**

16. BCP Council are required to adhere with Transport legislation which is intrinsically connected to a providing a safe and compliant fleet:

- The Road Traffic Act 1998 Section 74
- The Goods Vehicle Licence of Operators 1995
- Traffic Act 1968

### **Summary of human resources implications**

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

### **Summary of environmental impact**

18. The replacement plan will result in cleaner emissions from the new vehicles. The new vehicles will be compliant with a higher environmental standard and contribute to improved air quality as a consequence of reduced emissions particularly of Nitrogen Oxides (NOX) and particulate matter (PM's)

### **Summary of public health implications**

19. The Fleet Replacement Programme will help ensure vehicles are replaced in a timely manner to take advantage of the latest emissions, telematics and safety related technology to improve public safety and local air quality.

### **Summary of equality implications**

20. There are no specific issues arising from this Fleet Replacement Programme report. Vehicle specifications are assessed to considered equality implications as part of the procurement process.

### **Summary of risk assessment**

21. Failure to replace vehicles, plant and equipment in a timely manner increases the likelihood of equipment related incidents that could result in fatality, serious injury, prosecution (including the potential for corporate manslaughter) and serious loss of reputation.

22. Poor fleet management can have a serious detrimental effect on service units ability to deliver services cost effectively. The current combined fleet assets are approximately £34m in value and, with an annual turnover in excess of £2.7m, fleet is a significant component to ensuring business continuity and providing support for growth.

### **Background papers**

Response to Climate Change Emergency  
Priority Replacement Programme Schedule

# CABINET



Report subject	<b>Beach House Café Rebuild, Mudeford Sandbank</b>
Meeting date	15 January 2020
Status	Public Report
Executive summary	To seek approval for the rebuild of the Beach House Café at Mudeford Sandbank
Recommendations	<p><b>It is RECOMMENDED that:</b></p> <ul style="list-style-type: none"> <li><b>(a) Cabinet approves the principle of rebuilding and improving the Mudeford Sandbank Beach House according to the current development programme;</b></li> <li><b>(b) Cabinet approves the principle of reusing the insurance monies and affordable additional borrowing of £811,250 to support the build;</b></li> <li><b>(c) Cabinet supports the inclusion of the project budget of £1,060k within the Capital Programme for 2020/21 to be approved at Full Council in February;</b></li> <li><b>(d) Cabinet authorises officers to conclude contract negotiations with the tenant;</b></li> <li><b>(e) Cabinet supports the current development programme timescale.</b></li> </ul>
Reason for recommendations	<p>To help deliver the Councils Corporate strategy ambitions in relation to improved public facilities and investment in assets.</p> <p>To help protect the Councils financial position</p> <p>To meet the legal obligations of the current lease.</p>

Portfolio Holder(s):	Councillor Lewis Allison (Portfolio Holder for Tourism, Leisure and Communities)
Corporate Director	Bill Cotton (Corporate Director of Regeneration and Economy)
Contributors	Chris Saunders (Director of Destination and Culture) Amanda Barrie (Head of Destination Development and Strategy) Gary Foyle (Programme Manager) Amy Habgood (Project Manager)
Wards	East Southbourne and Tuckton
Classification	For Decision

## Background

1. The site of the former Beach House Café (including restaurant, shop and ice cream kiosk) is located midway along a 1km sandspit protruding northwards from the eastern tip of Hengistbury Head, known locally as Mudeford Sandbank.
2. The site is environmentally sensitive site (SSSI, SNCI, flood risk) with residential beach huts adjacent (March to October). The site can be significantly busy during school holidays and June to September, with many young children, visitors and holiday makers.
3. The timber-framed building was in excess of 60 years old, and was timber clad with timber windows and doors, surmounted by shallow pitched felt and profiled sheet roofs, built on a concrete slab.
4. The current leasehold of the building (including restaurant, shop and ice cream kiosk) is held by Macemade Ltd and as this was issued by Christchurch Borough Council (CBC) in 2015, the leasehold agreement transferred to BCP Council on 1 April 2019 and will terminate on 23 March 2029. The lease is valued at £25,000 per annum and is currently protected by the Landlord and Tenant Act 1988, therefore the tenant is entitled to a further lease if requested.
5. Under the terms of the agreement the tenant was responsible for all maintenance, however due the difficulties that the tenant encountered in obtaining buildings cover CBC agreed to insure it and was responsible for replacing the building within 2 years of any loss.
6. The building was extensively fire damaged on 2 November 2018. An independent structural engineer declared that the building was beyond repair. It was agreed with the CBC insurers at the time ('Protector') and the tenant that the building would be replaced.

7. There is a requirement to replace the building within two years of the fire contained within the leasehold agreement with the tenants, and this legal obligation is placed upon the Council as both landlord, and the holder of buildings insurance for the property.
8. The cover of the building insurance was set at £325,000 with an additional one-off payment of £25,000 for the potential loss of income for the Council in the first year as a result of the fire.
9. The building was mostly demolished in March 2019. The slab and an enclosed veranda were retained to enable the tenant to trade pending a replacement building. It is unlikely that the remaining structures would comply with current building requirements and regulations.
10. The cost of the demolition was £45,000 (which included extensive asbestos removal) and will need to be reimbursed from the insurance pay-out once received, the claim of which is currently in the hands of an independent loss adjuster.
11. The tenant has successfully run a temporary food offer on the site during the 2019 season, utilising 3 converted shipping containers and a 'vintage' fish and chip van alongside the remaining structures. This has proved popular with beach hut owners and visitors, although the open-air aspect of the site has introduced some noise issues to neighbouring huts which the old building did not incur.
12. This temporary offer cannot continue long-term as it is comprised mainly of converted shipping containers which, when exposed to prolonged maritime weather conditions, will rapidly deteriorate and detract from the quality visitor experience currently on offer. Also, as temporary structures they are not subject to Planning conditions but therefore cannot reasonably expect to remain on-site beyond a few initial years.

### **Current Development Programme**

13. In order to meet the Council's leasehold obligations as outlined in s7 above it was necessary to commence the design process as soon as possible, therefore the rebuild proposal was reported to the BCP Seafront Programme Delivery Board in September 2019 and again in November 2019, and consent was given by the board at the time to continue with the current development programme.
14. During initial meetings with the tenant the idea of replacing the building with something more ambitious was explored, and the consensus was that both the tenant and the Council would prefer this option as it would provide an opportunity to redesign the food offer on the site with a more up-to-date option which could cater for the requirement of today's beach visitor, whilst also improving the carbon footprint of the building by investing in renewable sources of energy, greater emphasis on recycling trade waste, and more efficient disposal of grey water.
15. This approach is anticipated to require significant additional funding, therefore the business case will require this to be funded through an uplift in the rent and the tenant

will therefore expect an expansion of their business activities (such as additional covers) in order to justify the additional annual expenditure.

16. By mutual consent with the tenant the Council has pursued the current development programme as above and has been working with the chosen architectural firm, 'PAD Studios', to design a new building which will deliver an improved visitor experience to Mudeford Sandbank, allowing the tenant to expand their current food offer, and deliver an increase in revenue for the Council.
17. The tenant has been involved in the design process throughout to ensure that any new design concepts are deliverable and sustainable, and have also engaged in negotiations regarding the potential future funding options though rental uplift which are still ongoing.
18. The tenant will be required to release BCP Council from the leasehold obligation to commence the rebuild the Beach House within 2 years of the fire (i.e. by November 2020) on the proviso that current development programme will require a lengthy planning and procurement process that will not be deliverable within that timeframe. Officers are currently working with the tenant to draw up the terms of this agreement.
19. Officers have also met with the Mudeford Sandbank Beach Hut Association (MSBHA) to discuss the plans in principle, and they have been generally supportive whilst still expressing some key issues that they have raised previously regarding potential noise, extraction, litter and a general impact upon the infrastructure of the beach environment. Wherever possible PAD architects has taken these concerns into consideration.
20. Obtaining statutory consents such as planning approval and building regulations are likely to be significant issues to overcome during the replacement process, and officers have been in pre-application discussions with Planning Officers regarding key issues as flood risk, visual impact and intensification of the site.
21. Given the location of Mudeford Sandbank a Flood Risk Assessment (FRA) will be required and this poses several challenges to the Council, not only to the rebuild project but also to future options for the site a whole going forward as any outcomes of that process could also be applied to the potential of, for example, additional beach huts.
22. The site is also within the Green Belt and therefore this will require further assessments to be carried out through the planning process, which will be facilitated by PAD who have been employed so far to RIBA Stage 3. If the successful to RIBA Stage 3 it is the intention to employ PAD through to RIBA Stage 7 to ensure consistency throughout the project.
23. The new building will also need to prioritise where affordable, innovative sustainable technologies and practices in-line with the aspirations of BCP Council to address the global climate-change emergency that we all face.

## Potential Secondary Risk Scenarios

24. Despite the current development programme being followed as described above, it is important to plan for potential scenarios if negotiations with the tenant do not go as planned.

- i. Scenario 1 – **Do Nothing**: If the property is not rebuilt within 2 years of the date of the fire (i.e. by November 2020) and the tenant does not relieve BCP from the clause mentioned in 16 above, then the Council will potentially be in default of the lease. In order to meet that deadline, it has been necessary to commence the process of design, planning and procurement as quickly as possible, therefore there is not currently a 'do-nothing' option without potentially imposing significant financial and legal impacts upon the Council and its tenants. The risk is that the tenant could seek legal recourse for the investment that they made in improvements to the original building (which was at the time in excess of £100,000) and also potential loss of earnings for the remaining 9 years of the tenancy. The terms of the current lease do not require open-book accounting from the tenant so it is not possible to know at this stage how much such a claim could be.
- ii. Scenario 2 – **Replace Like-for-Like**: If the tenant does not agree to support the new design or if there is another kind of unforeseen delay, then there is a reasonable expectation that the building could be rebuilt exactly as it was before the fire with the same internal layout and amount of covers (120). The retention of the front veranda would facilitate the case to do so. However this scenario would impose a financial pressure upon the Council as it is likely that the tenant would not agree to any uplift in rent to cover the borrowing required, as essentially they would not be expanding their business offer beyond what they already had (and which is protected through their lease agreement). The additional borrowing required would therefore have to be funded by alternative means.

25. Realistically both of the above scenarios are highly detrimental to the future business of the Council on this site, in that if we do not rebuild then the resultant legal situation could prove to be both a significant cost to the organisation (with no building at the end of the process) and would likely cause reputational damage to BCP Council, especially amongst the local beach hut community who generate in excess of £900,000 per annum.

26. If we rebuild on a like-for-like basis then the subsequent offer will unlikely attract the kind of uplift in rent required to fund the additional borrowing required, resulting in a missed opportunity to improve the food offer for the site and to expand the business of the Council accordingly.

## Timescale

27. Working on the assumption that current development programme continues to be followed the project timeline currently looks as follows:

Collation of site info, surveys and as built drawings:	Sept 2019 - Oct 2019
Design development:	Sept 2019 – May 2020
Corporate and Cabinet project sign off:	Dec 2019 – Jan 2020
Planning application approved:	June 2020
Tender and Legal contracts awarded:	Aug 2020
Construction period and tenant fit out:	Aug 2020 – April 2021
Café handover:	May 2021

Option 1 (full planning process)

Option 1 (full planning process)																																							
	Oct-19				Nov-19				Dec-19				Jan-20				Feb-20				Mar-20				Apr-20				May-20				Jun-20						
Mudford Beach House Café	7	14	21	28	4	11	18	25	2	9	16	23	30	6	13	20	27	3	10	17	24	2	9	16	23	30	6	13	20	27	4	11	18	25	1	8	15	22	29
Engage with environmental agencies																																							
Pre-planning discussions																																							
Prepare and submit planning app																																							
Planning review period																																							
Planning application approval received																																							

28. The construction of the rebuild is planned to start in September 2020 which will give the tenants the maximum opportunity to trade during the key summer months from the temporary food offer, whilst giving the earliest possible opportunity for the construction contractor to commence work.

29. Ideally the completion of rebuild should be targeted to several weeks before either the Easter school holidays or Whitsun half-term, however in reality, given the potential difficulties of access to the site combined with an over-winter build period which may present seasonal weather challenges, it is likely that the construction works may continue well into 2021.

30. If the decision is made to abandon the current development programme and instead deliver the rebuild via the scenario 2 above (i.e. 'like-for-like') then the timetable will look as follows:

Collation of site info, surveys and as built drawings:	Sept 2019 - Oct 2019
Design development:	Sept 2019 – May 2020
Corporate and Cabinet project sign off:	Dec 2019 – Jan 2020
Permitted development (planning) approved:	March 2020
Tender and Legal contracts awarded:	Apr 2020
Construction period and tenant fit out:	Apr 2020 – Nov 2020
Café handover:	Nov 2020

Option 2 (permitted development)

Option 2 (permitted development)																											
	Oct-19				Nov-19				Dec-19				Jan-20				Feb-20				Mar-20						
Mudeford Beach House Café	7	14	21	28	4	11	18	25	2	9	16	23	30	6	13	20	27	3	10	17	24	2	9	16	23	30	
Engage with environmental agencies																											
Planning discussions																											
Sign off permitted development																											

31. This option presents an accelerated process which will ensure that the rebuild is delivered within the ideal timescale, although it will inevitably impact upon the tenant as they will not be able to trade through the temporary offer during the



summer season and the site will have a limited food offer for the beach hut residents and visitors alike.

### Summary of financial implications

32. The potential combined insurance pay-out of £350,000 will immediately have to cover the pre-existing demolition costs of £45,000 plus potential design costs (to RIBA Stage 7) of approximately £35,000 and other sundry surveys of approximately £20,000 to date.
33. Therefore the remaining sum available to the project will be in the region of £250,000 and any rebuilding costs above this figure will have to be found through affordable additional borrowing.
34. A summary of estimated costs for the current design being considered are shown as follows:

<b>Cost</b>	<b>£</b>
Groundwork	121,191
Bricklayer	93,441
Carpenter	74,342
Glazier	91,350
Structural Specialists	26,250
Plasterer	69,695
Specialist Finishes	3,125
Decorator	14,500
Roofer	110,240
Mechanical Engineering	64,092
Electrician	37,898
Utilities	5,775
PS & PC Sums	20,000
Net Cost	731,899
Contingency @ 20%	146,380
Contractors Preliminaries @15.00%	109,785
Contractor Profit @10.00%	73,190
<b>Gross Cost Excluding VAT</b>	<b>1,061,254</b>

35. Based upon the above design costings, the repayment of additional borrowing is as follows:

**Estimated Repayments** (assuming repayments are made at the beginning of the year): This repayment calculation is for items bought in 2019/2020 due to have the first repayment in 2020/21.

	£
- Loan amount	811,000
- Number of years of loan	25 years
- Interest Rate	3.50%
- Estimated Annual Repayment	47,543
 Total Principal Repaid	 811,000
Total Interest Payments	377,536

Please note the annual repayment will need to be updated based on the current Public Works Loan Board borrowing rates (Maturity).

Annual Interest	15,103
Annual Principal	32,440
<b>Total Annual Repayment</b>	<b>47,543</b>

36. The additional borrowing should be affordable, and could potentially be funded via an uplift in ground rent for the tenant which cannot be negotiated until the final shape and size of the building is known and therefore cannot be included in this report.
37. However, a rent review for this property was due in January 2019 which was suspended as a result of the fire, therefore there is an opportunity to work with the tenant towards a new rental figure which more accurately reflects the value of the tenancy.
38. Similar properties along the BCP coastline attract a rent of £34 per square foot which is in considerably in excess of the current leasehold agreement for the Beach House; so, there is scope to realign this to deliver the annual repayments required for the additional borrowing.
39. Officers are confident of being able to service the borrowing repayments from the rent improvements and from other changes to the operation of the sandbank facilities if required.

### **Summary of legal implications**

40. If the property is not rebuilt within 2 years of the date of the fire then the Council could potentially be in default of the lease.
41. The tenants have invested money within the property over many years, and they could potentially seek legal address for these tenant improvements should the building not be rebuilt.
42. The tenant may also claim for potential loss of future revenue as a result of the Council not fulfilling the leasehold obligations.
43. Equally if the tenant does not release the Council from the 2-year obligation they may be able to claim against the organisation even if the rebuilding works are agreed and approved.

44. The current lease has 9 years left to run but is subject to the Landlord and Tenant Act provisions. The new building will be designed to last well beyond the life of the current lease.

### **Summary of human resources implications**

45. There are currently no human resources implications resulting from this project.

### **Summary of environmental impact**

46. The design development process will be subjected to thorough consultation with environmental bodies such as Natural England and the Environment Agency.

47. In addition, plans will incorporate new and improved sustainability features that showcase the council's commitment to environmental preservation.

This includes:

- Use of sustainable, recycled construction materials such as reclaimed timber.
- Use of renewables:
  - Solar PV
  - Rainwater harvesting
  - Grey water harvesting
  - Mechanical Ventilation Heat Recovery (MVHR)
- Developing infrastructure that can encourage the café to step away from reliance on LPG gas
- Containment of the catering area promoting better control of waste, noise and general untidiness
- Increased planting (appropriate to the location)
- Delivering a building with greater level of efficiency due to use of modern construction methods.

### **Summary of public health implications**

48. This project will deliver improved café facilities enabling it to not only maintain its high level of food hygiene and general cleanliness but improve upon it. This is due to the modernisation of elements such as;

- Kitchen and serverly areas
- Public toilets
- Refuse facilities
- Utilities containment

49. Development work will be undertaken in consultation with Environmental Health and Licensing Teams.

### **Summary of equality implications**

50. This project will deliver improved café facilities that significantly enhances the offer, for each and every visitor.
51. The new building will focus on greatly improving accessibility features which were, on the previous building significantly lacking and in need of modernisation to promote inclusivity. Additional benefits to service users will include:
- Access/egress ramp facilities which will act as a catalyst to improving wheelchair access for the entire beach site.
  - Increased seating and improved layout to provide a more comfortable dining experience.
  - Better queue management.
  - Improved signage acting as a clearer wayfinding reference.
  - Better working conditions for employees and improved staff welfare facilities.
  - DDA compliant toilet facilities contained within the café restaurant.

### **Summary of risk assessment**

52. The most prevalent risks for this scheme are those resulting from taking no action. These include:
- Unknown costs resulting from failure to meet leasehold obligations.
  - Reputational damage from potentially engaging in a lengthy legal battle.
  - Backlash from adjacent hut owners against perceived Council reluctance to invest in the area.
  - Failing to capitalise on a prime opportunity, future-proofing the café's standing as an income generating council asset, and safeguarding the appeal of this much-loved location.
53. Risk items associated with the re-build project itself are familiar to the project team having been encountered and addressed through the course of project delivery on previous similar schemes. These include:
- Complications around achieving planning consent.
  - Unable to achieve agreement with the tenant on the release of the rebuild clause and the rental valuations
  - Maintaining stakeholder and political support.
  - Procurement/contractual delays.
  - Inclement weather.

54. Taking further time to try and ascertain clarity around the risks resulting from inactivity is a high-level risk in itself as it would delay the proposed development programme, rendering it unachievable.

### **Background papers**

None.

### **Appendices**

None.

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## CABINET



Report subject	<b>BH Coastal Lottery Small Grant Scheme Criteria and Proposal to Extend BH Coastal Lottery Across BCP</b>
Meeting date	15 January 2020
Status	Public Report
Executive summary	<p>BH Coastal Lottery was launched in 2019 to raise funds for 'good causes' in Bournemouth. As part of the operation of the lottery, 60% of the revenue generated must be used to benefit 'good causes' in Bournemouth. The 2017 Cabinet Report which sought approval for the establishment of BH Coastal Lottery proposed that a Small Grants Scheme be developed to administer the community funding. This Cabinet report details the proposals for the criteria and operation of the Small Grant Scheme.</p> <p>BH Coastal Lottery was established by the legacy Bournemouth Borough Council and currently only good causes that benefit residents of Bournemouth can be involved in the operation of the lottery. Due to its success, this Cabinet report also seeks approval for the amended to the terms and conditions for BH Coastal Lottery to operate across Bournemouth, Christchurch and Poole.</p>
Recommendations	<p><b>It is RECOMMENDED that:</b></p> <p><b>(a) Cabinet approve the criteria and implementation of the Community Fund Small Grant Scheme; and</b></p> <p><b>(b) Cabinet approve the expansion of BH Coastal Lottery to operate across Bournemouth, Christchurch and Poole.</b></p>
Reason for recommendations	To agree policy and process for the allocation of the Community Fund (small grants scheme). To consider including Christchurch and Poole criteria.

Portfolio Holder(s):	Councillor Lewis Allison (Portfolio Holder for Leisure, Tourism and Communities)
Corporate Director	Kate Ryan, Corporate Director (Environment and Communities)
Contributors	Kelly Ansell (Director of Communities) Cat McMillan (Communities Manager) Linda Maguire (Community Development Officer) Steve Place (Senior Advisor, Community Action Network)
Wards	All Wards
Classification	For Decision

## Background

1. In 2017, Bournemouth Borough Council's cabinet approved the establishment of BH Coastal Lottery, a 'Society Lottery' regulated by the Gambling Commission. The sale of lottery tickets started in January 2019, with the first 'draw' taking place in March 2019 and BH Coastal Lottery is now one of the biggest and most successful local authority lotteries in the country. The Cabinet approval included a review of the lottery after its first year of operation to consider whether it has met the aims and objectives. This is due in March 2020.
2. "Society Lotteries" are regulated under the 2005 Gambling Act and must return a minimum of 20% of the proceeds to the purpose of the society. In Bournemouth, 60% of the revenue generated goes to the purpose of the society, in this instance, 'good causes' in Bournemouth. The Lottery operates via an on-line platform, with tickets costing £1, and players deciding which 'good cause' they want to support. In total, 60% of ticket sales go directly to 'good causes' in Bournemouth, with 20% contributing to prizes and 20% covering administration. BCP Council receives no funding from the lottery.
3. When purchasing tickets, players can choose to either support a specific local 'good cause', such as the Russell Cotes Museum for example, or choose to support 'good causes' generally in Bournemouth. If they choose to support a specific 'good cause', 50% of their ticket sale will go directly to that 'good cause' and 10% will go to a central community fund. However, they also have the option to support 'good causes' generally in Bournemouth, in which case 60% of their ticket sales will go to the central community fund. The purpose of the central community fund is to support 'good causes' in Bournemouth via a Small Grant Scheme and this Cabinet report makes recommendations about the eligibility criteria and application process for the administration of the Small Grant Scheme.



4. Local authorities can retain control over which 'good causes' benefit from the proceeds of the lottery by developing criteria and processes for approving which 'good causes' can sell the lottery tickets (such as voluntary and community groups and charities). Once approved by the local authority to sell lottery tickets, the 'good causes' have their own page on the main BH Coastal Lottery website which they can then market to their supporters. Every month, the income from ticket sales through their portal is paid directly into their account. Therefore, this provides an effective fundraising platform and a regular income stream for 'good causes' in Bournemouth. The BH Coastal lottery webpage can be found at: [www.bhcoastallottery.co.uk](http://www.bhcoastallottery.co.uk)
5. The lottery draw takes place weekly based upon the results of the Australian National Lottery Super66 game, as published on the Lottery West website ([www.lotterywest.wa.gov.au](http://www.lotterywest.wa.gov.au)). The winning numbers for each weekly draw are the six-digit numbers generated (in the same order) by the Australian National Lottery Super66 draw which takes place on the Saturday night of the same week. BCP Council and the External Lottery Management company, Gatherwell, have no control or influence over the winning numbers of the lottery.

#### **BH Coastal Lottery Performance to date**

6. Legacy Bournemouth Council commissioned Gatherwell, an independent External Lottery Management (ELM) company licensed by the Gambling Commission, to operate BH Coastal Lottery. They are responsible for:
  - a. Overall management of the Council lottery
  - b. Providing insurance to underwrite the lottery and provision of 'prizes'
  - c. Managing the lottery website
  - d. Delivering bespoke marketing materials
  - e. Running the lottery: making payments to and communicating with players and recipients of the funding; performance reporting
  - f. Providing support via phone, email and through social media
  - g. Providing advice, training and support on all aspects of the lottery, linking to the network of local authorities also running lotteries
7. The Council's role is to:
  - a. Apply for a Gambling Commission Licence
  - b. Define eligibility criteria for 'good causes' to join the Lottery
  - c. Approve new 'good causes' for the sale of tickets
  - d. Authorise monthly payments to the 'good causes'
  - e. Carry out marketing of the lottery– promoting the central (community) fund and promoting the lottery to 'good causes'
  - f. Define the Small Grants Scheme Criteria and administer the fund

8. In operating BH Coastal Lottery, the Council must demonstrate how it upholds the three licensing objectives:
  - a. preventing gambling from being a source of crime or disorder, being associated with crime or disorder, or being used to support crime;
  - b. ensuring that gambling is conducted in a fair and open way;
  - c. protecting children and other vulnerable people from being harmed or exploited by gambling.

The Council has specific policies which detail how they uphold the licensing objectives and also has a Social Responsibility in Gambling Policy which details how it carries out its role to protect individuals from excessive and addictive gambling.

9. Tickets are purchased a month in advance via direct debit. Each ticket costs £1 and has a 1 in 50 chance of winning. Prizes range from the £25,000 jackpot for matching all six numbers, to three free tickets for a two-number match. The majority of winners win £250, £25 or three free tickets, with some players choosing to donate their prize back to a 'good cause'. An insurance policy held by the ELM ensures every lottery win is funded. As of week 40 of the current operation of BH Coastal Lottery, there have been 2,315 winners.
10. The original projected income figures (based on population) within the original BH Coastal Lottery business case have been exceeded to date, as shown below:

Estimated number of players year 1:	830 players	Actual number of players week 40:	1,490 players
Estimated gross return year 1:	£64,740	Actual gross return week 40:	£127,308
Estimated Small Grant Scheme year 1 (10% of ticket sales):	£6,474	Actual Small Grant Scheme (10% of ticket sales) week 40:	£12,730.80
Estimated all 'good causes' Income year 1 (50% of ticket sales):	£32,370	Actual all 'good causes' income week 40 (50% of ticket sales):	£63,654
		Total funding available in the Small Grant Scheme for Bournemouth:	£32,406.30

11. 99 local 'good causes' have signed up to the BH Coastal Lottery to date. These range from well known organisations such as the Citizens Advice through to smaller good causes such as School Parents Teachers Associations. The most popular 'good cause' is the Central Community Fund for 'good causes' generally in Bournemouth, with 399 supporters currently purchasing tickets.
12. Through the sale of BH Coastal Lottery tickets, a total of £63,654 has been raised for local 'good causes' in Bournemouth at the time of writing of this report. Through the general 'good causes' Community Fund we now have £32,406 that can be allocated to local 'good causes' in Bournemouth through a Small Grants Scheme.
13. Cabinet are asked to approve the eligibility criteria and administration process for the administration of a Small Grant Scheme which is detailed in Appendix A.

### **Small Grants Scheme**

14. The full proposed criteria for the Small Grants Scheme is detailed at Appendix A. As BH Coastal Lottery currently only operates in Bournemouth, the grant criteria below details how 'good causes' in Bournemouth can apply to the Small Grant Scheme. Section 19 of this report details a proposal to expand the operation of BH Coastal Lottery across BCP, with an effective operational date of the first of April 2020. If Cabinet are minded to approval this proposal, the eligibility criteria will subsequently be amended to reflect that 'good causes' across Bournemouth, Christchurch and Poole will be eligible for the Small Grant Scheme from April 2020.
15. In Summary, the proposed eligibility criteria for the Small Grant Scheme is:
- Constituted Voluntary and Community Organisations with an income of less than £50,000 per year can apply;
  - Grants will be for amounts between £50 and £500;
  - Grants must contribute towards the BCP Council Corporate plan priorities by developing vibrant communities whereby residents have an outstanding quality of life and everyone plays an active role;
  - The project (services, facilities or activities) must benefit residents of the former Borough of Bournemouth;
  - There is a demonstrable need in Bournemouth for the specific services, facilities or activities provided by the organisation;
  - The organisation is a registered charity or a constituted 'not for profit' organisation;
  - The organisation has a bank account with any payment authorised/signed by at least 2 unrelated people;

- The organisation has financial need which will be assisted by the grant sought and without which the services, facilities or activities could not be provided;
- The organisation actively encourages disadvantaged groups in the community to make use of the services, facilities or activities provided;
- The project must be delivered within 12 calendar months of receiving the grant;

**We will not grant fund to or for:**

- Individuals;
- Activities promoting political or religious beliefs;
- Overseas travel

**Marketing and promotion of the Small Grant Scheme**

16. The scheme will be widely promoted in Bournemouth via:

- BCP Council Communications (Social media, digital marketing and website);
- Community Action Network (CAN) distribution lists (formerly the Council for Voluntary Service);
- 'What Funds' email distribution lists;
- Community Workers distribution lists;
- The 'Bournemouth Conversation' distribution list;
- Councillors.

17. Application Forms and supporting documents for the Small Grant Scheme will be available on the BCP Council and BH Coastal Lottery websites. They will also be available in paper format from the CAN office, libraries, Town Hall reception and by mail or email on request. It is proposed that, subject to Cabinet approval, the Small Grants Scheme is launched in February 2020 with a view to all funding in the Bournemouth 'good causes' community fund being allocated by the end of March 2020.

18. Section 19 of this Cabinet report outlines the proposal for the extension of the BH Coastal Lottery to include the new Bournemouth, Christchurch and Poole geography. If Cabinet are minded to approve this, it is recommended that the lottery is launched across Bournemouth, Christchurch and Poole effective from 1 April 2020. At this point, the Small Grants Fund for the Bournemouth area would be fully allocated to Bournemouth 'good causes', and the Lottery will then be open to 'good causes' from across the whole area.

**Proposal to expand BH Coastal Lottery to include all of Bournemouth, Christchurch and Poole**

19. BH Coastal Lottery has been a considerable success in Bournemouth, exceeding the original expectations for performance and providing a valuable

income stream to local 'good causes'. It is proposed that BH Coastal Lottery is expanded across Bournemouth, Christchurch and Poole to allow all 'good causes' in the area to benefit from it. The Gambling Commission Licence held by BCP Council allows for the BH Coastal Lottery to be expanded across the area by amending the lottery's Terms and Conditions.

20. Since BCP Council formed, a number of 'good causes' from Christchurch and Poole have enquired about registering for BH Coastal Lottery in order to benefit from the income generated by ticket sales. Due to the current Terms and Conditions of the lottery which detail that BH Coastal Lottery is operated for the benefit of Bournemouth and its 'good causes', they have not been eligible to be approved.

21. The original projections for establishing the BH Coastal Lottery were based on Bournemouth's over 16 population of 166,000. The over 16 population for BCP Council is 340,000. Based on this, the projected outputs for expanding the lottery across Bournemouth, Christchurch and Poole are shown below:

Estimated number of players year 1:	1,700 players	Estimated number of players year 2:	3,400 players
Estimated gross return year 1:	£132,600	Estimated gross return year 2:	£265,200
Estimated Small Grant Scheme year 1 (10% of ticket sales):	£13,260	Estimated Small Grant Scheme year 2 (10% of ticket sales):	£26,520
Estimated all 'good causes' income year 1 (50% of ticket sales):	£66,300	Estimated all 'good causes' year 2 (50% of ticket sales):	£132,600

22. The projections use a methodology which profiles a percentage of the population purchasing tickets using modelled data from existing lottery schemes around the country. The profiling is deliberately cautious and gives an indication of the expected level of income revenue that can be generated by the lottery. In Bournemouth, the lottery has far exceeded the projected revenue that was profiled in the original business case.

23. The 2017 Cabinet report detailed that the running costs associated with the operation of the lottery (licence fees, promotion etc) would be absorbed within existing budgets until year three, at which time these costs would be funded from the revenue generated by the lottery. This was to enable the lottery to

establish itself and ensure that as much funding as possible was allocated to 'good causes' in Bournemouth.

24. The costs associated with expanding BH Coastal Lottery across Bournemouth, Christchurch and Poole relates to a small amount of officer time for approving new 'good causes' to sell tickets and for the administration of the Small Grants Scheme. The ELM operator costs are taken directly from the revenue generated by the Lottery. The only other funding required relates to a marketing and communications budget to ensure that 'good causes' in Christchurch and Poole are aware of the Lottery Scheme and to encourage residents to sign up and play the lottery.

25. A budget of £10,000 was allocated to the launch and ongoing promotion of BH Coastal Lottery in year one. This was to raise awareness of the lottery with both residents and 'good causes' in Bournemouth and to ensure that the brand was established, and the lottery was as successful as possible. As the lottery is now fully operating and recognised in Christchurch and Poole, we are proposing a reduced marketing and communications budget of £5,000. We have already received a number of applications to register as a 'good cause' in Christchurch and Poole and the Community Action Network (CAN) now provides support across BCP and therefore has a database of 'good causes' that we can promote the lottery to. We are proposing that the additional £5,000 for marketing and communications is taken from the lottery revenue which is consistent with the terms and conditions of operating a 'society lottery'.

### **Proposed Implementation for April 2020**

26. In order for the lottery to be as successful as possible we need a minimum lead-in time of 8 weeks in which to build up, promote and advertise BH Coastal Lottery across BCP. Subject to approval at Cabinet for the expansion of the lottery, the following timescales for implementation are proposed:

#### **February 2020:**

- Amend BH Coastal Lottery Terms and Conditions to enable 'good causes' in Christchurch and Poole to register;
- Amend BH Coastal Lottery Webpage to allow 'good causes' in Christchurch and Poole to register to sell tickets;
- Communication and events with the Voluntary and Community Sector across BCP to promote the lottery, how they can register, benefits to them etc.

## **February / March 2020:**

- Communication to residents via a range of channels including; social media, local media, e-newsletter promoting BH Coastal Lottery and raising awareness of the good causes that can be supported;
- Continue to vet and approve new 'good causes' ready for tickets to start selling in April 2020;
- Promotion of 'good causes' on BH Coastal Lottery with a 'coming soon' banner to encourage interest;
- Case studies promoting 'good causes' who have benefitted from the lottery ticket sales promoted;
- Announcement of 'good causes' funded via the Small Grants Scheme to generate further interest;
- 'back end' adjustments to the lottery webpage to accommodate new 'good causes', change promotional material online, change imagery etc.

## **1 April 2020**

- Ticket sales go live across Bournemouth, Christchurch and Poole with the first draw taking place on the 4 April 2020;
- Ongoing promotion and marketing of the lottery to 'good causes' and residents

## **Summary of financial implications of Small Grant Scheme and BCP BH Coastal Lottery**

- 27.** There would be a small increase of officer/staff time promoting and administering the Small Grants Scheme and the expansion of BH Coastal Lottery, which equates to approx. £2,900 per annum. All other costs relating to the operation of the lottery (Gambling licence fee, Gambling Commission fee, Lottery Council Membership) are covered by the current operation of the lottery. The only additional cost incurred by expanding the lottery across BCP is for marketing and promotion. We are proposing a budget of £5,000 which can be funded via the revenue generated by the lottery.
- 28.** There are no costs associated with launch of the Small Grant Scheme other than staff time. Due to the discontinuation of the Local Improvement Fund which previously operated in Bournemouth, the administration of the Small Grants Scheme and expansion of the lottery across Bournemouth, Christchurch and Poole can be absorbed in existing staff resources. The marketing and communication costs involved with expanding the lottery across the area are £5,000 and given that these costs can be absorbed within the revenue generated by the lottery it is proposed that this provides an excellent opportunity to support 'good causes' across the whole area at a minimal cost.

## **Summary of legal implications**

29. BCP Council's operation of BH Coastal Lottery is regulated by the Gambling Commission. By operating a 'society lottery' we must ensure that we adhere to the terms and conditions of our lottery licence and a minimum of 20% of the revenue generated by the lottery must go to local 'good causes'. Currently 60% of the revenue generated goes to local 'good causes'.
30. Legal Services reviewed the proposed operation of BH Coastal lottery as part of the 2017 Cabinet Report and were supportive of the role that it would play in supporting local 'good causes'. They have reviewed the information relating to the Small Grants Scheme and deemed it low risk.

## **Summary of human resources implications of Small Grant Scheme**

31. There are no human resources implications.

## **Summary of environmental impact**

32. The BH Coastal Lottery operates via an online platform, with no paper tickets and the environmental impact of the scheme is therefore minimal.
33. The Small Grant Scheme will be awarded to a wide range of community and voluntary sector organisations, some of whom play a key role in delivering environmental services and activities and it therefore has the potential to generate positive environmental impacts through the 'good causes' involved. For example, community groups could provide a recycling scheme or repair café or maintain community allotments and community clean ups.

## **Summary of public health implications**

34. As part of the Licensing Objectives we are required to ensure that we promote responsible gambling. The policies associated with the lottery ensure that the impact upon vulnerable individuals is minimised. For example, the lottery operates via an online platform and tickets are bought in advance via direct debit. This ensures that there is no 'instant gratification' for prize winning which is often associated with gambling such as scratch cards and 'fruit machines'.
35. The Small Grant Scheme will be awarded to a wide range of community and voluntary organisations who play a key role in delivering health and well-being services and activities as well as social, economic, environmental and cultural activities. It is therefore considered that the lottery and Small Grants Scheme has the potential to provide positive health impacts across Bournemouth, Christchurch and Poole.



## **Summary of equality implications**

36. A full Equalities Impact Assessment (EIA) has been completed relating to both the Small Grants Scheme and the proposal to expand BH Coastal lottery across the whole area.
37. The EIA identified that there are no negative equality implications for the launch of the Small Grant Scheme. The Small Grant Scheme provides the opportunity for a number of positive equality impacts through the promotion of good causes which support our diverse communities.
38. The EIA identified three potential negative impacts relating to Gambling which relate to expansion of the lottery across the whole area:
- i) Underage gambling - this is mitigated by the age verification checks in place to ensure players are over 16 years old which is built into the ticket purchase process;
  - ii) Adult gambling- this is mitigated by having limits to ensure individuals cannot buy excessive numbers of tickets and only cleared funds will be accepted which have been built into the ticket purchase process;
  - iii) It was also identified that there may be some objections to gambling on religious grounds and the potential for religious groups to object that the Small Grants Scheme would not support activities to proselytise. We cannot fund the practice of religion, or any activities that actively promote religion or particular belief systems (or indeed the lack of belief). This is because these activities could exclude people from accessing a project on religious grounds. Faith-based organisations can however apply to run projects and activities that are open for the benefit of residents, regardless of belief.
39. The policies and procedures which form part of the operation of the lottery ensure that children and vulnerable people are protected from harm from gambling and promote the development of good practice policies for safeguarding within the voluntary and community sector.

## **Summary of risk assessment**

40. The launch and administration of the Small Grants Scheme is considered low risk. As with all grants schemes, there is the potential for fraudulent applications, however this is mitigated with checks on the bonafide status of the group/organisation through the submission of information to support their application.
41. There is a low risk with regard to underage gambling. This is mitigated by the age verification checks in place to ensure players are over 16 years old which is built into the ticket purchase process as detailed in 'The Protection of Children and Vulnerable Adults Policy for BH Coastal Lottery'.

42. There is a low risk with regard to adults gambling. This is mitigated by having limits in place which ensure individuals cannot buy excessive numbers of tickets and only cleared funds will be accepted which have been built into the ticket purchase process. Tickets are bought in advance, via direct debit, for a weekly draw which reduces the potential for habit-forming gambling. This is detailed in the 'The Protection of Children and Vulnerable Adults Policy for BH Coastal Lottery' and the 'Social Responsibility in Gambling Policy for BH Coastal Lottery'.

43. Whilst there is a medium risk of ticket sales decreasing, therefore, reduced funding for the Small Grants Scheme, there will be a programmed communication and marketing plan in place. The lottery will be reviewed annually to ensure that it continues to meet its objectives.

### **Background papers**

Cabinet 8 November 2017:

<https://www.bournemouth.gov.uk/councildemocratic/CouncilMeetings/CommitteeMeetings/Cabinet/2017/11/08/agenda/Agenda-and-Reports-PUBLIC.pdf>

The Gambling Commission – Licence conditions and codes of practice May 2019:

<https://www.gamblingcommission.gov.uk/PDF/LCCP/Licence-conditions-and-codes-of-practice.pdf>

BH Coastal lottery terms and conditions:

<https://www.bhcoastalottery.co.uk/good-causes/terms>

### **Appendices:**

Appendix A - Small Grants Scheme Criteria, application form and terms and conditions

## **Appendix A**

Appendix A contains the following information:

Page 2- BH Coastal Lottery Small Grant Scheme eligibility criteria and application process;

Page 5- BH Coastal Lottery Small Grant Scheme application form; and

Page 9- BH Coastal Lottery Small Grant Scheme terms and conditions.



## **BH Coastal Lottery Small Grant Scheme**

[www.bhcoastallottery.gov.uk](http://www.bhcoastallottery.gov.uk)

### **Eligibility Criteria for the Small Grants Scheme**

**Projects must have strong volunteer and/or resident involvement.**

BCP Council is committed to promoting and supporting the voluntary sector. We recognise the value that independent, not-for-profit community and voluntary sector organisations have in the local community. The introduction of the BH Coastal Lottery and its 'good causes' funding demonstrates the Council's commitment to supporting a successful voluntary and community sector, which encourages communities to have active voices and promotes engagement and equality.

This document sets out the eligibility criteria for the Small Grants Scheme which currently operates in Bournemouth. Inevitably demand for these grants will be in excess of the funds available, therefore, it is important that you read these guidelines and ensure that you are eligible before applying. Priority will be given to projects where a small grant will make a significant difference. The minimum grant is £50 and the maximum grant is £500. If you have any questions, please e-mail:

**[bhcoastallottery@bcpcouncil.gov.uk](mailto:bhcoastallottery@bcpcouncil.gov.uk) or telephone 01202 451165.**

**IF YOU REQUIRE A LARGE PRINT VERSION OF THESE FORMS PLEASE TEL.: 01202 451165**

#### **Who can apply:**

- Constituted voluntary and community organisations with an income of less than £50,000 per year.

#### **The council will consider offering grants to those bodies which meet the following criteria:**

1. Contributes towards developing vibrant communities whereby residents have an outstanding quality of life and everyone plays an active role;

2. The project (services, facilities or activities) must benefit residents of the former Borough of Bournemouth;
3. There is a demonstrable need in the former Borough of Bournemouth for the specific services, facilities or activities provided by the organisation;
4. The organisation is a registered charity or a constituted 'not for profit' organisation;
5. The organisation has a bank account with any payment authorised/signed by at least 2 unrelated people;
6. The organisation has financial need which will be assisted by the grant sought and without which the services, facilities or activities could not be provided;
7. The organisation actively encourages disadvantaged groups in the community to make use of the services, facilities or activities provided;
8. The project must be delivered within 12 calendar months of receiving the grant;

**Community Interest Companies (CIC) and Social Enterprises.** We cannot fund a CIC with less than 3 directors, two of whom must be unrelated. We will only support start up costs as a CIC, by its very status, should be viable and sustainable, therefore this is incompatible with the need for grant funding.

To fund eligible CICs, we need to see the Articles of Association and a CIC 36/37 Public Benefit Statement. These need to be submitted with the application form. Incomplete applications will not be considered.

Social Enterprises – creating a social good through trading (CICs, Companies Limited by Guarantee and Industrial and Provident Societies) - describes the activity of an organisation rather than a type of voluntary organisation. Therefore, they would only be considered as part of the voluntary / community sector if more than half of their committee or directors are unpaid.

**We will not grant fund to or for:**

- Individuals;
- Activities promoting political or religious beliefs;
- Overseas travel.

**Application process:**

Applicants must submit their application form and supporting documents by the deadline. Late submissions will not be considered. Applications will be reviewed against the eligibility criteria and those that meet the criteria and have provided all their supporting documents will be passed to the Small Grants Scheme Panel for a decision.

The Small Grants Scheme Panel will meet bi-annually to review the completed applications. The panel will consist of:

- Cabinet Member for Tourism, Leisure & Communities;
- Additional Councillor, to be confirmed;
- Senior Advisor to Community Action Network (CAN).

The number of applications is likely to exceed the funding that is available. The Small Grants Panel will prioritise applications which are likely to make a considerable difference to the local community. Due to the number of applications expected we are unable to provide feedback on unsuccessful applications and no further correspondence will be entered into.

**We will need to see:**

- A statement of accounts for the last financial year, or a copy of a bank statement if the organisation is less than one year old;
- A copy of the organisation's Constitution or Articles;
- An Equal Opportunities Policy, Child/Vulnerable Adults Safeguarding Policy (if applicable) and confirmation that staff and volunteers have been through the appropriate Disclosure Barring Service checks (previously Criminal Records Bureau checks) (if applicable);

If you require help with policies, please contact the Community Action Network (CAN) on 01202 466130.

**Monitoring**

Successful applicants will need to provide details of all expenditure and projects will need to submit a final report identifying project outcomes. An End of Fund report will be sent to applicants.

**Timescales / Deadlines:**

The deadline for applications is detailed on the BH Coastal Lottery webpage

[www.bhcoastallottery.co.uk](http://www.bhcoastallottery.co.uk)

We will make every effort to provide you with a response to your application within 2 weeks of the deadline.



**BH COASTAL LOTTERY**  
**SMALL GRANTS SCHEME**  
**APPLICATION FORM 2019 – 2020**



Requests for funding are likely to exceed the budget available. To help us allocate our funds fairly and consistently, please answer all questions in full. Please read the eligibility criteria. If you do not understand any of the questions, please e-mail [bhcoastalottery@bcpcouncil.gov.uk](mailto:bhcoastalottery@bcpcouncil.gov.uk) or phone on **01202 451165** for advice and support.

**IF YOU REQUIRE A LARGE PRINT VERSION OF THIS FORM PLEASE TEL: 01202 451165**

Name of group / organisation:	Name of contact:
Name of bank account (if different):	Surname:
	First name:
Contact address:	
Postcode:	
Telephone:	Email:
Website:	
Position in organisation (e.g. <i>Chair, Secretary etc.</i> )	
1. Names of people authorised to sign the cheques for your organisation ( <i>There needs to be at least two unrelated names</i> )	
2. Tell us about your group/organisation. Who you are? What do you do? How many volunteers are involved? Why did you start the group/organisation?	

<p>3. Please describe your project. What you will do? Why you are doing it? Who is it for? What difference will the project make? What will the money be spent on? <i>(Please provide a separate budget sheet detailing what you will use the grant for and how much).</i></p>	
<p>4. What size of grant are you seeking?</p>	<p>5. If your project will cost more than £500.00 have you secured the other funding? Please give details.</p>
<p>6. What date will your project start? Please note projects must be completed within 12 months.</p>	
<p>7. How do you intend to measure the success of your project in relation to the grant requested?</p>	
<p>8. Does your organisation have an Equal Opportunities Policy? <b>YES/NO</b>  Does your organisation have a Child Safeguarding Policy? <b>YES/NO</b>  Does your organisation have a Vulnerable Adults Safeguarding Policy? <b>YES/NO</b>  (if yes please enclose copies with your completed form).</p> <p><b>Please note that we will need to be assured that, where necessary, the appropriate Disclosure Barring Service checks have been made.</b></p>	



Please return this form to the address/email below together with a copy of the following documents for your organisation:

- Statement of latest accounts or a copy of a bank statement if you have been running less than one year
- Itemised Budget Sheet for the project
- Constitution / Governing Document and details of the Management Committee Structure
- Equal Opportunities Policy and/or Child Safeguarding Policy and/or Vulnerable Adults Safeguarding Policy (if applicable)
- Eligible CICs - Articles of Association and a CIC 36/37 Public Benefit Statement.

**APPLICATIONS WILL NOT BE CONSIDERED WITHOUT THE ABOVE DOCUMENTS**

Signed ..... Date .....

Print name.....

Position in Organisation.....

**By signing and submitting this form you are agreeing that the statements that you have made are correct and that any grants paid will be subject to return to BCP Council if found not to have being used for the purposes stated.**

<b>Please return to:</b>  Communities Team  BCP Council  THE 4  Bournemouth BH2 6DY  Or by email: <a href="mailto:bhcoastallottery@bcpcouncil.gov.uk">bhcoastallottery@bcpcouncil.gov.uk</a>	<b>Office Use only:</b>    Date received:    Grant Panel decision:
<b>Please do not send any more information than is asked for in this form. Thank you.</b>	



## BH Coastal Lottery Small Grants Fund Terms and Conditions

<b>Organisation</b>	
<b>Named Contact</b>	
<b>Purpose of Grant</b>	
<b>Amount Granted</b>	

1. The grant can be spent only as stated above and for no other purpose. If the funds are not used for the purposes and activities as agreed by these terms and conditions the BH Coastal Lottery Community Fund, unless exceptionally agreed, will reclaim the grant.
2. If the project beneficiaries include children/young people or vulnerable adults then the relevant policies e.g. Safeguarding / Child Protection Policy, are to be adhered to at all times. Evidence that current workers or volunteers engaged in these projects and any future workers or volunteers have received DBS checks may be requested if appropriate. Failure to adhere to these requirements will result in the grant being recovered.
3. Receipts for items of expenditure should be retained and submitted to the BCP Council if requested; e.g. by our auditors or by any grant verification process.
4. Grant recipients are required to complete an End of Grant Report which is to be returned to BCP Council no later than 6 weeks after the end of the grant period.
5. If agreed to be appropriate, BCP Council will use the project for the purposes of publicity and be recognised as the project donor. Your publicity must recognise BH Coastal Lottery Small Grants Scheme and BCP Council. You will be required to use the BH Coastal Lottery name and logo any publicity related to this grant/activity.
6. We reserve the right to recover the Grant in whole or in part or to reclaim any equipment purchased under this agreement, should the project or organisation cease to exist.
7. Your organisation must be fully insured against any risks which may arise from any activities or property which is grant aided, this includes any loss or personal injury to persons undertaking those activities. The BH Coastal Lottery and/or BCP Council are not liable for any contingency involving property or activities for which they have provided grant aid in whole or in part.
8. Your organisation should ensure that services provided by and through the grant are underpinned by equality and diversity principles, ensuring there is no discrimination on the grounds of race, colour, ethnic or national origin, disability, age, gender or gender identity, sexual orientation, marital status, or any religious affiliation

I confirm that I have read and accept the terms and conditions associated with the Small Grants Scheme.

<b>Authorised Signature:</b>		<b>Date:</b>	
<b>Name (print):</b>			
<b>Position:</b>		<b>Tel No:</b>	

Please return forms to:

BH Coastal Lottery,

BCP Council,

Town Hall, E4,

Bournemouth,

BH2 6DY

Or email [bhcoastallottery@bcpcouncil.gov.uk](mailto:bhcoastallottery@bcpcouncil.gov.uk)



**CABINET**

Report subject	<b>Pilot scheme for the use of fixed penalty notices for relevant environmental enforcement issues and associated policy</b>
Meeting date	15 January 2020
Status	Public Report
Executive summary	<p>The purpose of the report is to seek approval for a pilot scheme to undertake environmental enforcement through the use of fixed penalty notices. The report also seeks approval of the required BCP wide enforcement policy to ensure legal compliance in serving fixed penalty notices in this context.</p> <p>Fixed penalty notices can be used for a number of environmental enforcement issues to include: littering, flytipping, flyposting and distribution of free material. BCP Council employ pro-active Community Safety Patrol Officers in designated areas who deter and address low-level crime and anti-social behaviour. These officers are accredited under the Community Safety Accreditation Scheme (CSAS). It is proposed that a pilot scheme conducted over six months enabling the Bournemouth Town Centre officers to undertake environmental enforcement through the use of fixed penalty notices, in addition to the key functions of their role. A further report at the end of the pilot period is proposed at which time a position for the whole of the BCP area will be recommended.</p>
Recommendations	<p><b>It is RECOMMENDED that:</b></p> <ul style="list-style-type: none"> <li><b>(a) Cabinet approve a pilot Environmental Enforcement scheme in Bournemouth Town Centre for a period of six months.</b></li> <li><b>(b) Cabinet receive a further report on the outcome of the pilot, financial implications and future options appraisal for Environmental Enforcement across BCP, following completion of the pilot period.</b></li> <li><b>(c) Cabinet approve the Policy for Environmental Enforcement through Fixed Penalty Notices to ensure legal compliance.</b></li> </ul>
Reason for recommendations	There is currently no pro-active patrol and enforcement of relevant environmental crimes, such as littering across BCP.

	<p>Evidence shows that Bournemouth Town Centre experiences a high proportion of littering offences.</p> <p>There are Community Safety Patrol Officers undertaking a patrolling and enforcement role who are able to undertake relevant environmental crime enforcement.</p> <p>The policy for environmental enforcement through fixed penalty notices allows for legal compliance and transparency in relation to the issue of fixed penalty notices for relevant offences.</p> <p>Following the expiration of the pilot scheme an options appraisal will be presented with consideration for wider enforcement across Bournemouth, Christchurch and Poole.</p>
Portfolio Holder(s):	Councillor Lewis Allison (Portfolio Holder for Communities)
Corporate Director	Kate Ryan (Corporate Director for Environment and Communities)
Contributors	<p>Kelly Ansell (Director of Communities)</p> <p>Sophie Ricketts (Targeted Enforcement Manager)</p> <p>Sam Johnson (Policy and Performance Manager)</p> <p>Georgina Fry (Waste and Resource Projects Manager)</p> <p>Legal Services</p>
Wards	Central Bournemouth
Classification	For Decision

## Background

1. A fixed penalty notice is a way in which the local authority can discharge a prosecution for a qualifying offence, instead of entering a case into court. Only certain offences can be managed in this way and the local authority have the option of issuing a fixed penalty notice or opting for a court prosecution. A fixed penalty notice is a fine, which is payable to the local authority following a relevant offence being committed, and a criminal burden of proof being established. Non-payment of this fine may lead to formal action in the form of further prosecution.
2. Fixed penalty notices can be used for a number of environmental crimes to include: littering, flytipping, flyposting and distribution of free material. The notice can be issued on receipt of sufficient evidence, at the time of the offence or as soon as reasonably practicable. There is statutory guidance on the value of fines issued; the income is retained by the local authority.
3. At present, environmental crimes such as those above are not pro-actively enforced across BCP, except on the seafronts by seafront services staff. This is

due to resourcing constraints and a lack of available pro-active staff to undertake this role.

4. Previously, legacy Councils have undertaken environmental crime enforcement in the following ways:

Bournemouth Borough Council: private company contracted via tender to undertake a pro-active patrol and enforcement function across the borough. The contract came to an end in January 2019 and following this, pro-active enforcement has not been undertaken.

Poole Borough Council: Primarily re-active work is undertaken around fly tipping by regulatory services officers. There is no pro-active patrol function.

Christchurch Borough Council: Civil Enforcement Officers (whose role includes parking enforcement) have the power to undertake enforcement, however, parking offences take service priority.

5. Bournemouth Town Centre has a significant footfall and issues such as littering have increased visibly. A lack of enforcement for these issues reduces the deterrent of behaviours. It is demonstrated through the fixed penalty notices issued by Bournemouth's previous external contractor as per section 12, that Bournemouth Town Centre is the key area of enforcement of litter offences. Furthermore, media coverage and the Bournemouth Opinion Survey show the increasing perception of the littering issue in this area.
6. BCP Council employ Community Safety Patrol Officers who are accredited under the Community Safety Accreditation Scheme (CSAS.) The officers undertake pro-active patrols of areas that are designated by the Chief Constable of Dorset Police, in order to deter and address low level crime and anti-social behaviour. Bournemouth Town Centre, is a specifically designated area where the officers patrol. The role of the officer includes service of formal warnings, undertaking evidence collation for anti-social behaviour action, confiscation of alcohol and requiring name and address for relevant offences. At present BCP Council employ two members of staff who work 40 hours per week each, over a 7-day period in this area.
7. The Community Safety Patrol Officers are accredited with the power to require name and address for an offence. This includes the offences listed within the legal framework below. It is a criminal offence to fail to comply with the request from a CSAS accredited officer. This approach and delegation of powers differs from previous litter enforcement and as such should gain greater compliance.
8. It is proposed that the current Community Safety Patrol Officers operating in Bournemouth Town Centre are delegated powers to issue fixed penalty notices as per the legal framework, on an initial pilot basis. The Council will employ an additional temporary Community Safety Patrol Officer and all three staff will then undertake both the environmental enforcement through the use of fixed penalty notices and the main role function of the Community Safety Patrol Officer within the Bournemouth Town Centre designated area. This ensures that there is no

impact on the current service provision, whilst affording wider coverage of the environmental enforcement role. There will still be a main focus on street related anti-social behaviour and appropriate enforcement and support to those engaged.

9. The Bournemouth Community Safety Patrol Officers are fully trained on the legal processes of formal prosecutions as well as the criminal burden of proof and are therefore best placed to undertake this trial scheme through addition of relevant enforcement tools to their job role. Officers are also fully trained in support provision and multi-agency referrals where vulnerabilities are present.
10. The pilot is proposed for six months where further review will be given on outcomes and enforcement issued, and consideration by Cabinet on future proposals. If successful, the Council may wish to consider the extension of this operating model across the two other CSAS schemes in place across BCP, in Boscombe and Poole Town Centre. Further consideration can also be given to the implementation of the CSAS service in wider areas, funding dependant.
11. Although CSAS schemes are also designated in Boscombe and Poole, Bournemouth is deemed to be most suitable for the pilot scheme due to prevalence of the issue and the function of the service. The newly accredited Poole CSAS scheme is due for implementation in December 2019 and due to its infancy, the pilot for environmental enforcement is not suitable in this location. The Boscombe scheme covers a limited area, and therefore a pilot would not accurately represent the longer-term enforcement that could be required across the borough.
12. The policy for the enforcement of environmental issues through fixed penalty notices is detailed at Appendix 1. The adoption of this policy is required in order to achieve legal compliance.

## **Legal Framework**

13. The local authority is enabled to issue fixed penalty notices for a range of offences as detailed below:

**Littering** to include dog fouling– Section 87 of the Environmental Protection Act 1990. [Section 88 of the Environmental Protection Act 1990]

**Flyposting** – Section 224 of the Town and Country Planning Act 1990. [Section 43 of the Anti-Social Behaviour Act 2003]

**Flytipping** – Section 33 of the Environmental Protection Act 1990. [Section 33ZA of the Environmental Protection Act 1990].

**Unauthorised distribution of free literature** – Section 94B and Paragraph 1 to Schedule 3A of the Environmental Protection Act 1990. [Section 94B and Paragraph 3 to Schedule 3A of the Environmental Protection Act 1990].



## Summary of financial implications

14. Fixed penalty notices are financial penalties, with income retained by the local authority. There will be an option for a discounted early payment for the majority of offences. Details of the financial penalties are as follows:

Offence	Full payment amount	Discount amount
Littering to include dog fouling	£100	£75
Flyposting	£100	£75
Flytipping	£200	£150
Unauthorised distribution of free literature	£100	£75

15. BCP Council will undertake formal prosecution for failure to make payment for a fixed penalty notice, which can result in fines or prison sentences dependant on the offence and person/business committing it. There are implications on the resource of legal services and this has been considered within the proposals. Due to the expected limited requirement for the pilot period, the impact is expected to be minimal and within tolerance. The ongoing resource requirements and associated costs will be considered at the end of the pilot period when making further recommendations.
16. It is expected that income from the issue of fixed penalty notices will fund an additional full-time officer for the pilot period. A full report of the outcomes from the issue of fixed penalty notices and a long-term options appraisal will be presented to Cabinet following the expiry of the six-month pilot.

## Summary of legal implications

17. The application of relevant legislation is prescribed by statute and supported by case law and relevant guidance. There has been legal consultation on the validity of this policy and pilot scheme and are satisfied that it is within the legal framework.
18. Failure to make payment following the issue of a fixed penalty notice may lead to formal prosecution through the Court with penalties ranging per offence, as detailed in the policy for environmental enforcement through fixed penalty notices.
19. Officers will receive full training to ensure fines are issued correctly and there is no negative equality and diversity impact.

### **Summary of human resources implications**

20. An additional Community Safety Patrol Officer will be required to deliver the service. Recruitment for this post will be required for a 6-month fixed term contract.
21. Human resources have been consulted regarding the additional duties to be placed on the Community Safety Patrol Officers and it is deemed commensurate with their current role.

### **Summary of environmental impact**

22. The proposal is expected to positively impact the environment through a reduction in relevant offences such as littering and an increase in enforcement. Visual improvement to the area is anticipated, through a reduction in litter and other environmental enforcement issues. The pilot will support recycling and correct disposal of waste and have a positive impact on environmental sustainability.

### **Summary of public health implications**

23. There are no public health implications.

### **Summary of equality implications**

24. There is no adverse effect on protected groups. A full equality impact assessment has been included within the body of the policy at Appendix 1.

### **Summary of risk assessment**

25. Potential risks associated with the pilot scheme include:
  - Residents, businesses and visitors are unhappy about the enforcement activities or about receiving a fine.
  - Members of the public continue to commit environmental offences regardless of enforcement and associated fine.
  - There are not sufficient numbers of Fixed Penalty Notices to fund the additional Community Safety Patrol Officers.
26. The following mitigation has been implemented:
  - Officers will be fully trained in the correct issue of fixed penalty notices. Officers are BCP Council staff and are therefore accountable and subject to the Code of Conduct. The use of fully trained, CSAS accredited officers will promote a professional and consistent service.
  - There will be communications promoted through key stakeholders and through wider mediums such as local publications and social media to remind the public of the relevant offences and consequences.

- Consideration and assessment of the previous Bournemouth financial model has been undertaken. Payment rates will be monitored through the pilot and will form part of the final report to cabinet following the pilot.

### **Background papers**

Policy for environmental enforcement through fixed penalty notices

Equality Impact Assessment

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/834331/pb11577b-cop-litter1.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/834331/pb11577b-cop-litter1.pdf)

### **Appendices**

1. Policy for environmental enforcement through fixed penalty notices with included Equality Impact Assessment

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# **Policy for environmental enforcement through fixed penalty notices**

**November 2019**

## Communities

Author: Sophie Ricketts  
Version: 1  
Review Date: November 2022



## **1. Purpose Statement**

- 1.1 This policy is to ensure a consistent approach to the use and enforcement of fixed penalty notices issued for environmental crimes. The policy details transparency and the legal framework around the issuing of fixed penalty notices for qualifying offences.
- 1.2 It is important for local authorities to have an enforcement policy to ensure consistency of approach among Council Officers and for members of the public to know what to expect from the service. An enforcement policy also provides clarity if the Council takes legal proceedings or enforcement action is appealed against.
- 1.3 Our aim is to reduce environmental crime throughout Bournemouth, Christchurch and Poole, working with residents, visitors, businesses and stakeholders to achieve this. However, it is recognised that if the law is broken, then enforcement action may be necessary to protect the public and the environment.
- 1.4 This policy is based on the application of relevant statutory legislations and is also authorised by the Council's Cabinet. Relevant trained Council officers are authorised through the Council's Scheme of Delegation to apply the legislation as per the policy detail.

## **2. Who the policy applies to**

- 2.1 This policy applies to all residents, visitors, businesses and stakeholders. The application and enforcement of legislation applies to all officers who are authorised through the Council's Scheme of Delegation.

## **3. This policy replaces**

- 3.1 This policy does not replace any previous policy.

## **4. Approval process**

- 4.1 The policy is approved by BCP Council's Cabinet. The lead cabinet member for this policy is the Cabinet Member for Communities.

## **5. Links to Council Strategies**

- 5.1 During the preparation of this policy document due consideration has been given to the following Key Council Strategies:
  - Corporate Plan
  - Equality & Diversity Policy

## **6. Introduction**

- 6.2 The Policy for the Use and Enforcement of Fixed Penalty Notices for Environmental Crimes outlines the Council's general approach to enforcement through fixed penalty notices across specific environmental crimes. This policy provides details of the Council's specific approach in Bournemouth, Christchurch and Poole.
- 6.3 The Policy confirms that:
  - The Council will communicate whenever possible to the public, businesses and organisations to help them meet their legal obligations in relation to the relevant legislation in conjunction with embarking on the enforcement process

- The Council is committed to carrying out its duties in a fair and consistent manner, ensuring that enforcement action is proportionate to the seriousness of failure to comply with statutory legislation.
- The decision to use enforcement action will depend on the severity of the non-compliance.

## 7. The Policy

### 7.1 What is a fixed penalty notice?

A fixed penalty notice is a way in which the local authority can discharge a prosecution for a qualifying offence, instead of entering a case into court. Only certain offences can be managed in this way and the local authority have the option of issuing a fixed penalty notice or opting for a court prosecution. A fixed penalty notice is a fine, which is payable to the local authority following a relevant offence being committed and a criminal burden of proof being established. Non-payment of this fine may lead to formal action in the form of further prosecution.

### 7.2 What can a fixed penalty notice be used for?

A fixed penalty notice can be used for a range of offences under various legislations. BCP Council's Community Safety Patrol Officers or other delegated officer will consider the usage of a fixed penalty notice for the following offences:

- Littering to include dog fouling- contrary to Sections 87 and 88 Environmental Protection Act 1990 <http://www.legislation.gov.uk/ukpga/1990/43/section/87>
- Flyposting- contrary to Section 43 Anti-Social Behaviour Act 2003 and Section 224 Town and Country Planning Act 1990  
<http://www.legislation.gov.uk/ukpga/2003/38/part/6/crossheading/penalty-notices-for-graffiti-and-flyposting>  
<http://www.legislation.gov.uk/ukpga/1990/8/section/224>  
<http://www.legislation.gov.uk/ukpga/2003/38/section/43>
- Flytipping- contrary to Section 33 Environmental Protection Act 1990  
<http://www.legislation.gov.uk/ukpga/1990/43/section/33>
- Unauthorised distribution of free literature – contrary to Section 94B and Paragraph 1 to Schedule 3A of the Environmental Protection Act 1990. [Section 94B and Paragraph 3 to Schedule 3A of the Environmental Protection Act 1990].  
<http://www.legislation.gov.uk/ukpga/1990/43/section/94>

The monetary penalty associated with a fixed penalty notice is specified within the legislation and the guidance<sup>1</sup> however, the decision on scale lies with the local authority. Further information on the value of a financial penalty and early payment discounts is found in Section 7.7.

### 7.3 Who can issue a fixed penalty notice?

BCP Council delegates its statutory powers to trained, relevant officers. Any delegated officer for the investigation and enforcement of each statute can serve a fixed penalty notice. In relation to the above offences, the Community Safety Patrol Officers who are Community Safety Accredited by the Chief Constable of Dorset Police, will issue fixed penalty notices within their area of patrol.

<sup>1</sup>[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/834449/part1a-enforcement-guidance1.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/834449/part1a-enforcement-guidance1.pdf)



#### 7.4 Why do we issue a fixed penalty notice?

The offences which officers may consider issuing a fixed penalty notice for, are criminal offences, therefore successful prosecution would lead to a criminal record. BCP Council considers the proportionality of this to the offence committed when deciding whether to discharge the offence by way of financial penalty. The fixed penalty notice process is an efficient and less intrusive option when considering relevant breaches of legislation. Prosecution will still be considered for a range of factors to include unacceptable behaviour towards authorised officers, repeat offenders and non-payment of fixed penalty notice. A fixed penalty notice will be considered where a relevant offence has been witnessed by an authorised officer or there is sufficient evidence to establish an offence has been committed and that the person to be issued the fine is responsible for the commissioning of that offence.

#### 7.5 What is the burden of proof and how is it established?

The relevant offences hold a criminal burden of proof, therefore evidence must lead the issuing officer to believe beyond reasonable doubt that both an offence has been committed and that the person to be issued the fixed penalty notice was involved in the commissioning of said offence. Community Safety Patrol Officers are accredited with limited but targeted police powers to include requiring the name and address of a person for a relevant offence; it is an offence in itself to fail to comply with the request of an accredited officer. This allows correct identification of the person suspected of the offence. Further tools to establish the criminal burden of proof include, but are not limited to: video footage of the offence captured on accredited officers body cameras, witness statements, CCTV evidence and officer statements. Where an officer believes that an offence has been committed and it has met the criminal burden of proof, the officer will make the decision whether it is appropriate to discharge the offence by way of a fixed penalty notice or to collate evidence for formal prosecution.

#### 7.6 How is a fixed penalty notice paid?

A fixed penalty notice will be issued by the officer on the spot at the time of the offence or as soon as reasonably practical if the officer is unable to establish the identity of the offender at the time of the offence, or further investigation is required. The fixed penalty notice can be paid by debit or credit card via the instructions on the notice, through the [BCPCouncil.gov.uk](http://BCPCouncil.gov.uk) website or through the bank. Discounts may be offered for qualifying offences if tickets are paid within 14 days, details of this discount and whether this applies to the offence can be found on the ticket. Tickets paid outside of the early discount period, where applicable, will be chargeable at the full amount. Payment plans can be considered where applicable.

#### 7.7 Details of fixed penalty amounts, and discounted payment options are listed below:

Offence	Full payment amount	Discount amount
Littering to include dog fouling	£100	£75
Flyposting	£100	£75
Flytipping	£200	£150
Unauthorised distribution of free literature	£100	£75

#### 7.8 Non-payment of a fixed penalty notice

Where an offender fails to make payment for the fixed penalty notice issued to them, further action may be taken. An initial payment reminder letter will be sent 28 days

after the offence and further action will be considered 14 days following this reminder. This can be in the form of formal prosecution via the court for the offence committed, where applicable. Prosecutions will be conducted by the BCP legal services team and notification will be sent via post to the registered address of the person subject to the penalty notice. Prosecutions will be entered to magistrates court within 6 months of the initial offence. Personal details will be taken and checked at the time issue of the fixed penalty notice is issued.

The maximum penalties attached to each offence are as follows:

Offence	Maximum penalty
Littering to include dog fouling	£2500
Flyposting	£1000
Flytipping	Fine of up to £50,000 or 12 months imprisonment if convicted in a Magistrates' Court. The offence can attract an unlimited fine and up to 5 years imprisonment if convicted in a Crown Court
Unauthorised distribution of free literature	£2500

#### 7.9 Appealing a fixed penalty notice

Where a person is issued a fixed penalty notice, a right of appeal will be offered on the rear of the notice. Appeals must be in writing, within 14 days of the issue of the ticket. Appeals must be addressed to the Head of Safer Communities, BCP Council, Town Hall, Bourne Avenue, Bournemouth, BH2 6DY. All appeals must detail the number of the fixed penalty notice, reason for appeal and any qualifying evidence.

#### 7.10 Information sharing

Where an offence is committed, information may be shared with relevant statutory bodies such as the police under section 115 Crime and Disorder Act 1988. Further information on how personal information is held, retention period and information sharing can be found on the Communities Privacy Notice.<sup>2</sup>

### 8. Young people and fixed penalty notices

- 8.1 Authorised Officers will not issue a Fixed Penalty Notice on **young people** without discussion with the service manager. Enforcement will be considered in line with social services involvement and advice, if appropriate. A young person in this context is aged 16 to 19 years old.
- 8.2 Fixed Penalty Notices will not be issued to anyone under the age of 16 years old.
- 8.3 Non-payment of fixed penalty notices will not be pursued for those under 18 years old, however, other sanctions may be considered in line with relevant agencies in order to deter future breaches of legislation.

### 9. Repeat offenders, late payment and case escalation

- 9.1 FPNs are typically used for **minor infringements**, for more serious offences the delegated officer should consider moving straight to prosecution.

<sup>2</sup> <https://www.bournemouth.gov.uk/Privacy/community-enforcement.aspx>

- 9.2 Should a **late payment** of a FPN arrive after the 14 day expiry this should be accepted, as it is both legal and pragmatic to do so, subject to a court date and fee not being made at the time of receipt.
- 9.3 As per Section 7.6 payment plans can be considered on a case by case basis and the person in receipt of the fixed penalty notice should make contact as per the details on the rear of the notice to request this.
- 9.3 FPNs are not merely a fine but a tool to change behaviour. If someone commits further offences after having paid a FPN, this demonstrates a lack of change of their behaviour. In these cases, the delegated officer should consider prosecution for repeat offenders, and also consider what other legal measures are available.

## 10. How to use this policy

- 10.1 This policy will be used in line with the statutory guidance<sup>3</sup> for enforcement through the use of fixed penalty notices.

## 11. Roles and responsibilities

- 11.1 Cabinet Member for Communities: lead elected member for the policy
- 11.2 Head of Safer Communities: policy lead
- 11.3 Community Safety Patrol Officers: policy enforcement

## Appendix A – Equality Impact Assessment

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<sup>3</sup> [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/834449/part1a-enforcement-guidance1.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/834449/part1a-enforcement-guidance1.pdf)

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## BCP Equality Impact Assessment Template

### Executive Summary and Conclusions

*Once the Equality Impact Assessment Template has been completed, please summarise the key findings here.*

The Policy is designed to benefit the community through consistent environmental enforcement which in turn should reduce litter and other associated enforcement issues. There should be no adverse effect on those classed as having protected characteristics and full monitoring will be provided following the end of the trial scheme.

### Part 1 - The Project

<b>Policy/Service under development/review:</b>	Policy for environmental enforcement through fixed penalty notices and pilot scheme for enforcement in the Town Centre.
<b>Service Unit:</b>	Communities
<b>Service Lead:</b>	Kelly Ansell
<b>Equality Impact Assessment Team:</b>	Sophie Ricketts, Sam Johnson, Ian Cooke, Kirstin Cummings, Cat McMillan, Matthew King, Andy MacDonald, Andrew Brown
<b>Date assessment started:</b>	22/8/19
<b>Date assessment completed:</b>	06/11/19

## BCP Equality Impact Assessment Template

### Part 1 - The Project

What are the aims/objectives of the policy/service?	<p>The aim is to protect the environment through the reduction of litter and environment crime and increase sense of citizenship, collective responsibility for improving the local environment using robust enforcement.</p> <p>To inform the public and stakeholders of the process for enforcement through the issue of fixed penalty notices, to include the legislative framework, appeals, costs and impact.</p>
What outcomes will be achieved with the new or changed policy/service?	<p>Reduction of pollution and improved local environment. This supports the sustainable environment element of the Corporate Plan.</p> <p>Introduction of issuing of fixed penalty notices with robust supporting policy to ensure legal compliance.</p>
Are there any associated services, policies or procedures?	<p>Corporate Strategy            Cleansing &amp; Waste            Environmental services            Economic development            Communities            Community Safety Accreditation Scheme            This supports the environmental agendas of BCP Council</p>
Please list the main people, or groups, that this policy/service is designed to benefit, and any other stakeholders involved:	<p>Residents            Visitors            Businesses            Stakeholders include parks, street services, seafront services and tourism</p>

# BCP Equality Impact Assessment Template

## Part 1 - The Project

With consideration for their clients, please list any other organisations, statutory, voluntary or community that the policy/service/process will affect:

Businesses who litter  
Fly-tippers  
Customers of:-  
Youth services  
Youth offending services  
Addaction  
Language Schools

## Part 2 – Supporting Evidence<sup>1</sup>

Please list and/or link to below any recent & relevant consultation & engagement that can be used to demonstrate a clear understanding of those with a legitimate interest in the policy/service/process and the relevant findings:

Engaged with Cabinet member for Communities and the Leader of the Council through consultation on 23/8. Engaged with seafront services on 20/8. Engaged with Head of Parks 22/8.

The Bournemouth Opinion Survey 2017 showed that 25% of respondents felt that 'rubbish and litter lying around' was a very big problem, an increase from 23% in 2015. Those that felt it was not a very big problem had reduced from 46% in 2015 to 41% in 2017, showing an increased negative perception.<sup>2</sup>

There have also been a range of media articles regarding litter in Bournemouth, to include:

<https://www.bournemouthcho.co.uk/news/17816417.plastic-free-bournemouth-call-council-step-action-beach-rubbish/>  
<https://www.bournemouthcho.co.uk/news/16349326.leave-only-footprints-not-litter-on-bournemouth-beach/>  
<https://www.bournemouthcho.co.uk/news/16216109.ignorant-visitors-slammed-for-bournemouth-beach-litter/>  
<https://www.bbc.co.uk/news/av/uk-england-dorset-44047285/bournemouth-beach-covered-in-litter-after-bank-holiday>

<sup>1</sup> This could include: service monitoring reports, research, customer satisfaction surveys & feedback, workforce monitoring, staff surveys, opinions and information from trade unions, previous completed EIAs (including those of other organisations) feedback from focus groups & individuals or organisations representing the interests of key target groups or similar.

<sup>2</sup> <https://www.bournemouth.gov.uk/councildemocratic/GetInvolvedHaveyoursay/Documents/bournemouth-opinion-survey-2017-report-final.pdf>

# BCP Equality Impact Assessment Template

## Part 2 – Supporting Evidence<sup>1</sup>

*If there is insufficient consultation or engagement information please explain in the Action plan what further consultation will be undertaken, who with and how.*

Please list or link to any relevant research, census and other evidence or information that is available and relevant to this EIA:

<https://www.gov.uk/government/publications/code-of-practice-on-litter-and-refuse>

<https://www.gov.uk/pay-challenge-fine-environmental-offence>

<http://www.mcs.org.uk/ftp/fixed-penalty-guidance.pdf>

[https://www.keepbritaintidy.org/sites/default/files/resources/KBT\\_The\\_Effectiveness\\_Of\\_Enforcement\\_2011.pdf](https://www.keepbritaintidy.org/sites/default/files/resources/KBT_The_Effectiveness_Of_Enforcement_2011.pdf)

This policy applies to the use of statutory legislation and public consultation is not required. Litter and dog fouling offences have previously been enforced in Bournemouth through tender with an external provider. The planned BCP enforcement approach through the use of CSAS officers and fixed penalty notices will professionalise this approach and ensure that relevant diversity and equality implications have been considered and government guidance adhered to. There are numerous EIAs from local authorities who undertake these enforcement processes, there is no negative impact on any protected characteristic within the EIAs researched. However, consideration will need to be given to ensure enforcement does not disproportionately and unintentionally impact any protected group. The hours when enforcement activity is undertaken needs to consider the likely community profile at that point in times as it is recognised that the profile of the street population varies according to the time of day and the season in which it is undertaken. i.e. younger population in the evenings and such as students on Wednesday nights and older people during the Christmas period and families during summer

Keep Britain tidy report shows that a robust communication strategy and transparency in the service delivery are key to ensuring that the public are aware of the offences and consequences and the impact of the service on the authority. As a trial period, public perception and scheme success will be monitored. According to the study only 51% of BME groups are aware of consequences of the offences, therefore it is imperative that communications are through a medium of channels.

Please list below any service user/employee monitoring data available and relevant to this policy/service/process and what it shows in relation to any Protected Characteristic:

Previous tendered service shows that fixed penalty notices were issued on the basis of offence only, without any prejudice or targeting of any protected characteristic. Data on the service of notices on specific demographics is not available, except in the case of age-where no disproportionate level of enforcement is shown.



# BCP Equality Impact Assessment Template

## Part 2 – Supporting Evidence<sup>1</sup>

[https://www.keepbritaintidy.org/sites/default/files/resources/KBT\\_The\\_Effectiveness\\_Of\\_Enforcement\\_2011.pdf](https://www.keepbritaintidy.org/sites/default/files/resources/KBT_The_Effectiveness_Of_Enforcement_2011.pdf) shows that schemes can address issues, but measures around communications and education are required.

[https://consult.defra.gov.uk/environment/reducing-litter-proportionate-enforcement/supporting\\_documents/Consultation%20%20Reducing%20litter](https://consult.defra.gov.uk/environment/reducing-litter-proportionate-enforcement/supporting_documents/Consultation%20%20Reducing%20litter)

“As well as influencing the behaviour of those against whom enforcement action is taken, the use of proportionate enforcement can also help to deter others from committing offences which cause damage to local environmental quality. In turn, this will assist litter authorities in keeping their relevant land clear of litter and refuse.”

[https://consult.defra.gov.uk/environment/litter-penalties/supporting\\_documents/Reducing%20litter%20%20Consultation%20on%20penalties%20for%20environmental%20offences.pdf](https://consult.defra.gov.uk/environment/litter-penalties/supporting_documents/Reducing%20litter%20%20Consultation%20on%20penalties%20for%20environmental%20offences.pdf)

<https://www.zerowastescotland.org.uk/litter-flytipping/effective-enforcement>

All supporting documents look at the consistency of the application of legislation, onus on the local authority to communicate both the expectations of the public and the use/effectiveness of litter enforcement. There are no adverse effects on protected groups in the studies researched or other local authority scheme reports.

*If there is insufficient research and monitoring data, please explain in the Action plan what information will be gathered:*

## BCP Equality Impact Assessment Template

### Part 3 – Assessing the Impact by Equality Characteristic

Use the evidence to determine the impacts, positive or negative for each Equality Characteristic listed below. Listing negative impacts will help protect the organisation from potential litigation in the future, it does not mean the policy cannot continue. [Click here](#) for more guidance on how to understand the impact of the service/policy/procedure against each characteristic. If the impact is not known please explain in the Action plan what steps will be taken to find out.

	Actual or potential positive outcome	Actual or potential negative outcome
1. Age <sup>3</sup>	Service of notice is prescribed by age and therefore limited enforcement on those under 18, however, informal action will be considered to include potential use of low-level suitable anti-social behaviour enforcement.	No effect, legislation applied without prejudice to any person that commits an offence.
2. Disability <sup>4</sup>	No formal action will be taken where there is significant concern or evidence over lack of mental capacity. Where required, further advice will be sought before considering formal action.	No effect, legislation applied without prejudice to any person that commits an offence
3. Sex	No effect, legislation applied without prejudice to any person that commits an offence	No effect, legislation applied without prejudice to any person that commits an offence
4. Gender reassignment <sup>5</sup>	No effect, legislation applied without prejudice to any person that commits an offence	No effect, legislation applied without prejudice to any person that commits an offence
5. Pregnancy and Maternity	No effect, legislation applied without prejudice to any person that commits an offence	No effect, legislation applied without prejudice to any person that commits an offence

<sup>3</sup> Under this characteristic, The Equality Act only applies to those over 18.

<sup>4</sup> Consider any reasonable adjustments that may need to be made to ensure fair access.

<sup>5</sup> Transgender refers to someone who considers that they do not identify strictly to one gender to the other, identifying themselves as neither male nor female.

## BCP Equality Impact Assessment Template

### Part 3 – Assessing the Impact by Equality Characteristic

Use the evidence to determine to the impacts, positive or negative for each Equality Characteristic listed below. Listing negative impacts will help protect the organisation from potential litigation in the future, it does not mean the policy cannot continue. [Click here](#) for more guidance on how to understand the impact of the service/policy/procedure against each characteristic. If the impact is not known please explain in the Action plan what steps will be taken to find out.

	Actual or potential positive outcome	Actual or potential negative outcome
6. Marriage and Civil Partnership	No effect, legislation applied without prejudice to any person that commits an offence	No effect, legislation applied without prejudice to any person that commits an offence
7. Race	There are potential impact on cultures where litter offences are not the same as the UK, a robust communication tool will be used to inform the public through various mediums.	No effect, legislation applied without prejudice to any person that commits an offence
8. Religion or Belief	No effect, legislation applied without prejudice to any person that commits an offence	No effect, legislation applied without prejudice to any person that commits an offence
9. Sexual Orientation	No effect, legislation applied without prejudice to any person that commits an offence	No effect, legislation applied without prejudice to any person that commits an offence
10. Any other factors/groups e.g. socio-economic status/carers etc <sup>6</sup>	No fixed penalty action will be taken where a person is of no fixed abode, due to legislative guidance. Anti-social behaviour legislation will be considered instead.	No effect, legislation applied without prejudice to any person that commits an offence
11. Human Rights	No effect, legislation applied without prejudice to any person that commits an offence	No effect, legislation applied without prejudice to any person that commits an offence

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

<sup>6</sup> People on low incomes or no income, unemployed, carers, part-time, seasonal workers and shift workers

## BCP Equality Impact Assessment Template

### Part 4 – Equality Impact Action Plan

Please complete this Action Plan for any negative or unknown impacts identified in the assessment table above.

Issue identified	Action required to reduce impact	Timescale	Responsible officer
Communications on legislation and use of such required to ensure public awareness	Communication of service delivery through multiple mediums	Prior to service implementation	Sophie Ricketts

**Key contacts for further advice and guidance:**

**Equality & Diversity:**

[Sam Johnson - Policy and Performance Manager](#)

**Consultation & Research:**

[Lisa Stuchberry – Insight Manager](#)



## CABINET

Report subject	<b>Review of Leisure Centre Management</b>
Meeting date	15 January 2020
Status	Public Report
Executive summary	<p>The purpose of this report is to seek approval to undertake a review of the management arrangements for public leisure centres within BCP.</p> <p>BCP Council owns 8 leisure centres which are currently operated under four different models of management and a variety of lease and contractual arrangements. The review would focus primarily on future arrangements at Ashdown, Poole (Dolphin), Rossmore and 2Riversmeet Leisure Centres, due to the length of existing arrangements at other sites.</p> <p>The review would explore the options to generate capital investment to improve facilities and revenue savings for leisure, whilst providing a service that integrates with health and wellbeing through prevention at scale generating longer term savings elsewhere for the Council.</p>
Recommendations	<p><b>It is RECOMMENDED that Cabinet:</b></p> <ul style="list-style-type: none"> <li><b>(a) Support a review of the management arrangements for public leisure centres within BCP.</b></li> <li><b>(b) Approves the allocation of £20k from existing service revenue budgets to procure a specialist leisure consultant to support the review.</b></li> <li><b>(c) Note that current agreements may need to be extended until future management arrangements are approved.</b></li> </ul>
Reason for recommendations	<p>Following LGR there is an opportunity to review the current arrangements for the management of leisure centres with the aims of:</p> <ul style="list-style-type: none"> <li>• Improving the offer to local people by providing consistencies in facility provision &amp; service standards</li> <li>• Making the services more accessible and transparent</li> <li>• Standardising building and maintenance responsibilities</li> <li>• Reducing BCP subsidies and liabilities</li> <li>• Streamlining management arrangements</li> <li>• Enabling continued investment</li> </ul>

Portfolio Holder(s):	Councillor Lewis Allison (Portfolio Holder Tourism, Leisure & Communities)
Corporate Director	Bill Cotton (Corporate Director Regeneration and Economy)
Contributors	Anthony Rogers (Head of Leisure)
Wards	All
Classification	For Decision

## Background

1. BCP Council owns eight leisure centres, details of which are summarised in Table 1 below. The centres are a vital component of the sports and leisure infrastructure in the area enabling residents and visitors to lead active healthy lifestyles and participate in a wide range of sports and recreation activities. Appendix 1 provides further details of the facilities and services available at each site.
2. The centres provide a wide range of services using a mix of indoor, outdoor or water-based facilities. They are extensively used by local people and welcome more than 3.5 million residents and visitors each year.
3. They are operated under four different models of management and a variety of lease and contractual arrangements. In-house, local and national operators provide the services on behalf of BCP Council and there are differences in financial arrangements and building liabilities with each model.

**Table 1 : BCP Leisure Centres**

Area	Bournemouth	Christchurch	Poole	
Leisure centres	<ul style="list-style-type: none"> <li>• Littledown</li> <li>• Pelhams</li> <li>• Stokewood</li> </ul>	<ul style="list-style-type: none"> <li>• 2 Riversmeet</li> </ul>	<ul style="list-style-type: none"> <li>• Ashdown</li> <li>• Rossmore</li> <li>• Poole (Dolphin)</li> </ul>	<ul style="list-style-type: none"> <li>• The Junction, Broadstone</li> </ul>
Operator	BH Live	In house	Everyone Active (SLM Ltd)	YMCA
Tenancy agreement	Lease + Contract	n/a	Lease + Contract	Lease
End date	2035	n/a	2021	2068
Approx. annual visits	1.8m	0.3m	1.1m	0.3m

## Focus of the Review

4. The tenancy agreements with BH Live and YMCA both have a minimum of 16 years left until they expire. The primary focus of the review therefore will be to determine the future management arrangements for the three leisure centres in Poole managed by Everyone Active (SLM Ltd) and 2Rivermeet Leisure Centre (2RM) in Christchurch, which is currently managed in-house by BCP Council (Leisure).
5. Should Cabinet decide to support the review, the options for future management arrangements for leisure centres in Christchurch and Poole could include:

Option	Description	Christchurch (2RM)	Poole (Ashdown, Dolphin, Rossmore)
<b>A</b>	No change	Continue internal management	Extend SLM contract
<b>B</b>	Internal management	Continue internal management	Internalise management
<b>C</b>	Open market tender	Tender for future operator	Tender for future operator
<b>D</b>	Asset transfer	Asset transfer to SLM	Extend SLM contract
<b>E</b>	Asset transfer	Asset transfer to BH Live	Asset transfer to BH Live

6. To undertake a robust review, input from a specialist leisure consultancy is required. It is likely to cost up to approx. £20k to carry out the following tasks:
  - Visit all sites and review existing contractual arrangements
  - Review supply & demand analysis and profile risks & liabilities
  - Assess market conditions – national, regional and local
  - Assess potential costs & benefits
  - Appraise the options and produce a business case to support recommendations.
7. It is likely to take 2-3 months to procure a suitable advisor in accordance with the Council's financial regulations and the review is likely to take 3 - 4 months. This means that the review is likely to be completed and a further report coming back to Cabinet in Autumn 2020, setting out the findings and recommendations for future centre management in Christchurch and Poole.
8. The aim would be to ensure future arrangements in Christchurch and Poole (exc. Junction) were implemented during 2021/22 and in place up until 2035, to become conterminous with the BH live contract. This may require extensions to existing agreements until any changes to future management arrangements are approved.

## **Key issues**

9. Key issues to be considered as part of the review include:
  - a. Viability and desirability for BCP Council to operate leisure centres in-house
  - b. Ability to transfer assets under current contracts, legislation & financial regulations
  - c. Current building conditions, liabilities and opportunities
  - d. The length, type and structure of legal agreements
  - e. Current operator market conditions, trends and opportunities
  - f. Future built sports facility needs for the conurbation
  - g. BCP priorities for sustainability, well-being and investment
  - h. Future specification/s for facility and service provision
  - i. Future costs/incomes from service provision
  - j. Potential regeneration of Poole Town Centre
  - k. Outcomes of leisure centre management reviews in Dorset and New Forest
  - l. Concessionary schemes, health referrals and national initiatives

## **Summary of financial implications**

10. The £20k required to support the cost of the review will be funded from existing service revenue budgets.
11. Cabinet will separately be asked to approve any changes to future leisure management arrangements. Budgets currently supporting annual revenue, capital works or prudential borrowing will continue and further reports will outline the financial impacts of any recommended changes.
12. A particular focus of the review will be to explore the options for generating capital investment into some of the centres, to maintain and improve current provision as well as extending the range of facilities and services available.

## **Summary of legal implications**

13. Provision of leisure centres is not a statutory duty however, residents often have a high level of expectation that they are provided by local authorities and they form a vital component of the public health infrastructure enabling people to lead healthy active lifestyles.
14. Further legal advice will be required regarding BCP's ability to transfer assets to SLM or BH Live under current contracts, legislation and internal financial regulations.
15. In undertaking the procurement and appointment of consultants to support a review of leisure centre management and in delivery of any subsequent changes to management arrangements, the Council will need to ensure compliance with the Financial Regulations.

## **Summary of human resources implications**

16. The procurement of a specialist external consultant to support the review of leisure centre management can be undertaken using existing staff resources.
17. A total of approx. 140 FTE staff are employed at 2RM and SLM managed sites. Any impacts on staffing or TUPE arrangements will be set out when they are relevant in future reports and HR advice will be sought to ensure clarity regarding BCP's obligations in the event of any change proposals.



### **Summary of environmental impact**

18. Not applicable at this stage however consideration will be given to BCP priorities for sustainability during the review.

### **Summary of public health implications**

19. The provision of public leisure centres supports the strategic priorities of the Cabinet and forms a vital component of the sport & leisure infrastructure in the area.
20. They enable residents and visitors to lead active healthy lifestyles and participate in a wide range of sports and recreation activities. As such, any changes proposed to provision can have implications on public health which should be considered as part of the review.

### **Summary of equality implications**

21. There are no equality implications linked to undertaking a review however, the review will consider all protected characteristics under the Equality Act, in particular in relation to any changes in future service specifications.

### **Summary of risk assessment**

22. The risk of external challenge to any uncompetitive changes to commercial arrangements should be considered as part of the review.

### **Background papers**

None

### **Appendices**

Appendix 1 : BCP Council Leisure Centres - Information

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## BCP Council Leisure Centres Information



A summary of BCP Council  
leisure centre assets

Leisure centres/partners:



December 2019

## BCP Council Leisure Centres

### Information

Area	Bournemouth			Christchurch	Poole			
<b>Leisure Centre Assets</b>	Littledown	Stokewood	Pelhams	2 Riversmeet	Poole (Dolphin)	Rossmore	Ashdown	Broadstone (Junction)
<b>Web links</b>	<a href="#">link</a>			<a href="#">link</a>	<a href="#">link</a>			
<b>Contract, leases and operations</b>	Leased to operators BH Live, a company limited by guarantee and a registered charity. Wholly owned by Bmth BC. BH Live structure: Leisure/Entertainment/Finance			Managed in-house. Disaggregated from Dorset in Apr '19.	Leased to operators SLM Ltd under management agreement. JUA with adjoining Academy (R&A). Lease with Dorset Police (R).			Leased to operators YMCA. No management agreement.
<b>Lease Term</b>	2010 - 2035			n/a	10yr 2006-2016 5 yr ext. 2016-2021			59yr 2009-2068
<b>Split of maintenance</b>	Part Repairing			n/a	Part Repairing			Full Repairing
<b>Quality assurance</b>	Quest accredited	Quest accredited	Quest accredited		Quest accredited	Quest accredited	Quest accredited	
<b>Governance and partnerships</b>	Partnership Board twice annually Quarterly monitoring.			Internal management reports	Partnership Board twice annually. Quarterly monitoring.			No formal governance arrangement.
<b>Links to key reports / documents</b>	BH Live 2018 Annual Report – <a href="https://www.bhlive.org.uk/annual-review/">https://www.bhlive.org.uk/annual-review/</a>				Contract extension – <a href="#">BoP Council mins Nov 2015</a>			
<b>Pricing control:</b>	BH Live			BCP	BCP			YMCA
<b>Discount Scheme:</b>	<a href="#">BH Live Experience Card</a>				<a href="#">Access to Leisure</a>			
<b>Car Parks</b>	Free Parking	Free parking	Free parking	Pay & Display	Pay & Display	Free parking	Free parking	Pay & Display + free on-street
<b>Grounds Maintenance</b>	BH Live funded, BCP delivered.			n/a	SLM funded, BoP delivered.			n/a
<b>Pools - type &amp; size</b>	Main tank Size 25m Teaching pool Size 17m	Main tank Size 23m approx.	Main tank Size 20m Teaching pool Size 10m	Main tank Size 25m Teaching pool Size 12m	Main tank Size 25m Learner Pools x 2 13m Dive Tank 12m Boards: Spring (1m & 3m) Platforms 5m	Main tank Size 25m Moveable floor	n/a	Main tank Size 20m

Area	Bournemouth			Christchurch	Poole			
Leisure Centre Assets	Littledown	Stokewood	Pelhams	2 Riversmeet	Poole (Dolphin)	Rossmore	Ashdown	Broadstone (Junction)
Spa facilities	Yes	No	Yes	No	Yes	No	No	Yes
Fitness	200 stations + free weights	100 stations + free weights	100 stations + free weights	40 stations + free weights	50 stations + free weights	40 stations + free weights	40 stations + free weights	100 stations + free weights
Studio's	4	2	3	1	1	2	1	3
Sports Hall	8 court	n/a	n/a	6 court	n/a	4 court + 1 court	6 court	4 court
Other indoor				4 squash courts		OLGA gymnastics centre (main)	OLGA gymnastics centre (minor)	
Soft Play	✓		✓			✓		✓
Catering	Café + Bar	Vending	Café	Café	Vending	Café	Vending	Café + Bar
Outdoor: - MUGA - grass pitches - STP - athletics	Astro- 5 a-side 3G pitches Grass Pitches High rope	n/a	Astro- 5 a-side 3G pitches Grass Pitches	Astro x 2 – 1/2 size 3G rubber	n/a	MUGA Grass Pitches	Astro – full size sand dressed Athletic Track MUGA Grass Pitches	Tennis courts

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**CABINET**

Report subject	<b>Council Tax – Tax Base 2020/21</b>
Meeting date	15 January 2020
Status	Public Report
Executive summary	<p>This report calculates and presents the proposed Council Tax Base for council tax setting purposes in line with current legislation and guidance.</p> <p>There is a requirement to maintain three separate Council Tax bases for Bournemouth, Poole and Christchurch until the Council Tax Band D charge is harmonised for the new authority.</p>
Recommendations	<p><b>It is RECOMMENDED that Cabinet:</b></p> <ul style="list-style-type: none"> <li><b>(a) approves the report for the calculation of the Council's Tax Base for the year 2020/21 and recommends the tax base to Full Council;</b></li> <li><b>(b) pursuant to the report, and in accordance with the Local Authorities (Calculation of Council Tax Base) Regulations 1992 as amended, the amount calculated as the Council Tax Base for Bournemouth, Christchurch and Poole Council is split for the year 2020/21 as Bournemouth 63,985, Christchurch 20,403 and Poole 58,609.</b></li> </ul>
Reason for recommendations	The Council is required by the Local Authorities (Calculation of Tax Base) Regulations 1992, as amended, to calculate a Council Tax Base for the financial year 2020/21.

Portfolio Holder(s):	Councillor David Brown (Portfolio Holder for Finance)
Corporate Director	Julian Osgathorpe (Resources)
Contributors	Adam Richens (Chief Finance Officer) Matthew Filmer (Finance Manager) Daniel Povey (Financial Services Manager)
Wards	All Wards
Classification	For Decision

## Background

1. Bournemouth, Christchurch and Poole Council (BCP) is required to calculate its tax base in accordance with the Local Authorities (Calculation of Tax Base) Regulations and provide this information to Dorset Police & Crime Commissioner, Dorset & Wiltshire Fire and Rescue Service for their budget processes and also the relevant parish, town and neighbourhood Councils and Charter Trustees in the BCP area.
2. There is a requirement to maintain three separate Council Tax bases for Bournemouth, Poole and Christchurch until the Council Tax Band D charge is harmonised for the new authority.

## Calculation of Council Tax Base

3. Under the Local Government Finance Act 1992 and accompanying regulations, detailed procedures are laid down for calculating the tax base which will be used for calculating Council Tax. The tax base for the Bournemouth, Christchurch and Poole individual areas are expressed as the number of Band D equivalent properties and will be used both to calculate BCP's own element of Council Tax and to notify relevant preceptors to enable them to calculate their own elements of Council Tax.
4. In addition to calculating the tax base for the BCP Council, a separate tax base has to be calculated for each part of the Council's areas to which a "special item" of expenditure relates. In BCP, it is considered that Parish and Town Council and also Charter Trustee precepts should be treated as special items for these purposes and a tax base is therefore also calculated for each Parish, Town Council and Charter Trustee area.
5. Details of the calculations for BCP as a whole and for each individual parish and Charter Trustee are given in Appendix A - D. In summary, the Council Tax base for Bournemouth is calculated at 63,985, Christchurch 20,403, Poole 58,609 Band D equivalent properties. This is calculated estimating changes from the Valuation Office Agency's Valuation List that will take place during 2020/21 by reference to the following:
  - provision for successful appeals,
  - provision for exempt properties,



- changes un number of properties (demolitions and new additions),
  - estimated single person and other discounts, and
  - estimated collection rate.
6. The council tax requirement for 2020/21, which will be decided by Council in February 2020, will be divided by the calculated council tax base to arrive at the council tax for a Band D property, from which the council taxes for other valuation bands will be calculated.

### **Consultation**

7. Dorset Police & Crime Commissioner, Dorset & Wiltshire Fire & Rescue Service, Central Government, the Environment Agency (due to their calculation of the levy payable by the Council) and local preceptors have been kept informed of the calculations of the Council Tax Base.

### **Options**

8. The Council can make differing assumptions regarding the estimated additions, deletions, exempt properties, number of discounts and the collection rate on the Council Tax Base. However, these have been set at a level that is based on historical trend and with due regard to the current economic environment, to ensure as far as possible that a deficit does not occur on the Collection Fund.

### **Summary of financial implications**

9. This is a financial report and the financial and resource implications are detailed in the main body of the report.

### **Summary of legal implications**

10. The recommendations contained within this report will, if agreed, enable the Council to meet its statutory obligations.

### **Summary of human resources implications**

11. None

### **Summary of environmental impact**

12. None

### **Summary of public health implications**

13. None

### **Summary of equality implications**

14. None

### **Summary of risk assessment**

15. None

## **Appendices**

Appendix A – Bournemouth Council Tax Base 2020/21

Appendix B – Christchurch Council Tax Base 2020/21

Appendix C – Poole Council Tax Base 2020/21

Appendix D – Parish and Town Council Tax Base 2020/21

**Bournemouth Council Tax Base 2020/21**

BAND	Disab A	Band A	Band B	Band C	Band D	Band E	Band F	Band G	Band H	Total
<b>Total Properties</b>	<b>0.0</b>	<b>19,358.0</b>	<b>18,904.0</b>	<b>24,274.0</b>	<b>16,592.0</b>	<b>7,980.0</b>	<b>3,470.0</b>	<b>1,510.0</b>	<b>126.0</b>	<b>92,214.0</b>
<b>Exempt Properties</b>	<b>0.0</b>	<b>1,501.0</b>	<b>547.0</b>	<b>1,066.0</b>	<b>1,236.0</b>	<b>177.0</b>	<b>65.0</b>	<b>20.0</b>	<b>3.0</b>	<b>4,615.0</b>
<b>No. of chargeable dwellings subject to disabled reduction</b>	<b>0.0</b>	<b>5.0</b>	<b>22.0</b>	<b>75.0</b>	<b>53.0</b>	<b>43.0</b>	<b>26.0</b>	<b>20.0</b>	<b>16.0</b>	<b>260.0</b>
<b>No. of dwellings effectively subject to Council Tax for this band by virtue of disabled relief</b>	<b>5.0</b>	<b>22.0</b>	<b>75.0</b>	<b>53.0</b>	<b>43.0</b>	<b>26.0</b>	<b>20.0</b>	<b>16.0</b>	<b>0.0</b>	<b>260.0</b>
No. of dwellings entitled to a 25% discount	3.0	10,776.0	7,641.0	7,086.0	4,093.0	1,708.0	683.0	214.0	11.0	<b>32,215.0</b>
No. of dwellings entitled to a 25% discount as all but one resident being disregarded for Council Tax purposes	0.0	247.0	323.0	386.0	214.0	113.0	33.0	17.0	0.0	<b>1,333.0</b>
No. of dwellings entitled to a 50% discount due to all residents being disregarded for Council Tax purposes	0.0	9.0	22.0	39.0	29.0	16.0	31.0	30.0	18.0	<b>194.0</b>
No. of dwellings classed as 2nd home with 50% discount	0.0	311.0	4.0	2.0	0.0	1.0	1.0	0.0	0.0	<b>319.0</b>
No. of dwellings classed as empty and being charged the Empty Home Premium	0.0	69.0	57.0	33.0	13.0	11.0	9.0	5.0	1.0	<b>198.0</b>
Total number of dwellings receiving a discount	3.0	11,343.0	7,990.0	7,513.0	4,336.0	1,838.0	748.0	261.0	29.0	<b>34,061.0</b>
Total number of dwellings being charged a premium	0.0	69.0	57.0	33.0	13.0	11.0	9.0	5.0	1.0	<b>198.0</b>
Reduction in taxbase as a result of the Family Annexe discount	0.0	2.4	0.0	0.0	0.0	0.0	0.0	0.0	0.0	<b>2.4</b>
<b>Number of dwellings where there is a liability to pay 100% Council Tax</b>	<b>2.0</b>	<b>6,462.0</b>	<b>10,363.0</b>	<b>15,640.0</b>	<b>10,997.0</b>	<b>5,937.0</b>	<b>2,642.0</b>	<b>1,220.0</b>	<b>77.0</b>	<b>53,340.0</b>
Number of dwellings with reduction under the Local Council Tax Reduction Scheme	2.3	4,030.8	2,687.5	2,184.9	695.9	178.7	51.5	4.8	0.0	<b>9,836.4</b>
<b>Total equivalent number of dwellings after discounts, premiums, exemptions and disabled relief</b>	<b>2.0</b>	<b>10,994.1</b>	<b>13,775.5</b>	<b>19,145.6</b>	<b>13,571.9</b>	<b>7,154.6</b>	<b>3,161.5</b>	<b>1,413.5</b>	<b>96.3</b>	<b>69,315.0</b>
Estimated number of additions	0.0	55.0	68.9	95.7	77.9	35.8	15.8	7.1	0.5	<b>356.7</b>
<b>Net Total</b>	<b>2.0</b>	<b>11,049.1</b>	<b>13,844.4</b>	<b>19,241.3</b>	<b>13,649.8</b>	<b>7,190.4</b>	<b>3,177.3</b>	<b>1,420.6</b>	<b>96.8</b>	<b>69,671.7</b>
Ratio to Band D	5/9	6/9	7/9	8/9	9/9	11/9	13/9	15/9	18/9	
<b>Number of Band D equivalents (line 18 + 19) x line 20</b>	<b>1.1</b>	<b>7,366.1</b>	<b>10,767.9</b>	<b>17,103.4</b>	<b>13,649.8</b>	<b>8,788.3</b>	<b>4,589.4</b>	<b>2,367.7</b>	<b>193.6</b>	<b>64,827.3</b>
Less 1.3% Losses										<b>(842.8)</b>
<b>Tax Base 2020/21</b>										<b>63,984.5</b>

**Christchurch Council Tax Base 2020/21**

<b>BAND</b>	<b>Disab A</b>	<b>Band A</b>	<b>Band B</b>	<b>Band C</b>	<b>Band D</b>	<b>Band E</b>	<b>Band F</b>	<b>Band G</b>	<b>Band H</b>	<b>Total</b>
<b>Total Properties</b>	<b>0.0</b>	<b>1,730.0</b>	<b>2,337.0</b>	<b>6,295.0</b>	<b>6,250.0</b>	<b>5,150.0</b>	<b>1,635.0</b>	<b>801.0</b>	<b>41.0</b>	<b>24,239.0</b>
<b>Exempt Properties</b>	<b>0.0</b>	<b>46.0</b>	<b>29.0</b>	<b>97.0</b>	<b>85.0</b>	<b>71.0</b>	<b>21.0</b>	<b>6.0</b>	<b>0.0</b>	<b>355.0</b>
<b>Demolished Dwellings</b>	<b>0.0</b>	<b>1.0</b>	<b>3.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>4.0</b>
<b>No. of chargeable dwellings subject to disabled reduction</b>	<b>0.0</b>	<b>4.0</b>	<b>7.0</b>	<b>32.0</b>	<b>33.0</b>	<b>43.0</b>	<b>21.0</b>	<b>5.0</b>	<b>4.0</b>	<b>149.0</b>
<b>No. of dwellings effectively subject to Council Tax for this band by virtue of disabled relief</b>	<b>4.0</b>	<b>7.0</b>	<b>32.0</b>	<b>33.0</b>	<b>43.0</b>	<b>21.0</b>	<b>5.0</b>	<b>4.0</b>	<b>0.0</b>	<b>149.0</b>
No. of dwellings entitled to a 25% discount	1.0	1,037.0	1,305.0	2,272.0	1,876.0	1,214.0	265.0	138.0	4.0	8,112.0
No. of dwellings entitled to a 25% discount as all but one resident being disregarded for Council Tax purposes	0.0	12.0	22.0	67.0	79.0	91.0	12.0	8.0	1.0	292.0
No. of dwellings entitled to a 50% discount due to all residents being disregarded for Council Tax purposes	1.0	0.0	0.0	2.0	14.0	8.0	3.0	7.0	2.0	37.0
No. of dwellings classed as 2nd home with 50% discount	0.0	76.0	0.0	1.0	1.0	2.0	1.0	0.0	0.0	81.0
No. of dwellings classed as empty and being charged the Empty Home Premium	0.0	5.0	6.0	2.0	3.0	4.0	3.0	1.0	0.0	24.0
Total number of dwellings receiving a discount	2.0	1,125.0	1,327.0	2,342.0	1,970.0	1,315.0	281.0	153.0	7.0	8,522.0
Total number of dwellings being charged a premium	0.0	5.0	6.0	2.0	3.0	4.0	3.0	1.0	0.0	24.0
Reduction in taxbase as a result of the Family Annexe discount	0.0	5.5	0.0	0.0	0.0	0.0	0.0	0.0	0.0	5.5
<b>Number of dwellings where there is a liability to pay 100% Council Tax</b>	<b>2.0</b>	<b>556.0</b>	<b>997.0</b>	<b>3,855.0</b>	<b>4,202.0</b>	<b>3,738.0</b>	<b>1,314.0</b>	<b>640.0</b>	<b>30.0</b>	<b>15,334.0</b>
Number of dwellings with reduction under the Local Council Tax Reduction Scheme	0.4	454.0	546.7	824.5	345.3	125.0	19.1	2.5	0.0	2,317.5
<b>Total equivalent number of dwellings after discounts, premiums, exemptions and disabled relief</b>	<b>2.9</b>	<b>931.3</b>	<b>1,457.6</b>	<b>4,790.3</b>	<b>5,336.5</b>	<b>4,604.8</b>	<b>1,510.7</b>	<b>752.5</b>	<b>34.8</b>	<b>19,421.4</b>
Estimated number of additions	0.0	0.9	1.5	4.8	5.3	4.6	1.5	0.8	0.0	19.4
<b>Net Total</b>	<b>2.9</b>	<b>932.2</b>	<b>1,459.1</b>	<b>4,795.1</b>	<b>5,341.8</b>	<b>4,609.4</b>	<b>1,512.2</b>	<b>753.3</b>	<b>34.8</b>	<b>19,440.8</b>
Ratio to Band D	5/9	6/9	7/9	8/9	9/9	11/9	13/9	15/9	18/9	
<b>Number of Band D equivalents (line 18 + 19) x line 20</b>	<b>1.6</b>	<b>621.5</b>	<b>1,134.9</b>	<b>4,262.3</b>	<b>5,341.8</b>	<b>5,633.7</b>	<b>2,184.3</b>	<b>1,255.5</b>	<b>69.6</b>	<b>20,505.2</b>
Less 0.5% Losses										(102.5)
<b>Tax Base 2020/21</b>										<b>20,402.7</b>

**Poole Council Tax Base 2020/21**

<b>BAND</b>	<b>Disab A</b>	<b>Band A</b>	<b>Band B</b>	<b>Band C</b>	<b>Band D</b>	<b>Band E</b>	<b>Band F</b>	<b>Band G</b>	<b>Band H</b>	<b>Total</b>
<b>Total Properties</b>	<b>0.0</b>	<b>5,050.0</b>	<b>12,204.0</b>	<b>23,036.0</b>	<b>12,609.0</b>	<b>8,317.0</b>	<b>4,075.0</b>	<b>3,313.0</b>	<b>1,062.0</b>	<b>69,666.0</b>
<b>Exempt Properties</b>	<b>0.0</b>	<b>165.0</b>	<b>186.0</b>	<b>481.0</b>	<b>276.0</b>	<b>125.0</b>	<b>52.0</b>	<b>43.0</b>	<b>13.0</b>	<b>1,341.0</b>
<b>Demolished Dwellings</b>	<b>0.0</b>	<b>1.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>1.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>2.0</b>
<b>No. of chargeable dwellings subject to disabled reduction</b>	<b>0.0</b>	<b>9.0</b>	<b>32.0</b>	<b>121.0</b>	<b>83.0</b>	<b>73.0</b>	<b>47.0</b>	<b>29.0</b>	<b>29.0</b>	<b>423.0</b>
<b>No. of dwellings effectively subject to Council Tax for this band by virtue of disabled relief</b>	<b>9.0</b>	<b>32.0</b>	<b>121.0</b>	<b>83.0</b>	<b>73.0</b>	<b>47.0</b>	<b>29.0</b>	<b>29.0</b>	<b>0.0</b>	<b>423.0</b>
No. of dwellings entitled to a 25% discount	6.0	3,216.0	5,365.0	6,423.0	3,263.0	1,879.0	839.0	595.0	120.0	<b>21,706.0</b>
No. of dwellings entitled to a 25% discount as all but one resident being disregarded for Council Tax purposes	0.0	35.0	94.0	232.0	112.0	79.0	32.0	23.0	5.0	<b>612.0</b>
No. of dwellings entitled to a 50% discount due to all residents being disregarded for Council Tax purposes	0.0	11.0	9.0	21.0	22.0	12.0	12.0	23.0	4.0	<b>114.0</b>
No. of dwellings classed as 2nd home with 50% discount	0.0	0.0	0.0	1.0	1.0	2.0	0.0	2.0	0.0	<b>6.0</b>
No. of dwellings classed as empty and being charged the Empty Home Premium	0.0	39.0	20.0	8.0	15.0	12.0	7.0	11.0	4.0	<b>116.0</b>
Total number of dwellings receiving a discount	6.0	3,262.0	5,468.0	6,677.0	3,398.0	1,972.0	883.0	643.0	129.0	<b>22,438.0</b>
Total number of dwellings being charged a premium	0.0	39.0	20.0	8.0	15.0	12.0	7.0	11.0	4.0	<b>116.0</b>
Reduction in taxbase as a result of the Family Annexe discount	0.0	18.8	0.8	0.0	1.0	0.0	0.0	0.0	0.0	<b>20.6</b>
<b>Number of dwellings where there is a liability to pay 100% Council Tax</b>	<b>3.0</b>	<b>1,606.0</b>	<b>6,619.0</b>	<b>15,832.0</b>	<b>8,910.0</b>	<b>6,181.0</b>	<b>3,115.0</b>	<b>2,616.0</b>	<b>887.0</b>	<b>45,769.0</b>
Number of dwellings with reduction under the Local Council Tax Reduction Scheme	3.2	1,244.5	2,036.1	1,851.3	470.8	166.4	36.0	16.2	0.1	<b>5,824.6</b>
<b>Total equivalent number of dwellings after discounts, premiums, exemptions and disabled relief</b>	<b>4.3</b>	<b>2,864.5</b>	<b>8,720.9</b>	<b>18,999.0</b>	<b>11,011.0</b>	<b>7,514.1</b>	<b>3,752.3</b>	<b>3,097.8</b>	<b>990.7</b>	<b>56,954.6</b>
Estimated number of additions	0.0	31.5	95.9	209.0	121.1	82.7	41.3	34.1	10.9	<b>626.5</b>
<b>Net Total</b>	<b>4.3</b>	<b>2,896.0</b>	<b>8,816.8</b>	<b>19,208.0</b>	<b>11,132.1</b>	<b>7,596.8</b>	<b>3,793.6</b>	<b>3,131.9</b>	<b>1,001.6</b>	<b>57,581.1</b>
Ratio to Band D	5/9	6/9	7/9	8/9	9/9	11/9	13/9	15/9	18/9	
<b>Number of Band D equivalents (line 18 + 19) x line 20</b>	<b>2.4</b>	<b>1,930.7</b>	<b>6,857.5</b>	<b>17,073.8</b>	<b>11,132.1</b>	<b>9,285.0</b>	<b>5,479.6</b>	<b>5,219.8</b>	<b>2,003.2</b>	<b>58,984.1</b>
MOD Properties Less 0.9% Losses										<b>156.7</b> <b>(532.3)</b>
<b>Tax Base 2020/21</b>										<b>58,608.5</b>

**Parish, Town Council and Charter Trustee Tax Base 2020/21**

<b>Parish / Town / Charter Trustee</b>	<b>Gross Tax Base</b>	<b>Tax Base after Collection Rate</b>
Burton	1,611	1,603
Hurn	228	227
Christchurch Town Council	12,246	12,184
Highcliffe and Walkford	6,400	6,368
Unparished	21	21
Bournemouth Charter Trustee	64,784	63,942
<i>Holdenhurst Parish - *special item not levied</i>	43	43
Poole Charter Trustee	59,141	58,609
<b>Total</b>	<b>144,473</b>	<b>142,996</b>

## CABINET



Report subject	<b>Housing Scheme at Luckham Road, Bournemouth</b>
Meeting date	15 January 2020
Status	Public Report (Appendices 1-3 are Exempt)
Executive summary	<p>The BCP owned site currently consists of 2 x 3-bedroom houses and 8 x 2-bedroom flats. The Council's Asset management plan provides a commitment to modernise housing stock where required and where possible, look at existing stock for redevelopment, to reduce future maintenance costs. The existing properties present ongoing significant maintenance issues for BCP Council which are not sustainable and require demolition. The site presents an opportunity for redevelopment and the building of replacement better quality sustainable family affordable homes. The proposed development will provide parking which will help to improve the congested street parking in the local area and provide modern sustainable accommodation. The properties are in the process of being decanted with residents being relocated to alternative Council owned homes.</p> <p>The current proposal presents a new build scheme of 9 homes - 3 x 3-bedroom houses, 2 x 2-bedroom flats and 4 x 1-bedroom flats which is one less than currently on this site. These new properties will replace homes which are considered no longer fit for purpose. The replacement homes will be of a high quality and built to Passivhaus principles with additional sustainability components such as PV panels and electric heating. The scheme will also provide much needed off-road parking for residents in line with planning requirements.</p>
Recommendations	<ol style="list-style-type: none"> <li><b>1. Cabinet to support the scheme and for the budget required to deliver this within the HRA budget to be presented to Council in February;</b></li> <li><b>2. Approve the proposed £1.856m housing scheme for subsequent approval request;</b> <ol style="list-style-type: none"> <li><b>a. Approval to commence and completion of build subject to the conditions set out in the Financial Strategy and authorises the Corporate Director for Environment and Community to approve necessary</b></li> </ol> </li> </ol>

	<p><b>contractual and legal agreements in consultation with the Monitoring Officer and Chief Finance Officer.</b></p> <p><b>b. Approve the financial strategy for the scheme as set out in paragraphs 24 to 36 with specific approval for:</b></p> <p><b>c. £939k of prudential borrowing to be repaid over 25 years used to finance the Housing Revenue Account (HRA) Affordable rented homes.</b></p> <p><b>d. Authorise the Section 151 Officer in consultation with the Portfolio Holder for Finance to determine the detailed funding arrangements.</b></p>
Reason for recommendations	To enable the proposed housing scheme to progress with the agreed funding arrangements to construction and subsequent completion in order to deliver the wide range of benefits to the Council and local communities.
Portfolio Holder	Cllr Kieron Wilson (Portfolio Holder for Housing)
Corporate Director	Kate Ryan (Corporate Director of Environment and Community)
Contributors	Lorraine Mealings (Director of Housing) Jon Thornton (Housing Development Manager)
Wards	Muscliff and Strouden Park
Classification	For Decision

## Background

### Council's direct delivery of new homes

1. BCP Council now has a well-established Housing Development Team who are well placed to help deliver the future pipeline of in-house residential new-build developments.
2. Luckham Road is a potential development scheme for affordable housing within the conurbation that could be developed by the Council for affordable rent, for those in housing need.
3. This new build scheme follows many which have successfully been delivered over previous years and there is a pipeline of additional sites going forwards to help address our housing needs locally.



### **Site background information**

4. The site is owned by BCP Council within the Housing Revenue Account (HRA) and currently consists of 2 x 3-bedroom houses and 8 x 2-bedroom flats. The existing properties present ongoing significant maintenance issues for BCP Council which are not sustainable, coupled with the significant structural issues to the houses which are considered no longer lettable. These homes therefore require demolition.
5. The site presents an opportunity for redevelopment and the building of better quality family affordable homes in their place. The properties are in the process of being decanted prior to redevelopment with residents being relocated to alternative Council owned homes
6. The new properties will be delivered within the HRA and therefore be let to those on the Housing Register.
7. Full Planning permission was granted by BCP Council on the 18<sup>th</sup> March 2019.

### **Proposed scheme**

8. The proposed development will provide 9 homes - 3 x 3-bedroom houses, 2 x 2-bedroom flats and 4 x 1-bedroom flats. Subject to consents the proposed commencement date is February 2020 with the scheme ideally due to be completed in February 2021.
9. It is recommended that the site is developed directly by the Council to provide a residential scheme comprising of the following:
  - Affordable Rent (9 homes)

Plans for the proposed scheme are included in Appendix 5.

10. This tenure mix has been developed after consideration of numerous factors including the need for financial viability and return, housing demands, site specifics and the need to ensure a sustainable community. The Council Housing Management team, Property Maintenance team and the Strategic Housing Options team have been closely involved in the development of this scheme to help ensure that it adequately meets housing needs and is designed in such a way to be sustainable and to enable good quality housing management.
11. As noted earlier, the need for affordable rented housing below market rates is high.

12. The scheme would provide 15 parking spaces in line with the existing parking policy.

### **Environmental build standards**

13. The costs provided in the report are based on a Passivhaus solution with electric heating in the form of panel heaters. Passivhaus is a voluntary standard for energy efficiency which reduces the buildings ecological footprint. It is based around the principle of reducing heating demand to a very low level rather than relying on renewable energy.
14. The building will be fully Building Regulation compliant whereby energy usage and insulation standards are higher than the historical Code for Sustainable Homes Level 3. Properties that reduce energy usage through build design or upgraded features such as window and doors are looked on favourably. The new homes will include PV panels on the roof which absorb sunlight as a source of energy to generate electricity. Triple glazing will be installed which will improve thermal comfort levels, acoustic performance and noise reduction and reduce the risk of condensation.
15. The Housing team are currently developing a Sustainability Strategy in terms of new build which will consider all options going forwards from the construction type through to individual property components.
16. As well as addressing the climate emergency, sustainable housing presents very real benefits for tenants in terms of a home that is warm and comfortable as well as the potential for addressing fuel poverty by enabling significantly reduced fuel bills.

### **Summary of key benefits**

17. The following summarises the key benefits of the proposed scheme:
- Addressing the structural issues identified in these particular properties. The existing properties present ongoing significant maintenance issues for BCP Council which are not sustainable and require demolition.
  - Maximise the use of land as a result of demolition to enable good quality residential development.
  - Provide 9 new affordable homes for affordable rent to meet housing need.
  - Provide Passivhaus standard homes.
  - Address fuel poverty of future tenants by providing the potential for reduced fuel bills.
  - Provide much needed off-road parking for the residents which will assist with on street parking pressures.
  - Utilisation of £557k Right to Buy receipts to help fund the scheme. If these are not spent within 3 years of receipt, they cannot be used locally and need to be returned to central government.

- Use of £360k HRA Capital contribution to help fund much needed affordable housing provision on the site.
- The scheme will bring improvements to the area with the provision of good quality and well managed homes.
- The development will generate employment during the construction phase to help grow the local economy.

### **Development Feasibility Work already undertaken**

18. During 2019, consultants and surveys have been appointed to develop a scheme design to planning submission stage.

The financial commitment to date (including design, surveys and planning) is £28,083 and the financial spend to date (including design, surveys and planning) is £16,782.

19. Full planning permission was granted on the 18<sup>th</sup> March 2019.

### **Financial overview**

20. The total scheme cost totals over £500k so requires Cabinet approval.
21. Appendix One, sets out the proposed financial profile of the scheme for the Housing Revenue Account (HRA).
22. The total scheme costs are estimated to be £1.856m profiled over a 29-month period as the construction phase moves ahead.
23. Around half of this total scheme cost will be funded through capital receipts; whilst £939k of Prudential borrowing is required within the HRA.
24. Appendix Two shows the long-term cashflow for the scheme. Appendix Three sets out the financial appraisal assumptions.
25. As the properties require significant investment, there would be no future rental income. If the properties aren't demolished in the short term, the Council would be unable to let them and the HRA would also incur additional ongoing costs with regards security and Council Tax.

### **Financial Strategy**

26. The tenure mix of the properties provides a balance in terms of financial returns required by the Council.
27. The financial strategy for our Council Housing new build programme is currently being reviewed to establish the viable tenure profile that can be delivered in the future programme. This work will help determine the financial capability of delivering future homes at the lower 'social rent' levels and the scale that could be delivered within financial parameters whilst balancing this against the need to maximise the number of homes delivered.

28. Financial modelling is being undertaken for the new build programme across both Bournemouth and Poole neighbourhoods to understand the tenure options and impact of funding options on delivery.
29. For Councils and Housing Associations building new homes, social rent levels present viability issues in terms of the ability to pay off the 25-year borrowing from the rental income. Significant capital subsidy is therefore required to fund this gap.
30. Estimated long term cash flows presented in Appendix Two indicates the positive contribution in terms of cashflow to the HRA in year 3 after completion, once constructed and fully occupied. The initial deficit, due to interest cost incurred on the borrowing during the construction phase is £52,037 and will be funded from a temporary use of reserves that will be replenished once the scheme moves into surplus. A cumulative positive position for the whole scheme will be achieved in year 3 and this will be one of the key financial benefits assumed from this project.
31. The financial appraisal is based on updated assumptions shown in Appendix 3.
32. A total of £360k HRA Capital contribution from the repairs and maintenance budget will be used to part fund the 9 affordable rented homes.

### **Capital funding**

33. Due diligence will be undertaken around the Right to Buy funding stream to ensure that this is achievable. £557,186 of Right to Buy funds will be used to part fund the 9 affordable rented homes scheme.

### **Taxation**

34. A tax evaluation has not been undertaken as this is a newbuild housing scheme and will be zero rated.

### **State Aid**

35. State Aid has been considered and assessed as a low risk, as we are not passing on funding to a third party.

### **Prudential Borrowing**

36. The Council is able to borrow under the Prudential Code as long as it is affordable and can be repaid over the life of the asset. The proposed scheme is predicated on £939,143 of prudential borrowing.
37. Appendix Two demonstrates a positive contribution to the HRA. This is after provision has been made for both capital and interest repayments as well as management, maintenance and major repair costs, and an adjustment to the rental income to cover void costs. Any potential capital growth has been ignored for the purposes of this modelling. The financial modelling assumes the use of flexible short-term funding (at an interest rate of 3.5%) during the construction period before entering into a long-term arrangement (at an interest rate of 3.5%). The 3.5% interest rate has been used as a matter of prudence for the financial

modelling. Ultimately the decision to actually borrow will be a treasury management decision based on the overall financial position of the Council.

38. Furthermore, any funding will only be drawn down when required and not in advance of need.

### **Value for Money**

39. The total construction costs are estimated at £1.577m (and total scheme costs at £1.856m) which is lower than the Gross Development Value (GDV) which is estimated at £1.910m; the total estimated value of the completed homes.
40. The financial appraisals set out in Appendix One, Two and Three show that the scheme is viable in the short, medium and long term for the Council. The construction costs are based on build rate of £2,446m<sup>2</sup> which has been provided by the Construction Works Team and Frazer Garner Associates Ltd have confirmed it represents value for money. The total construction costs include a 5% contingency budget.

### **Consultation**

41. Pre-application advice was sought through our Planning colleagues.
42. The Housing Development Team undertook consultation with housing teams and input was gained from the Housing Landlord, Enabling and Strategic Housing Options teams.
43. Consultation with the Housing Portfolio Holder has been undertaken and Ward Councillors have been updated with scheme progress pre and post planning.
44. Individual meetings were held with all the existing residents and public consultation was undertaken prior to the submission of the planning application.

### **Alternative Options**

45. The following options have been considered and discounted:

#### ***Option 1: Market disposal of site***

46. One option would be to dispose of the site for development. The expected financial benefit would be approximately £630k. This option however would not deliver the wider corporate aims around housing need and homelessness. The site is very well located to deliver affordable housing, within a wider estate comprising high levels of Council housing.
47. The disposal of this site could take in excess of 12 months to complete.
48. A decision to dispose of the land will incur abortive costs for the Council although some of the costs would be partially recouped through the sale price. Costs incurred and committed so far total approximately £16k including professional

costs and site surveys which has been funded through the HRA Housing development budget.

### ***Option 2: Alternative tenure provision (to Social Rent)***

- 49. If the 9 affordable rented homes were delivered on social rent levels, this would add significant financial challenges to the delivery of the site. With 9 social rented homes, the scheme would require a further £235k subsidy which would need to be funded from s106 receipts or HRA reserve.
- 50. To help mitigate the impact of the proposed affordable rent levels on tenants' ability to pay, rents will be capped at Local Housing Allowance rates rather than the higher 80% of average private market rent levels. There may be scope for developing viable schemes on the social rent model for other sites within the new build programme once the financial modelling review is undertaken.
- 51. It is worth noting that almost all of the existing Council housing across both the Bournemouth and Poole neighbourhoods are on social rent levels.

### **Summary of financial implications**

- 52. Provided within the body of the report.

### **Summary of legal implications**

- 53. The Housing Act 1985, Part II, provides the power for the Council to acquire and appropriate land for the purpose of providing affordable housing, and powers to build and provide affordable housing accounted for within the Housing Revenue Account (HRA).
- 54. The Council also has the General Power of Competence pursuant to the Localism Act 2011, and the power to borrow within the for the purposes set out within this Report.
- 55. The Council will need to comply with all relevant procurement requirements in undertaking the proposals contained within this Report and the Council will undertake the work in accordance with ongoing legal advice.

### **Summary of human resources implications**

- 56. The existing Housing Development Team will oversee the delivery of this scheme alongside the other new build schemes in the pipeline. The construction works will be carried out by the Construction Works Team and other professionals have been procured e.g. architects and employers agent to bring this scheme forward.

### **Summary of environmental impact**

- 57. The scheme will be developed to Passivhaus standards and will include PV panels and electric heating.

58. The development of new homes on the site will improve natural surveillance of the local area, contributing to a safer environment. The site is within a sustainable location and the high-quality building on this site could make a positive contribution to the quality of the environment.

59. A copy of the Environment Impact Assessment is included in Appendix Six.

### **Summary of public health implications**

60. The housing scheme will create a sustainable good quality housing development and bring many benefits to the residents and the wider community. The proposed scheme considers surrounding issues such as trees and provides private amenity space to help create an attractive area which improves the local community.

### **Summary of equality implications**

61. The housing scheme will provide accommodation for those who are on the Housing Register and in housing need. As such, many households will have protected characteristics and have vulnerabilities. The Allocation Policy will help manage lets to the scheme for those most in need.

62. A copy of the EINA is included in Appendix Four.

## Summary of risk assessment

63. The following key risks have been identified alongside mitigating actions:

Overall Project Risk Rating		
Key Project Risks	Gross Risk Rating	Mitigating Actions
Rising construction costs render the project unaffordable	Low	Good project management will enable the close monitoring of progress and any issues that may arise to be dealt with promptly. The build cost budget is an inclusive Design & Build cost provided by The Construction Works Team and a 5% contingency for the build is included.
Scheme not gaining a satisfactory planning consent	N/A	Full planning permission was granted on the 18 <sup>th</sup> March 2019.
Fall in housing need for accommodation tenure provided caused by changes to the housing market or economy	Low	Monitor through construction period the requirement for affordable rent with the Strategic Housing Options team. If required, the Housing Development Team can appraise and suggest changes to tenure to suit need and financial viability as required.
Insufficient funding available, such as failure to secure funding from s106 Contributions or RTB receipts	Low	Monitor and review spend of such funding on other schemes within the development programme. Should insufficient funding be available, schemes will be prioritised and potentially some schemes put on hold until sufficient funding is available. Alternative tenures such as Shared Ownership may attract different funding, such as grant from Homes England, which could be used to ensure the scheme is brought forward.
Increased fire risk during construction phase	Low	Design and construction will be closely monitored by Housing Development Team, Employers Agent and the Construction Works team.

64. Property development activity involves inherent risks but a cautious approach has been adopted here to minimise these risks as much as possible. Financial contingencies have been included and significant consultation has been undertaken to date to help ensure a sustainable scheme.



## **Background papers**

65. Refreshed Bournemouth Housing Strategy 2017 - 2020 -

<https://www.bournemouth.gov.uk/Housing/help-with-housing/Documents/bournemouth-refreshed-housing-strategy-2017-2020.pdf>

66. Housing Strategy Refresh 2018-2020 Borough of Poole

<https://www.poole.gov.uk/council-and-democracy/strategies-plans-and-policies/housing-strategy-refresh-2018-2020/>

## **Appendices**

**Appendix One: Income and Expenditure Summary HRA**

**Appendix Two: Financial Appraisal Long-term Cash flow**

**Appendix Three: Summary of Funding Assumptions**

**Appendix Four: Equality Impact Needs Assessment (EINA)**

**Appendix Five: Development proposal plans**

- Site, Block & Location plan 8995/300 Rev G
- Proposed street scenes 8995/303 Rev C
- SUDS 8995/306 Rev C
- Plans & elevations Plots 1-3 8995/301 Rev B
- Plans & elevations Plots 4-9 8995/302 Rev B

**Appendix Six: Health and Safety Assessment Tool (HASAT)**

**Appendix Seven: Environmental Impact Assessment**

**Appendix Eight: Project Plan**

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# Equality Impact Needs Assessment

The Diversity Promise - *Better for all*



1. Title of Policy/Service/Project	Development at Luckham Road, Bournemouth, BH9 3ET
2. Service Unit	Housing (Development)
3. Lead Responsible Officer and Job Title	Jonathan Thornton, Housing Development Manager
4. Members of the Assessment Team:	Lindsay Shearer, Project Manager
5. Date assessment started:	6 <sup>th</sup> November 2019
6. Date assessment completed:	6 <sup>th</sup> November 2019

## About the Project:

7. What type of project is this?	New build housing project
8. What are the aims/objectives of the policy/service/project? (please include here all expected outcomes)	<p>To provide additional sustainable affordable housing. The completed project will provide much needed additional affordable rented housing within the conurbation.</p> <p>The project will provide an increase in job opportunities within the construction sector during the construction phase.</p> <p>The scheme will generate a long-term surplus to the Housing Revenue Account.</p>
9. Are there any associated services, policies or procedures?	No

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

This project will benefit families, couples and single households which are either homeless or live in unsuitable or over occupied housing.

11. Will this policy/service/impact on any other organisation, statutory, voluntary or community and their clients/service users?  
No.

## 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:

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

Consultation with the Housing Portfolio Holder has been undertaken and Ward Councillors updated with scheme progress pre and post planning. Individual meetings were held with all the existing residents and public consultation was undertaken prior to the planning application being submitted. The Housing Development Team undertook consultation with housing teams and input was gained from the Housing Landlord, Enabling and Strategic Housing Options teams. The existing properties are in the process of being decanted.

13. 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?

No further consultation is to be held. Local residents will be contacted regarding the construction phase, including timescales and contact details of the contractor.

#### Monitoring and Research:

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

The unit type and mix has been informed from housing register statistics including the number of applicants on the housing register and the average waiting time. The completed units will be let and managed on the same basis as our existing housing stock and all EINA's and other policies which apply to our existing stock will apply to these new units.

15. 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?

Annual CORE data and resident surveys.

Admission for new residents to the scheme will be by objective eligibility criteria, which will be operated and monitored by Housing Solutions, who undertake property allocations for the Council to ensure that the properties are let to those in housing need.

16. 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?

N/A

## Assessing the Impact

	Actual or potential positive benefit	Actual or potential negative outcome
17. Age	Admission for new residents to the scheme will be by objective eligibility criteria, which will be operated by Housing Solutions, who undertake property allocations for the Council to ensure that the properties are let to those in housing need.	The properties are designed for families, couples and single people. There will be no loss of existing provision for other client groups as a result of this project.
18. Disability	Properties will be constructed to Building Control Approved Document Part M (access to and use of buildings).	No issues regarding disability have been identified but this factor will be considered and monitored along with any service user identified needs.
19. Gender	Properties will be eligible for all eligible applicants on the housing register.	No issues regarding gender have been identified but this factor will be considered and monitored along with any service user identified needs.
20. Gender reassignment	Properties will be eligible for all eligible applicants on the housing register.	No issues regarding gender reassignment have been identified but this factor will be considered and monitored along with any service user identified needs.
21. Pregnancy and Maternity	Properties will be eligible for all eligible applicants on the housing register.	No issues regarding pregnancy and maternity have been identified but this factor will be considered and monitored along with any service user identified needs.
22. Marriage and Civil Partnership	Properties will be eligible for all eligible applicants on the housing register.	No issues regarding marriage and civil partnership have been identified but this factor will be considered and monitored along with any service user identified needs.
23. Race	Properties will be eligible for all eligible applicants on the housing register.	No issues regarding race have been identified but this factor will be considered and monitored along with any service user identified needs.
24. Religion or Belief	Properties will be eligible for all eligible applicants on the housing register.	No issues regarding religion or belief have been identified but this factor will be considered and monitored along with any service user identified needs.

	Actual or potential positive benefit	Actual or potential negative outcome
<b>25. Sexual Orientation</b>	Properties will be eligible for all eligible applicants on the housing register	No issues regarding sexual orientation have been identified but this factor will be considered and monitored along with any service user identified needs.
<b>26. Any other factor/ groups e.g. socio- economic status/carers etc</b>	Properties will be eligible for all eligible applicants on the housing register.	No other issues have been identified but these factors will be considered / monitored along with any service users identified needs.
<b>27. Human Rights</b>	Will facilitate Article 11 of the International Covenant on Economic, Social and Cultural Rights - the right of everyone to an adequate standard of living for themselves and their family, including adequate food, clothing and housing.	No human rights issues have been identified but these factors will be considered / monitored along with any service users identified needs.

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

28. 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:

The Affordable rented properties will be eligible for all eligible applicants on the housing register.

## Action Plan

Include:

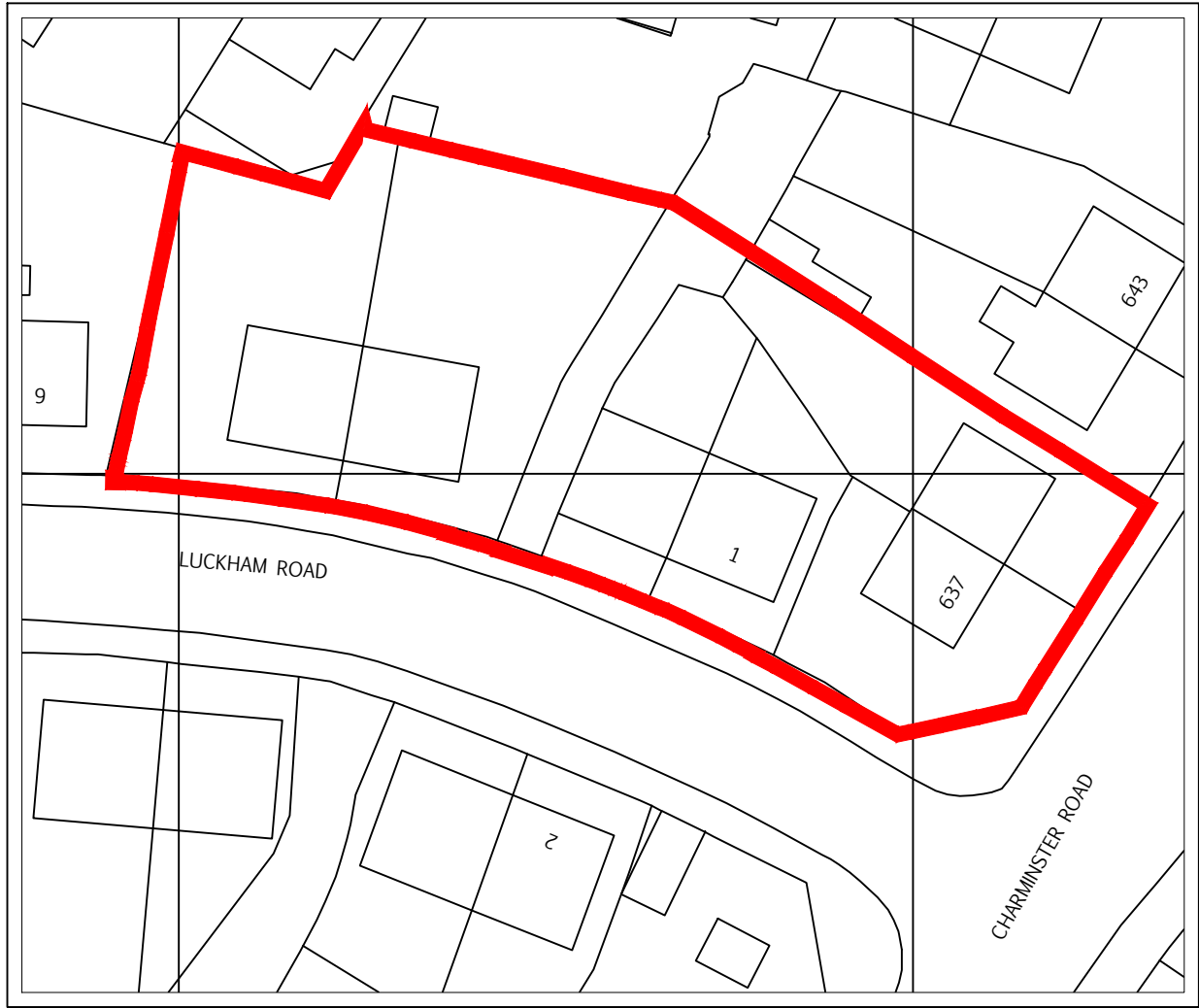
- What has/will be done to reduce the negative impacts on groups as identified above.
- Detail of positive impacts and outcomes
- The arrangements for monitoring the actual impact of the policy/service/project

29. 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
The properties are designed for families, couples and single households.	<p>Limited amount of larger family accommodation on this site. This can be offset by the delivery of housing on other sites across the Conurbation.</p> <p>The identification of housing need for specific client groups within the Neighbourhood will be monitored as part of the ongoing Housing Strategy process.</p>	Ongoing	Affordable Housing & Resettlement Manager	Housing Strategy

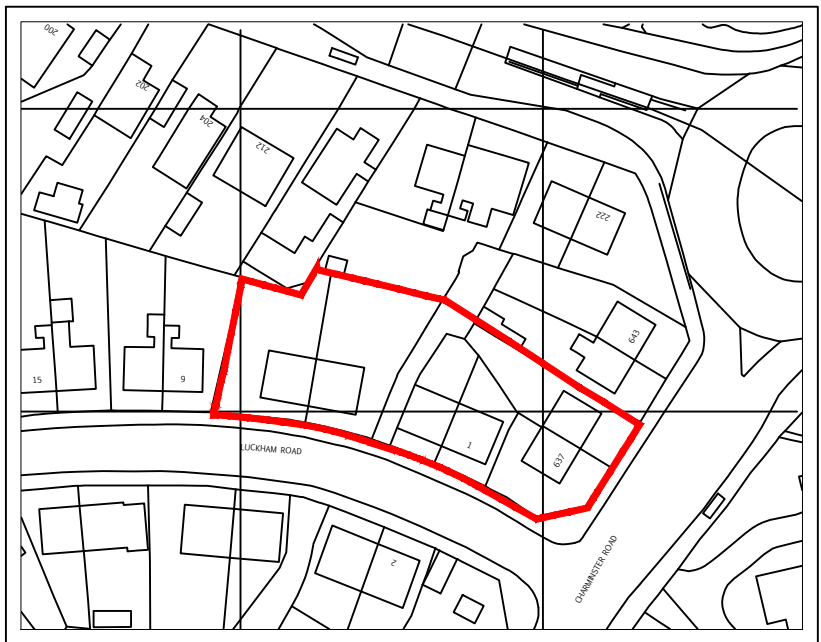




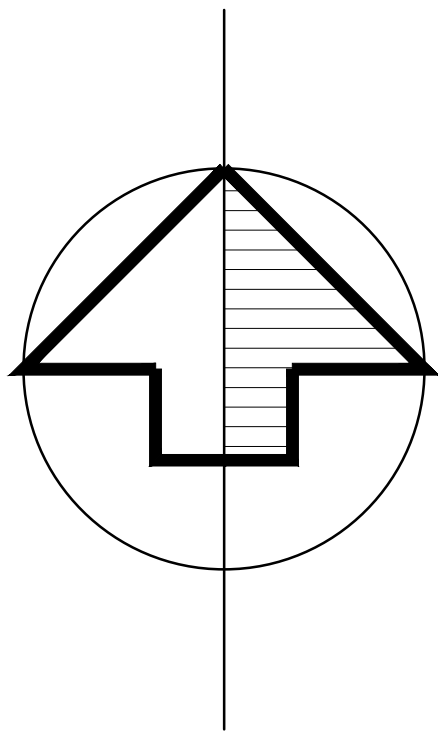
PROPOSED SITE PLAN SCALE 1:200  
BASED ON TOPO INFORMATION



BLOCK PLAN SCALE 1:500  
BASED ON TOPO SURVEY INFORMATION  
Ordnance Survey Licence No: 100007080



LOCATION PLAN SCALE 1:1250  
BASED ON TOPO SURVEY INFORMATION  
Ordnance Survey Licence No: 100007080



NOTES

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ALL BOUNDARY FENCING TO BE 1.8M HIGH

LEGEND

- SITE BOUNDARY
- EXISTING BUILDING TO BE DEMOLISHED
- PROPOSED PLANTING
- EXISTING TREES TO BE REMOVED
- 2 X 2M VISIBILITY SPLAYS. NO OBSTRUCTION IS PERMITTED ABOVE 600MM WITHIN THESE AREAS

SITE AREA: 0.157 HECTARES / 0.387 ACRES

9 X UNITS

15 X PARKING SPACES

GIA = 695.4 SQ.M

G	HIGHWAYS COMMENTS ADDED	07/02/19	GR
F	VISIBILITY NOTE ADDED	04/02/19	GR
E	CLIENTS COMMENTS ADDED	24/01/19	GR
D	CLIENTS COMMENTS ADDED	24/01/19	GR
C	CLIENTS COMMENTS ADDED	21/01/19	GR
B	URBAN DESIGN COMMENTS ADDED	17/01/19	GR
A	BIN STORE, SHEDS & WASHING LINES REVISED	03/12/18	GR

No.	Revision.	date	by
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PROPOSED DEVELOPMENT,  
C/O CHARMINSTER & LUCKAHM ROAD,  
BOURNEMOUTH,  
DORSET,  
BH9 3ET.

SITE, BLOCK AND LOCATION PLAN

scale	AS SHOWN @ A1	checked	
date	NOVEMBER 2018	drawn	GR
8995/300		A B C D E F G	

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Christchurch, Dorset, BH23 1EP

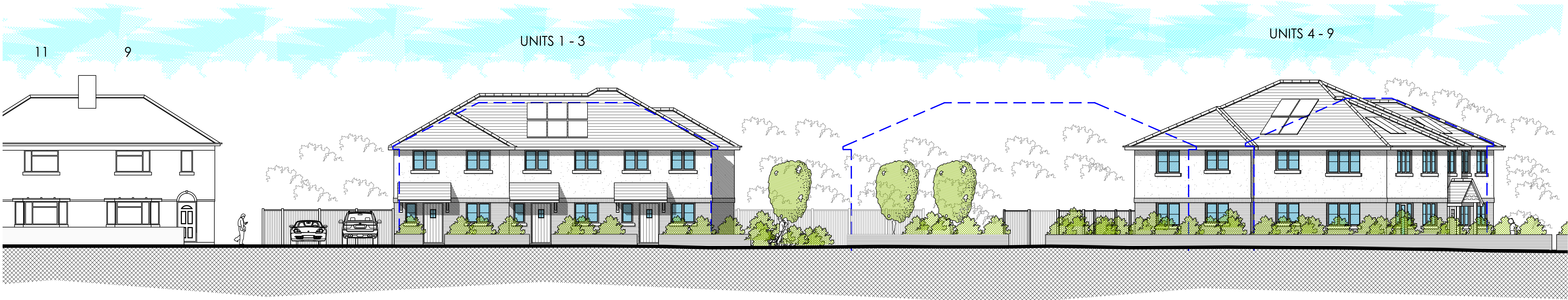
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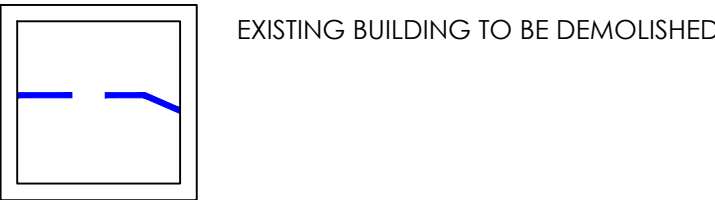


PROPOSED STREET SCENE TO LUCKHAM ROAD  
FOR INDICATIVE PURPOSES ONLY  
SCALE 1:100



PROPOSED STREET SCENE TO CHARMINSTER ROAD  
FOR INDICATIVE PURPOSES ONLY  
SCALE 1:100

LEGEND



C	PV PANELS SHOWN	21/01/19	GR
B	STREET SCENE REVISED	17/01/19	GR
A	BIN STORE REVISED & PLOTS 1 - 3 REVISED	03/12/18	GR

No.	Revision.	date	by
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PROPOSED DEVELOPMENT,  
C/O CHARMINSTER & LUCKAHM ROAD,  
BOURNEMOUTH,  
DORSET,  
BH9 3ET.

PROPOSED STREET SCENES

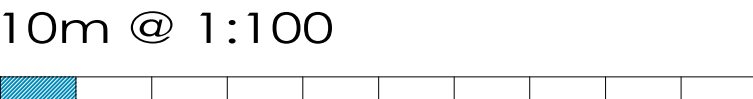
scale	AS SHOWN @ A1	checked	
date	NOVEMBER 2018	drawn	GR
		A	B
		C	

8995/303

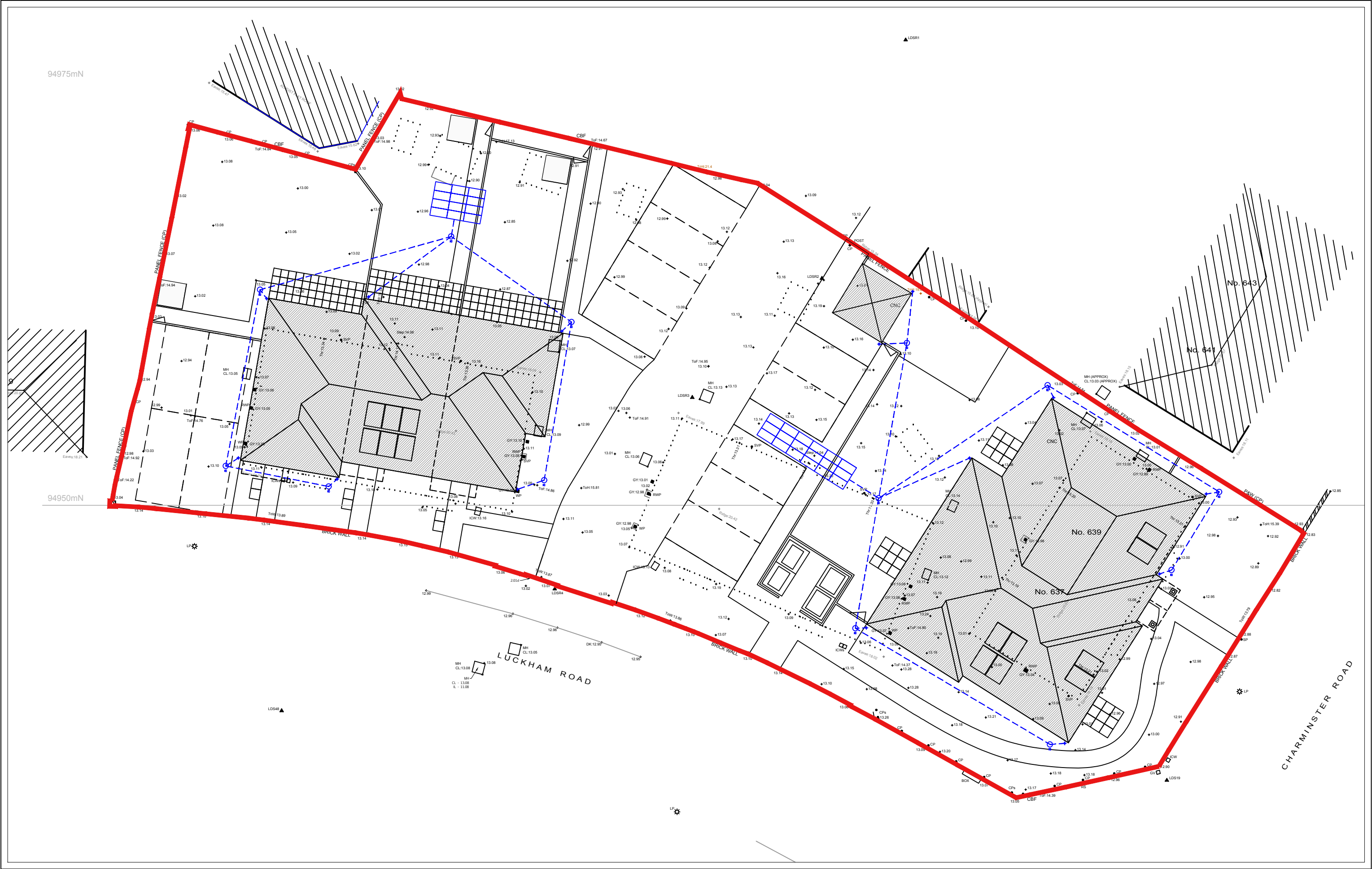
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E-mail: enquiries@andersrobertscheer.co.uk  
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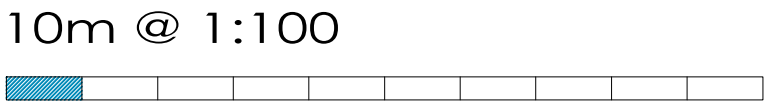




SUDS PLAN SCALE 1:200  
BASED ON TOPO INFORMATION

TYPICAL MAINTENANCE PLAN	
MAINTENANCE	WHEN TO BE CARRIED OUT
<ul style="list-style-type: none"><li>INSPECTION OF INLETS &amp; OUTLETS</li><li>REMOVAL OF LITTER</li><li>GRASS CUTTING</li></ul>	MONTHLY
<ul style="list-style-type: none"><li>REMOVAL OF SILT AROUND COMPONENTS</li><li>REMOVAL OF VEGETATION AROUND COMPONENTS</li></ul>	ANNUALLY

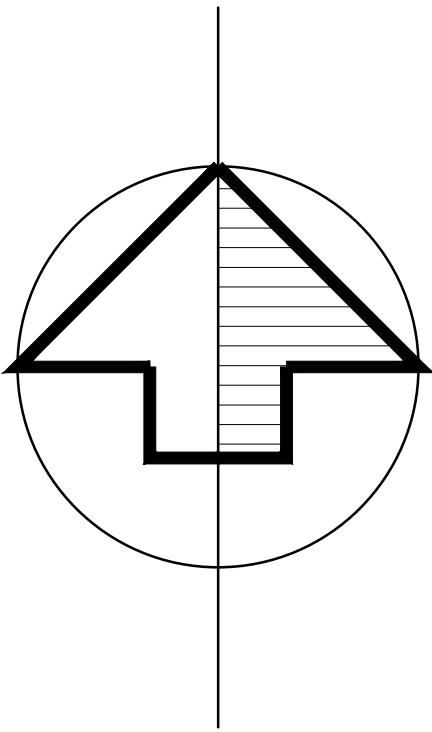
SUDS STRATEGIES, METHOD STATEMENTS AND MAINTENANCE PROGRAMME TO BE APPROVED BY LOCAL AUTHORITY SUDS APPROVAL BODY (SAB) PRIOR TO ANY DEMOLITION OR CONSTRUCTION ON SITE.



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THE USE OF SOAKAWAYS SUBJECT TO SOIL INVESTIGATION



C	REVISED TO MATCH SITE PLAN REVISIONS	21/01/19	GR
B	REVISED TO MATCH SITE PLAN REVISIONS	17/01/19	GR
A	REVISED TO MATCH SITE PLAN REVISIONS	03/12/18	GR

No.	Revision.	date	by
-----	-----------	------	----

PROPOSED DEVELOPMENT,  
C/O CHARMINSTER & LUCKAHM ROAD,  
BOURNEMOUTH,  
DORSET,  
BH9 3ET.

SUDS

scale	AS SHOWN @ A1	checked
date	NOVEMBER 2018	drawn GR
8995/306		A B C

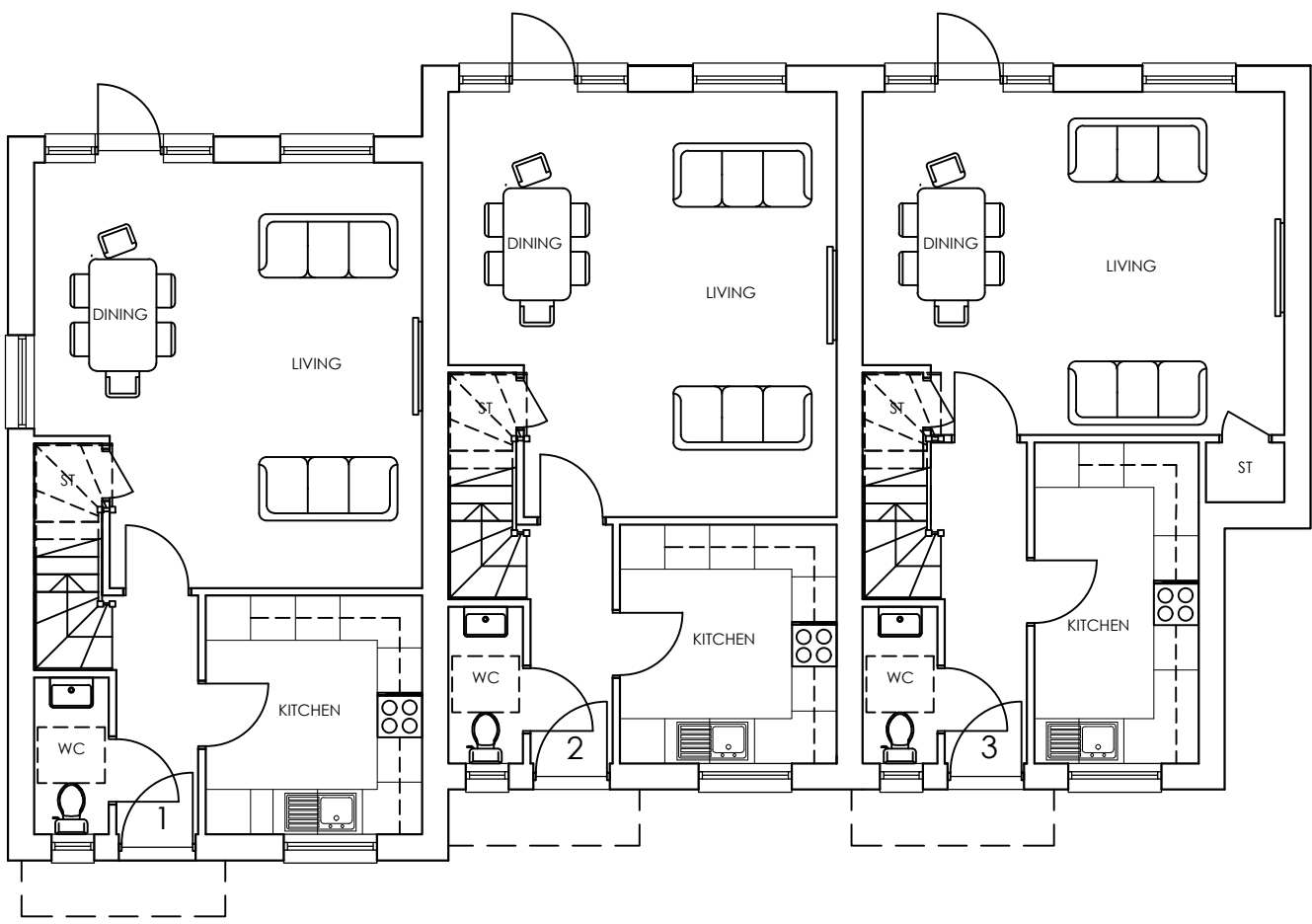
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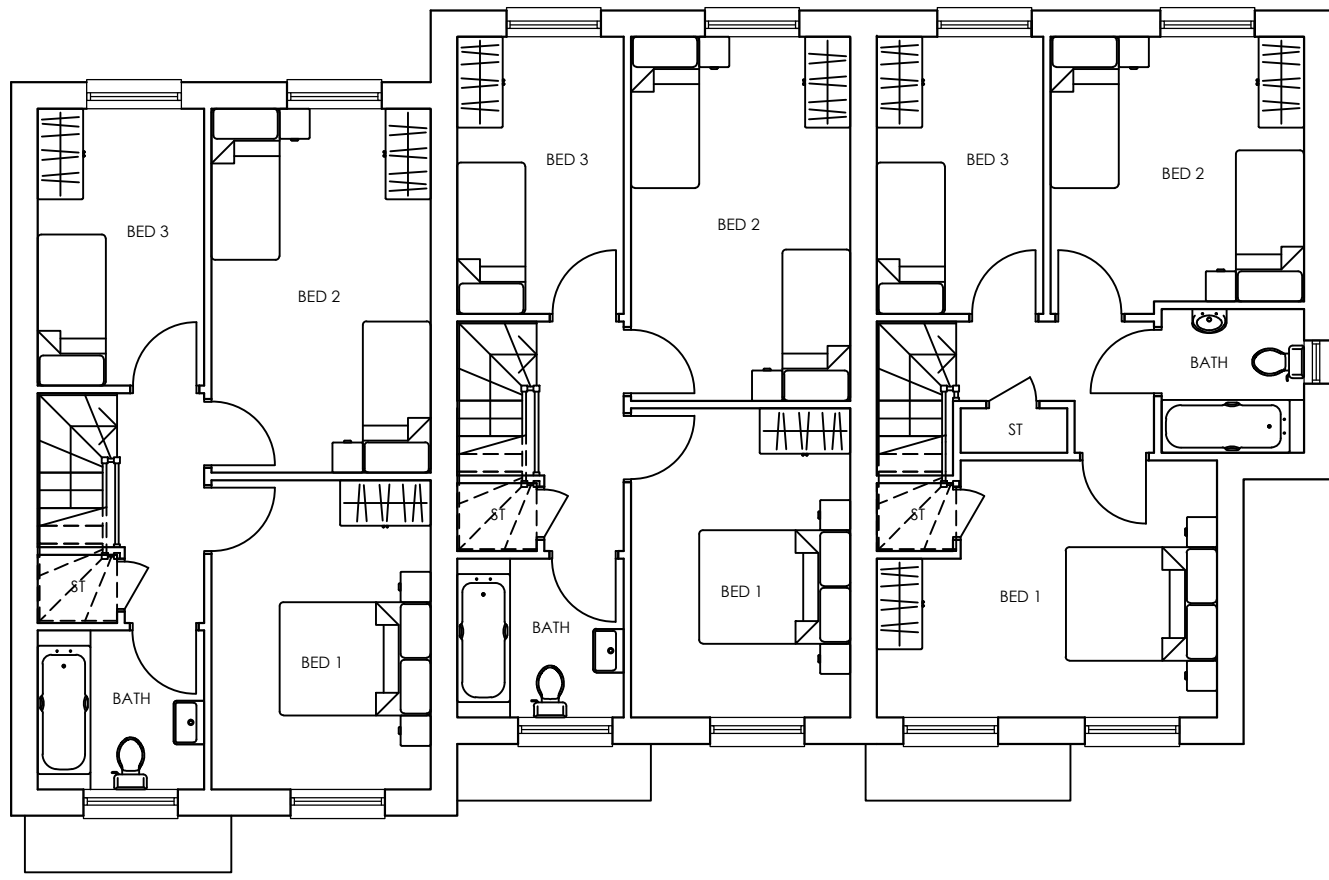
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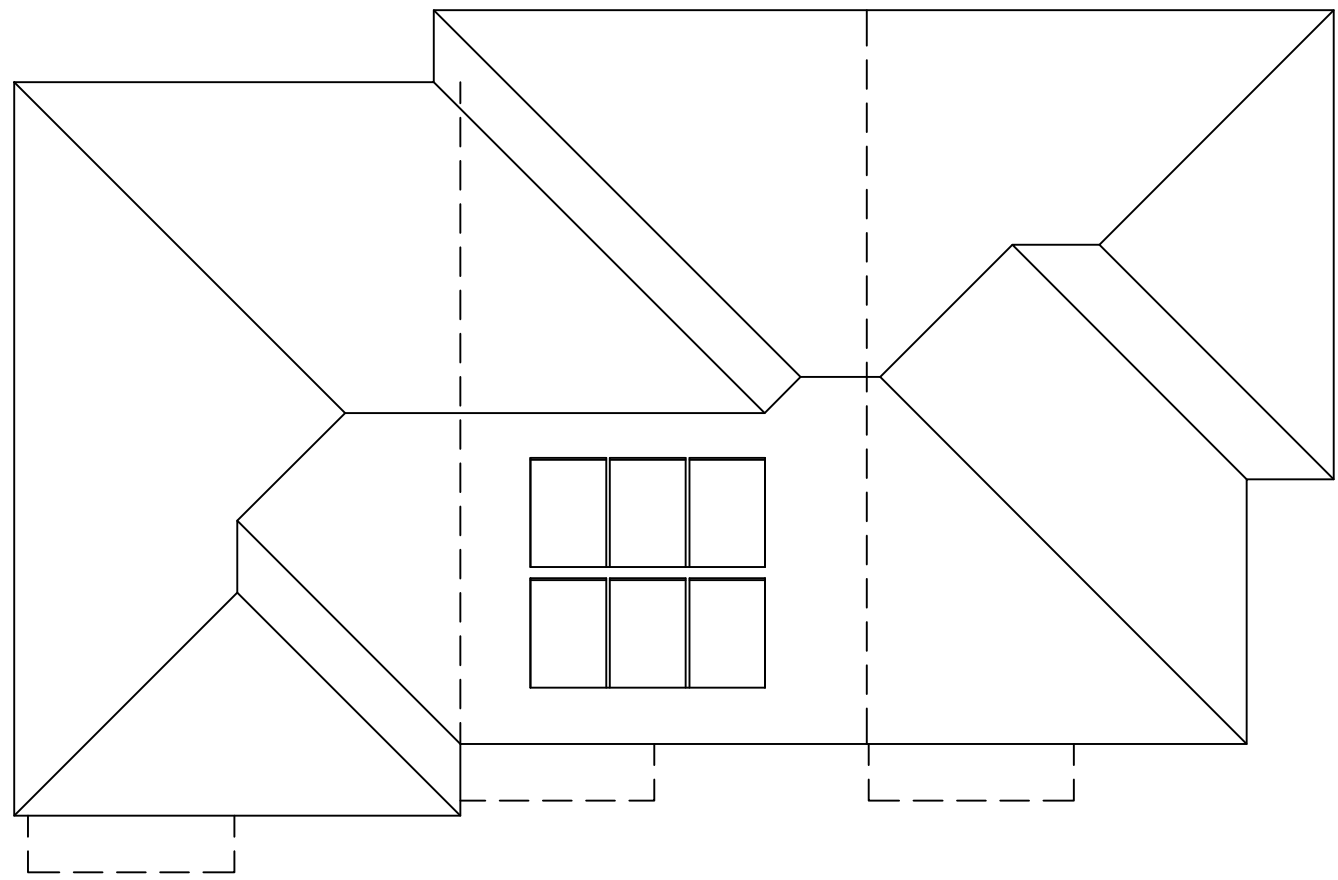




GROUND FLOOR PLAN  
1:100



FIRST FLOOR PLAN  
1:100



ROOF PLAN  
1:100

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PROPOSED MATERIALS

WALLS: BRICK / RENDER  
ROOF: CONCRETE TILES  
WINDOWS: TBC  
DOORS: TBC

SCHEDULE

UNIT	BEDS	SQ.M
1 HOUSE	3	93.6
2 HOUSE	3	93.6
3 HOUSE	3	93.6

B	PV PANELS SHOWN	21/01/19	GR
A	SIDE WINDOW ADDED TO PLOT 1, STORE ADDED TO PLOT 3, BATHROOM REVISED IN PLOT 3 & KITCHEN WINDOWS REDUCED IN PLOTS 1 & 2	03/12/18	GR

No.	Revision.	date	by
-----	-----------	------	----

PROPOSED DEVELOPMENT,  
C/O CHARMINSTER & LUCKAHM ROAD,  
BOURNEMOUTH,  
DORSET,  
BH9 3ET.

PLANS & ELEVATIONS  
PLOTS 1 - 3

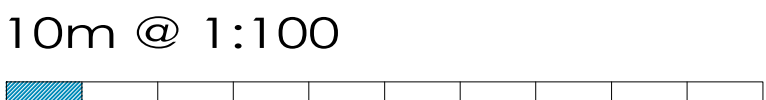
scale	AS SHOWN @ A1	checked
date	NOVEMBER 2018	drawn GR

8995/301

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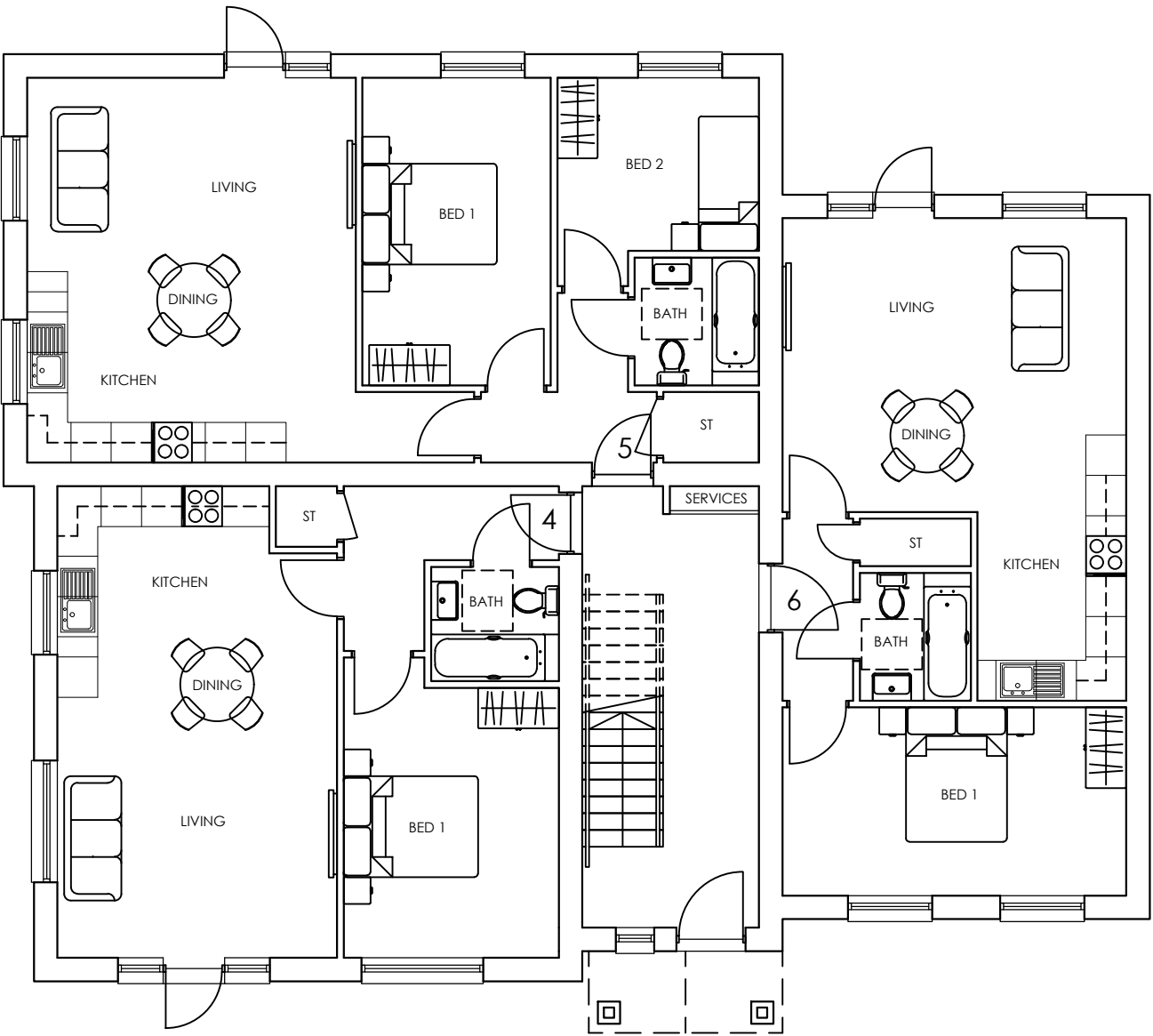
EAST ELEVATION  
1:100

NORTH ELEVATION  
1:100

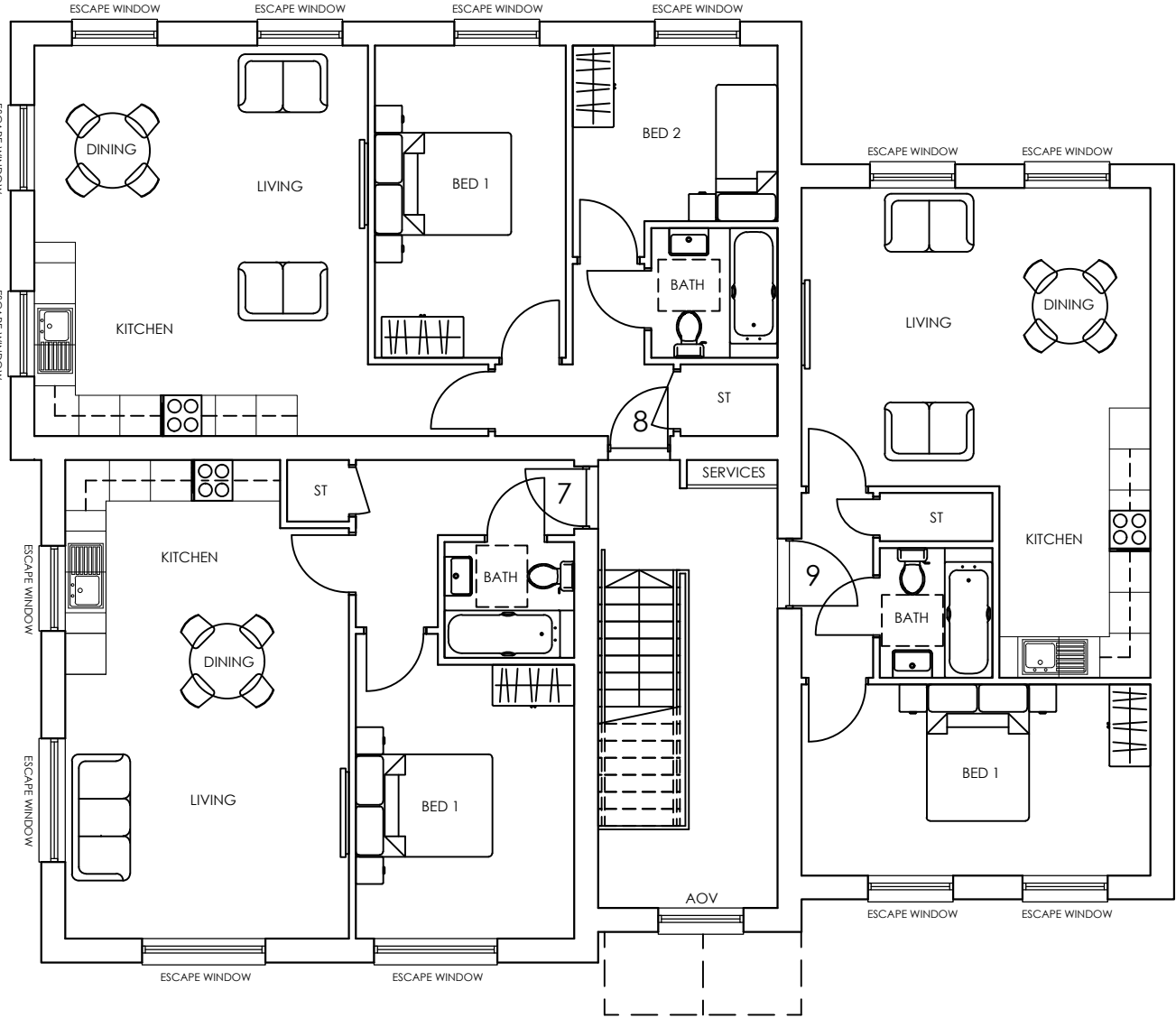


WEST ELEVATION  
1:100

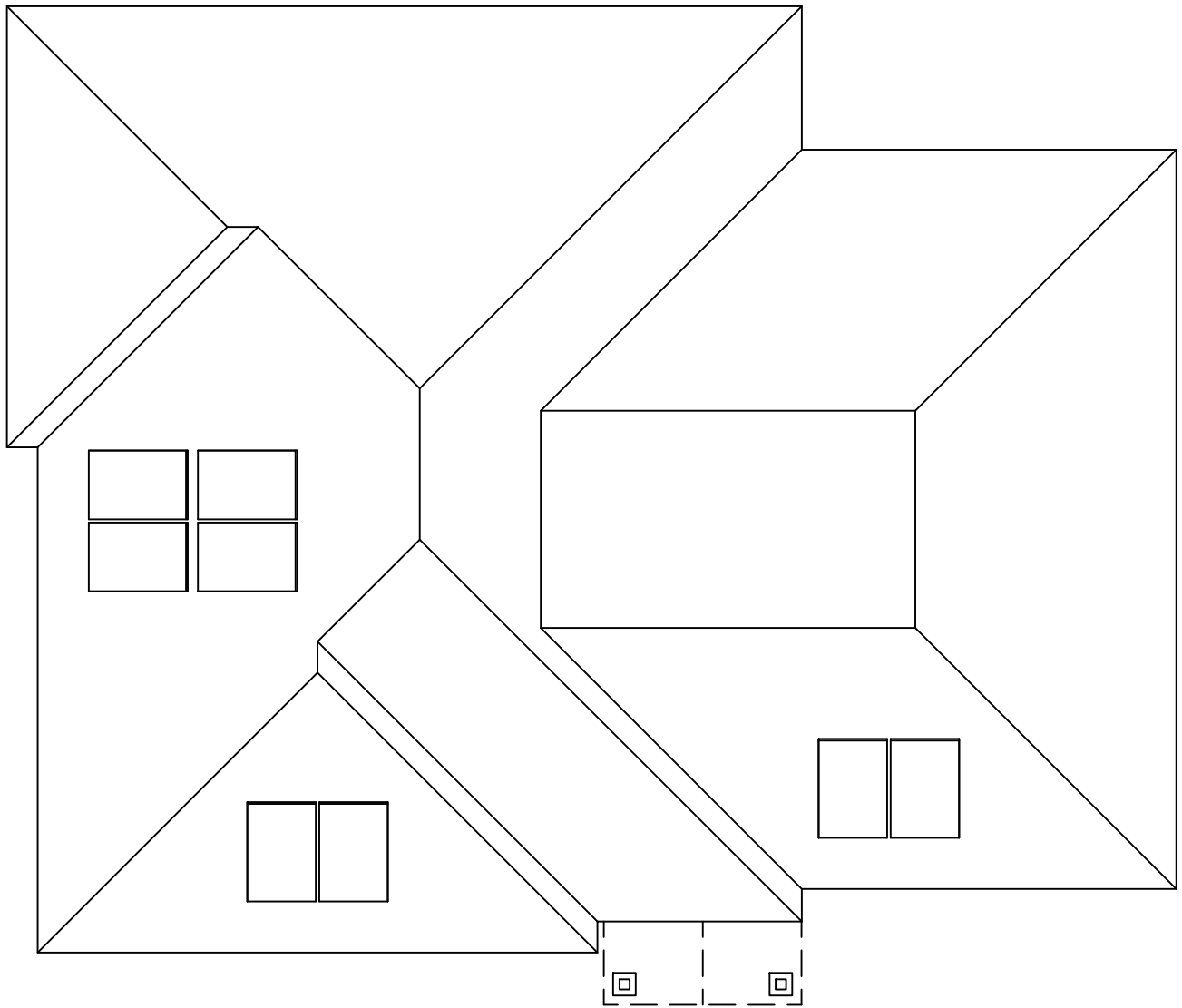
SOUTH ELEVATION  
1:100



GROUND FLOOR PLAN  
1:100



FIRST FLOOR PLAN  
1:100



ROOF PLAN  
1:100

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PROPOSED MATERIALS

WALLS: BRICK / RENDER  
ROOF: CONCRETE TILES  
WINDOWS: TBC  
DOORS: TBC

SCHEDULE

UNIT	BEDS	SQ.M
4 FLAT	1	52
5 FLAT	2	62
6 FLAT	1	51
7 FLAT	1	52
8 FLAT	2	62
9 FLAT	1	51

B	PV PANELS SHOWN	21/01/19	GR
A	FLAT ENTRANCE REVISED	17/01/19	GR
No.	Revision.	date	by

PROPOSED DEVELOPMENT,  
C/O CHARMINSTER & LUCKAHM ROAD,  
BOURNEMOUTH,  
DORSET,  
BH9 3ET.

PLANS & ELEVATIONS  
PLOTS 4 - 9

scale	AS SHOWN @ A1	checked
date	NOVEMBER 2018	drawn GR
8995/302	A B	

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## Health & Safety Assessment Tool

### Completed by

Name	Jonathan Thornton
Business Unit	Housing Development
Date	6th November 2019

Please save this document to your computer and complete by entering your responses in the boxes provided. Information about the HASAT is available on BIZ within the Corporate H&S pages. When complete please email to [health.safety@bcpcouncil.gov.uk](mailto:health.safety@bcpcouncil.gov.uk)

1	<u>Name of Project</u>
Luckham Road redevelopment, Bournemouth BH9 3ET	

2	<u>Project Number</u>

6	<u>Is this project notifiable under the CDM Regulations 2015</u>
YES	

7	<u>Aspects of the project</u> Please see the HASAT guidance template on the 2nd tab of this document.		
<u>ITEM</u>	<u>YES</u>	<u>NO</u>	<u>COMMENTS</u>
1 Risk Assessment	YES		The tender did contain a designers risk assessment highlighting any project specific risks to the contractors tendering for the work. A Construction Phase Health and Safety Plan including risk assessments and method statements will be submitted before the commencement of the construction phase.
2 Contractors	YES		In house CWT construction team will be appointed.
3 Manual Handling	YES		As part of their CDM duty the Designer will try where practicable to design the project in a manner that reduces the potential of this hazard. Before construction works commence the Principal Contractor will be obliged to submit an examples of manual handling risk assessments.
4 Fire Safety Impacts	YES		As part of their CDM duty the designer will try where practicable to design the project in a manner that reduces the potential of this hazard. Fire service was a consultee to the planning process. Fire Risk Assessment to be completed at practical completion.



5	Working at Heights	YES	As part of their CDM duty the designer will try where practicable to design the project in a manner that reduces the potential of this hazard. Before construction works commence the the Contractor will be obliged to submit a Construction Phase Health and Safety Plan which will include a risk assessments and method statements to address this hazard.
6	Accident recording	YES	Before construction works commence the the Principal Contractor will subit their arangements for incident reporting.
7	CDM Notification to the HSE	YES	The Principal Contractor will notify the HSE of the project and forward evidence.
8	Requirement of continued monitoring	YES	Before construction works commence the the Contractor will be obliged to submit their arrangements for continued health monitoring.
9	Need for specialist equipment / tools	YES	As part of their CDM duty the designer will try where practicable to design the project in a manner that reduces the potential of this hazard. Please forward a list of any specialist equipment or tools needed for the construction including risk assessments and maintenace records.
10	Exposure to hazardous substances	YES	The Designer will where practicable design the project in a manner that reduces the exposure to substances where practicable. Before construction works commence the Principal Contractor will be obliged to submit examples of COSHH assessments for substances that will be used in the construction.

8	Please provide a list of all persons, who have been consulted regarding H&S for this project
Employers Agent - Frazer Garner Associates. Principle Designer - DRP Ltd. Principal Contractor - CWT (Max Creed). Building Control - LABC	

CORPORATE HEALTH & SAFETY SECTION	
Is a 'Advanced Health & Safety Assessment' required.	
Comments from H&S Advisor	
<b>SIGN OFF BY CORPORATE HEALTH &amp; SAFETY</b>	
ASSESSED BY ADVISOR	
DATE	



## Environment Impact Checklist for all Cabinet Reports

Issue: **Luckham Road, Residential Redevelopment**  
 Meeting Date: **6<sup>th</sup> November 2019**  
 Accountable Manager: **Lorraine Mealings, Director Housing**  
 Impact Assessor: **Jonathan Thornton ☎ 01202 458347 ✉ jonathan.thornton@bcpconcil.gov.uk**

Key	
+	Balance of positive Impacts
?	Balanced or unclear impacts
-	Balance of negative impacts
n/a	Not applicable

Impact Criteria	Impact	Comments
<b>Natural resources</b> impact on use of natural resources - for example energy, water, raw materials	?	The redevelopment of this site and buildings will have a negative effect on the use of natural resources. However, as part of the demolition process, it is proposed that the masonry and concrete from the existing properties will be crushed on site and be re-used as hardcore on site.
<b>Quality of environment</b> contribution to safe and supportive environments for living, recreation and working	+	<p>A new, high quality building on this site could make a positive contribution to the quality of the environment. The development of new homes on the site will improve natural surveillance of the area, contributing to a safer environment.</p> <p>New landscaping will enhance the local environment. There is private amenity space to each of the houses and communal amenity space to the flats.</p> <p>The site is well located and there are local shops and facilities at Mallard Road and Castle Point, with a regular bus service to Central Bournemouth and Poole.</p>
<b>Bio-diversity</b> protects and improves wildlife and habitats	?	The site is currently occupied by housing. An ecological appraisal was undertaken which made recommendations to improve biodiversity within the site.

<b>Waste and pollution</b> effects on air, land and water from waste and emissions	-	This redevelopment will not result in intensified use of the site. The new buildings will be built to high energy efficiency standards of current Building Regulations for heating as well as thermal insulation.
<b>Council Priority and Objectives for Improving our Environment:</b> <ul style="list-style-type: none"> <li>• Reduce traffic congestion</li> <li>• Improve streetscene</li> <li>• Improve recycling &amp; energy management</li> <li>• Respond to climate change</li> <li>• Improve quality of existing space</li> </ul>	?	The redevelopment will not result in intensified use of the site. All properties will be provided with cycle storage and off-road parking. The redevelopment will improve the quality of the existing space and the street scene will be greatly improved. As mentioned above, existing building materials will be recycled where possible. PV panels have been included to the roof to capture the sun's energy and convert it to electricity. Triple glazing will be installed which will improve thermal comfort levels, acoustic performance and noise reduction and reduce the risk of condensation.



# Luckham Road, Bournemouth - New Build Affordable Residential Development Project Plan



RAG rating	G
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[illegible]

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