



# HOUSING AND COMMUNITY OVERVIEW AND SCRUTINY COMMITTEE AGENDA

*Scrutiny making a positive difference: Member led and independent, Overview & Scrutiny Committee promote service improvements, influence policy development & hold Executive to account for the benefit of the Community of Dacorum.*

**WEDNESDAY 27 JANUARY 2016 AT 7.30 PM**

**BULBOURNE ROOM, CIVIC CENTRE, HEMEL HEMPSTEAD**

The Councillors listed below are requested to attend the above meeting, on the day and at the time and place stated, to consider the business set out in this agenda.

S Adshead	Imarni
Banks	Mahmood (Chairman)
Bassadone	McLean (Vice-Chairman)
Conway	Silwal
Hearn	Timmis
Link	W Wyatt-Lowe
Fethney	

Co-Opted Members: M Cook, J Howard, A Horn

Substitute Members: Councillors D Collins, Howard, Clark, Ransley, Tindall

For further information, please contact Kayley Johnston on Tel: 01442 228226, or Email: [Kayley.Johnston@dacorum.gov.uk](mailto:Kayley.Johnston@dacorum.gov.uk). Information about the Council can be found on our website: [www.dacorum.gov.uk](http://www.dacorum.gov.uk).

## PART I

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**1. MINUTES**

To agree the minutes of the meeting held on 8 December 2015 which can be viewed at:

<https://democracy.dacorum.gov.uk/documents/g181/Printed%20minutes%2008th-Dec-2015%2019.30%20Housing%20and%20Community%20Overview%20and%20Scrutiny.pdf?T=1>

**2. APOLOGIES FOR ABSENCE**

To receive any apologies for absence

**3. DECLARATIONS OF INTEREST**

To receive any declarations of interest

A member with a disclosable pecuniary interest or a personal interest in a matter who attends a meeting of the authority at which the matter is considered-

- (i) must disclose the interest at the start of the meeting or when the interest becomes apparent

and, if the interest is a disclosable pecuniary interest, or a personal interest which is also prejudicial

- (ii) may not participate in any discussion or vote on the matter (and must withdraw to the public seating area) unless they have been granted a dispensation.

A member who discloses at a meeting a disclosable pecuniary interest which is not registered in the Members' Register of Interests, or is not the subject of a pending notification, must notify the Monitoring Officer of the interest within 28 days of the disclosure.

Disclosable pecuniary interests, personal and prejudicial interests are defined in Part 2 of the Code of Conduct for Members

[If a member is in any doubt as to whether they have an interest which should be declared they should seek the advice of the Monitoring Officer before the start of the meeting]

**4. PUBLIC PARTICIPATION**

An opportunity for members of the public to make statements or ask questions in accordance with the rules as to public participation

**5. CONSIDERATION OF ANY MATTER REFERRED TO THE COMMITTEE IN RELATION TO CALL IN.**

None



**Agenda item: 6**

**Summary**

<b>Report for:</b>	<b>HOUSING AND COMMUNITY Overview and Scrutiny Committee</b>
<b>Date of meeting:</b>	<b>27<sup>th</sup> January 2016</b>
<b>Part:</b>	<b>1</b>
<b>If Part II, reason:</b>	

<b>Title of report:</b>	<b>Dacorum Borough Council CCTV Code of Practice</b>
<b>Contact:</b>	Councillor Neil Harden, Portfolio Holder for Resident Services and Corporate Services.  Author/Responsible Officer Jim Guiton Community Control Centre/CCTV Team Leader, Julie Still, Group Manager Resident Services and David Austin, Assistant Director Neighbourhood Delivery
<b>Purpose of report:</b>	<ol style="list-style-type: none"> <li>1. To inform the Committee of the content of the proposed Dacorum Borough Council Code of Practice which sets out the principles that should apply to all surveillance camera systems in public places.</li> <li>2. To seek comments and feedback from the Committee</li> </ol>
<b>Recommendations</b>	1. That members note the content of the Code of Practice
<b>Corporate objectives:</b>	Clean and Safe Environment Dacorum Delivers
<b>Implications:</b>	<u>Financial</u> Within existing budgets.  <u>Value for money</u>
<b>'Value for money' implications</b>	N/A.
<b>Risk implications</b>	By implementing this Code of Practice we reducing the risk of the inappropriate use of CCTV in public spaces in the Borough.

Community Impact Assessment	Community Impact Assessment carried out as an integral part of the Code of Practice
Health and safety Implications	N/A
Consultees:	James Deane, Corporate Director, Finance & Operations Dave Austin, Assistant Director, Neighbourhood Delivery Legal services Environmental Health Housing
Background papers:	Surveillance Camera Commissioners Code of Practice. Information Commissioners CCTV Code of Practice.
Historical background <i>(please give a brief background to this report to enable it to be considered in the right context).</i>	<p>The Protection of Freedoms Act 2012 brought with it the first specific legislation relating to the use of CCTV systems by Public Bodies. The Bill introduces the requirement for a mandatory code of practice for surveillance camera systems and a new regulator the Surveillance Camera Commissioner.</p> <p>The Surveillance Camera Commissioners code of practice sets out 12 guiding principles which strike a balance between protecting the public and upholding civil liberties.</p> <p>The principles provide a coherent and comprehensive structure to enable good and transparent decision-making that will reassure the public that surveillance cameras are used to protect and support communities rather than spy on them.</p> <p>The Surveillance Camera Commissioners Code of Practice requires The Council to publish its own Code of Practice on the use of its CCTV system to enable it to comply with the 12 guiding principles.</p>
Glossary of acronyms and any other abbreviations used in this report:	CCTV – Closed Circuit Television

## Background

1. The Protection of Freedoms Act 2012 brought with it the first specific legislation relating to the use of CCTV systems by Public Bodies. The Bill introduces a mandatory code of practice for surveillance camera systems and a new regulator the Surveillance Camera Commissioner.
2. The Surveillance Camera Commissioners code of practice sets out 12 guiding principles which strike a balance between protecting the public and upholding civil liberties.

3. The 12 Guiding Principals are:-
  - i. Use of a surveillance camera system must always be for a specified purpose which is in pursuit of a legitimate aim and necessary to meet an identified pressing need.
  - ii. The use of a surveillance camera system must take into account its effect on individuals and their privacy, with regular reviews to ensure its use remains justified.
  - iii. There must be as much transparency in the use of a surveillance camera system as possible, including a published contact point for access to information and complaints.
  - iv. There must be clear responsibility and accountability for all surveillance camera system activities including images and information collected, held and used.
  - v. Clear rules, policies and procedures must be in place before a surveillance camera system is used, and these must be communicated to all who need to comply with them.
  - vi. No more images and information should be stored than that which is strictly required for the stated purpose of a surveillance camera system, and such images and information should be deleted once their purposes have been discharged.
  - vii. Access to retained images and information should be restricted and there must be clearly defined rules on who can gain access and for what purpose such access is granted; the disclosure of images and information should only take place when it is necessary for such a purpose or for law enforcement purposes.
  - viii. Surveillance camera system operators should consider any approved operational, technical and competency standards relevant to a system and its purpose and work to meet and maintain those standards.
  - ix. Surveillance camera system images and information should be subject to appropriate security measures to safeguard against unauthorised access and use.
  - x. There should be effective review and audit mechanisms to ensure legal requirements, policies and standards are complied with in practice, and regular reports should be published.
  - xi. When the use of a surveillance camera system is in pursuit of a legitimate aim, and there is a pressing need for its use, it should then be used in the most effective way to support public safety and law enforcement with the aim of processing images and information of evidential value.
  - xii. Any information used to support a surveillance camera system which compares against a reference database for matching purposes should be accurate and kept up to date.
4. To assist the Council in complying with the above guiding principles it is recommended that we publish our own Code of Practice – see appendix 1.
5. This code will help to demonstrate a robust operating environment with the additional benefit of reassurance to the public that Dacorum Borough Council's

CCTV system is operated responsibly and effectively, and the likelihood of any breach of individual privacy is greatly reduced.



























































## Agenda item: 7

### Summary

Report for:	Overview and Scrutiny Committee
Date of meeting:	27 January 2016
Part:	1
If Part II, reason:	

Title of report:	<b>TENANCY SUSTAINMENT TEAM UPDATE</b>
Contact:	Cllr Margaret Griffiths – Portfolio Holder for Housing Fiona Williamson - Property and Place Group Manager Layna Carman - Tenancy Sustainment Team Leader
Purpose of report:	<ul style="list-style-type: none"> <li>To update the committee on the progress of the Tenancy Sustainment Team since introduction in November 2014</li> </ul>
Recommendations	<ul style="list-style-type: none"> <li>For information only</li> </ul>
Corporate objectives:	Affordable Housing
Implications:	<u>Financial</u> There are no financial implications on this report
'Value for money' implications	<u>Value for money</u> Value for money opportunities can be found through support of the Tenancy Sustainment team
Risk implications	This report is for information only
Community Impact Assessment	This report is for information only



Health and safety Implications	There are no health and safety implications associated with this report
Consultees:	This report is for information only
Background papers:	Housing Strategy 2013 - 2018 Vulnerable Persons' Strategy 2014 - 17
Glossary of acronyms and any other abbreviations used in this report:	TST – Tenancy Sustainment Team TSO – Tenancy Sustainment Officer

## 1. Background

The Tenancy Sustainment Team was established at the end of 2014, alongside the introduction of the Vulnerable Person Strategy. A new Team Leader post was created and brought 4 officer and 2 surveyor roles together in one team which sits in Property and Place.

The aim of the team is to meet some of the challenges experienced by the various Housing teams when dealing with complex households. This includes targeting those who are at most risk of failing their tenancy, have multiple issues in the home and are particularly vulnerable – so unable to protect themselves from harm or disadvantage.

The TST take a holistic approach to look at the whole home and household to get to the bottom of issues and create a support plan based around the needs of the tenant. This often includes working with external agencies and partners to access any resources that may be available.

The objectives of the team include:

- Reduce risk of eviction or people wanting to leave their home
- Increase payment of rent
- Improve condition of our homes
- Improve our tenants health and wellbeing
- Encourage increase in employment and education
- Build sustainable communities

## 2. Team Update

2.1. Following recruitment of the Tenancy Sustainment Team Leader it was quickly identified that a Lead officer was required to manage the referral process and support team members. The sensitive nature of cases and workload has enabled the Team Leader to focus on introducing necessary processes and the strategic direction of the team while ensuring support and guidance was still given to the officers and surveyors.

2.2. The demand on the service and number of cases referred to the team has continued to increase over the past 12 months. The vacancy of a Tenancy Sustainment Surveyor post in mid 2015 was filled by a Tenancy Sustainment Officer on a

secondment basis. This is to review the resources required before considering the long term service need.

### 3. Performance Outcomes

4 Key Performance Indicators have been recorded for the team from April 2015. These look at total cases managed every month, case closure reasons, level of arrears at end of support and if someone is still sustaining tenancy 6 months after case closure.

- Currently 105 households are being supported by the TST. Over 160 tenants in total have been supported since 1<sup>st</sup> April 2015
- 28 out of 29 cases that have been closed since April 2015 are still managing their tenancy 6 months after case closure, with only one leading to an eviction. Each eviction can cost DBC up to £5000, as identified by Shelter, leading to a significant saving by helping tenants to sustain their homes.
- From 1<sup>st</sup> April 2015, rent arrears of those supported by the TST have reduced by £17,525 between the period when tenants started and finished support from the team.

Tenants have been given guidance on entitlement to unclaimed benefits which has led to over £7000 of additional income for tenants. Additionally over £10,000 of debt has been cleared through support to challenge unfair fines, charges and applications of Debt Relief Orders. Increased funds have enabled tenants to pay for household bills and reducing stress and anxiety.

Tenancy Sustainment Surveyors have been involved in 93 cases since the introduction of team. Carrying out full property inspections and acting as one point of contact for tenants, ensures that the person and the property are jointly considered which has improved outcomes.

- Many major works including kitchen and bathroom upgrades, disabled adaptations, electrical upgrades and energy efficiency works have been completed where tenants have refused access previously.
- Joint visits with Housing Officers has encouraged other officers and tenants to report and chase up repairs reducing longer term damage to homes
- Coordinating with contractors on behalf of tenants with mental health and other complex needs has ensured works are tailored to their needs to cause less disruption and anxiety to tenants, ensuring successful completion
- Follow up visits to those supported by the team who are experiencing damp and condensation has enabled better understanding and longer improvements to the condition of the property.

Support has been given tenants to encourage them to downsize or move to more suitable properties. Additionally officers have liaised with GPs to get confirmation of overnight carers in line with Housing Benefit policy to remove single person subsidy (bedroom tax)

A local company has been identified who provide support and clearance for tenants with hoarding disorder. So far with the use of grant funding we have engaged them with one tenant where over 20 bags have already been cleared from the property.

Tenants who had been supported by the team were invited to take part in a consultation to gather feedback about the service. Overall tenants were very positive about support they were provided and some of the quotes are below:

*“They got me out of depression & helped me get the flat in a liveable state. They helped get to doctors etc, did more than I expected. I’ve got my life back on track”*

*“I didn’t think to contact Council within housing service until she knocked due to not paying rent, I feel completely supported”*

*“I needed a kick up the back side. They are compassionate, understanding and personable skills are next to none”*

*“At the start it was near impossible as I find it difficult to open up about things. They made me feel comfortable & now I find it much easier to open up”*

*“She has helped me, talks to me and listens to me. If she wasn’t for her I wouldn’t be here now”*

These tenants also offered to hold a social gathering to share their experience with others that might be going through the same issues. Going forward a peer support system will be introduced to further promote independence of those who have been supported by the team.

#### **4. Case Studies**

*Support was given to a tenant who, following a relationship break down, had a serious accident and sustained injuries so was no longer able to work. He was very depressed and had attempted to end his life. He was supported to access his GP and regularly attend appointments at a pain clinic to reduce dependence on pain medication. He was assisted to apply for disability benefits which increased his weekly income allowing him to improve his home, increase heating use, pay for taxi’s to get to appointments and increase social activities making him feel less isolated. He was also encouraged to make contact with family and while he still has difficult days he has said that the support of the officer has made a huge impact on his life.*

*Following the death of a tenant, an ex-partner moved back into the home to look after their children plus hold the tenancy on behalf of her eldest son who was under 18. The home was in a very poor condition and the case officer liaised with external agencies to support the children with their bereavement. Additionally they completed*

*urgent repairs, applied for Housing Benefit and gave budgeting assistance. When the eldest son turned 18 he was abandoned in the property and the officer assisted him to move to a supported housing scheme rather than take on a general needs tenancy that he would struggle to sustain. Since this move he has already made friends and started an apprenticeship and is gaining life skills to manage a tenancy.*

*Following a leak into a neighbouring property, a serious hoarding case was identified. No repairs or major works had been completed for a number of years and every room of the 1 bed flat was full from floor to ceiling with items. While very reluctant initially, over 10 months trust was built and he was supported to sort through and clear items. The fire risk was considerably reduced and major works were completed including balcony and door improvements, removal of polystyrene tiles from the ceiling, an electrical rewire and new bathroom. We are now working to ensure the clutter does not increase again and get support from the Community Mental Health Team before continue with further improvements to his windows and kitchen.*

## **5. Additional Projects**

Alongside the daily case work of the Tenancy Sustainment Team, pre-tenancy training sessions are run by Tenancy Sustainment and Welfare Support Officers. Over 108 home seekers have attended since this was introduced. This helps prospective tenants prepare for moving into a council home so they can be prepared and understand their tenancy responsibilities as well as manage their expectations of what they get with the home and time scales in moving in. These sessions are currently being reviewed with input from various housing teams and new outcomes for attendees will be recorded.

Following from research for the Young Persons Housing Strategy, an application was made for funding from the Public Health District Officer. A provisional award has been made for over £32,000 for a project to target tenants in high deprivation and poverty areas that meet certain triggers we know have an impact on ability to sustain a tenancy. Once formally approved this will fund 2 posts for 9 months starting in April 2016.

## **6. Challenges faced**

Officers joining the team from existing posts were very unsure of the remit of the TST and how they fitted into the wider housing service. This was echoed by other departments and this had a negative impact on morale for the initial few months. Regular team meetings, an away day, introducing procedures and a team plan were crucial to bringing the team together and making officers feel confident in their new posts. A coffee morning was held at the Civic centre and in the Osborne offices and this was followed by attendance at various team meetings, encouraging joint visits and shadowing. Overall the team has established itself well within the housing service and will continue to identify any uncertainty through lead officer catch ups and team meetings.

The need for increased training was immediately identified with officers who had previously focused purely on debt/money advice, having to widen their knowledge base. Additionally the whole breadth of support issues from drug/alcohol, mental health, self-harm, hoarding, family interventions etc has required a base knowledge of some of the complex issues tenants will experience. Training courses have been accessed from Herts County Council or joint working with community groups to reduce financial implications of this. Where this has not been possible, partnerships with other teams have helped share costs and resources.

There was concern from some teams that establishing the TST in Property and Place would create too much distance from the Tenancy and Leasehold teams. Integration with all teams under all 3 Group Managers has insured that the TST are involved in all processes across the life of a tenant and equally work with all teams irrelevant of group. There have been considerable benefits to this approach with the TST having a wider focus on the physical attributes of the home as much as the tenant inside bringing a more holistic approach to their work.

It has been very difficult to record and evidence outcomes of the team. This was expected as standard KPI's can only capture limited information and can't identify what changes were directly as a consequence of the support and not from other teams or agencies. The IT system used for support planning has made recording case work and outcomes difficult and an upgrade has been delayed by almost a year. Implementation is in partnership with all supporting teams in Housing so more effective outcomes will be captured from April 2016.

The main contractors Osborne and Sunrealm regularly were visiting homes where they felt the tenant may need some support. While these were often fed through to an officer of the council no formal process was in place. Concern Cards were introduced and since October 2015 over 21 have been received and dealt with by a combination of teams. Feedback is provided to the contractors where appropriate to encourage further reports. These have helped us be more proactive and allow earlier contact to be made.

## **7. Summary**

The introduction of the TST has enabled the Housing Service to have designated case workers for the most complex households. The initial months proved challenging to clearly establish the role and remit of the team within the existing housing structure, however the service has quickly adapted and very few referrals are refused with officers understanding how the team can support tenants.

Clear improvements can be demonstrated of tenants who have engaged with the team with tenants helped to increase their income, reduce rent arrears and overall sustain their tenancies. However, more robust outcome monitoring needs to be introduced to evidence the wider benefit of this service.

There will continue to be further challenges over the coming years with more tenants housed with vulnerabilities and an increase of existing tenants adjusting to welfare benefit changes. The remit of the team will be monitored to ensure the resources are focussed where the most benefit can be provided.



## AGENDA ITEM: 8

### SUMMARY

Report for:	<b>Housing and Communities Overview and Scrutiny Committee</b>
Date of meeting:	<b>27<sup>th</sup> January 2016</b>
Part:	<b>I</b>
If Part II, reason:	

<b>Title of report:</b>	<b>Housing Development Update</b>
Contact:	Margaret Griffiths, Portfolio Holder for Housing Julia Hedger, Strategic Housing Group Manager
Purpose of report:	To provide an update on the Council's New Build Programme.
Recommendations	1. That the progress on the new build programme be noted
Corporate Objectives:	Affordable Housing
Implications:	<u>Financial</u>  Relevant financial information is contained within the project update.  <u>Value for Money</u>  'Value For Money Implications' This will be achieved through a successful procurement programme.
Risk Implications	Risk Assessment completed within the New Build Project Initiation Document (PID).  A risk assessment is completed for each site by the Employers Agent
Equalities Implications	Equality Impact Assessment completed within the New Build PID/Housing Strategy
Health And Safety	Each scheme will have in place a Principal Designer as

Implications	required under the Construction Design and Management Regulations. Contractors are required to comply with the Council's H&S policy along with Considerate Constructors requirements.
Monitoring Officer/S.151 Officer Comments	<b>Monitoring Officer: S.151 Officer</b>
Consultees:	Mark Gaynor, Director of Housing & Regeneration Elliott Brooks, Assistant Director - Housing Richard Baker, Group Manager, Financial Services Andrew Linden, Team Leader, Commissioning, Procurement & Compliance
Background papers:	HRA Business Plan November 2015
Glossary of acronyms and any other abbreviations used in this report:	CDA Herts - Community Development Action Herts

## 1. Introduction

- 1.1 Dacorum Borough Council's Development Strategy - New Council Homes 2013-2020 '**Building for the Future**' was approved by Cabinet in December 2013 and sets out the Council's ambitious plans for the Council New Build Programme. The Council completed the first three new build developments in Summer 2015.
- 1.2 This report provides an update to H&C OSC on the progress of the current planned development programme.

## 2. Able House, Figtree Hill, Hemel Hempstead

- 2.1 The Council received planning permission to develop 14 new homes at Able House, Figtree Hill in June 2015. This has involved the demolition of the former office block and is on a site in the heart of the Old Town. The proposed works consist of the design and construction of 14 two-bedroom flats.

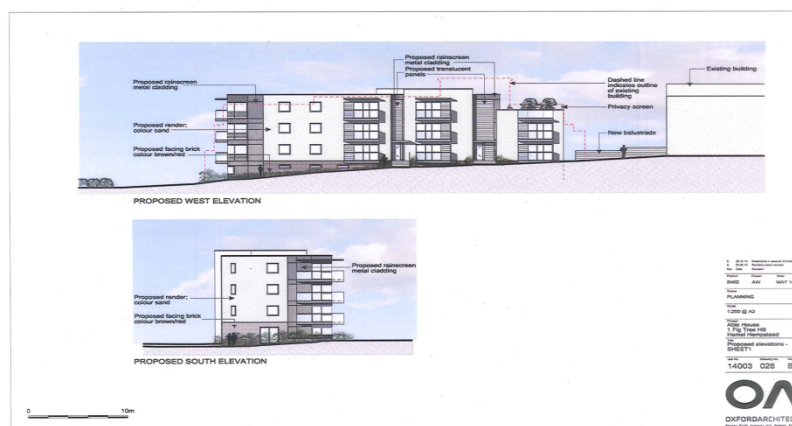


## 2.2 Procurement process

- 2.2.1 The tender documents for the appointment of the main contractor at Able House were issued in July 2015. The tender route followed was a one stage open tender in line with the Council's Procurement Standing Orders. The proposed development would be built in accordance with the planning application ref: 4/00779/15/MFA.
- 2.2.2 Each invite to tender (ITT) return has been scored in line with the scoring methodology set out in the ITT documentation. The scoring was completed by the Housing Development Team and the Council's Employers Agent (John Lester Partnerships).
- 2.2.3 The form of contract for this appointment will be an amended Joint Contract Tribunal (JCT) 2011 Design and Build Contract, as provided by Eversheds in their capacity as legal advisers for the Council's New Build Programme. A draft copy of this contract was included in the ITT documentation.
- 2.2.4 A Design and Build Contract was selected as the Council are able to establish the financial commitments prior to works commencing, providing that changes are not introduced during the project.

## 2.3 Tender returns

- 2.3.1 The Council received nine tender returns. The level of tender returns received indicates that a competitive level of tendering was achieved.
- 2.3.2 A financial assessment was carried out by the Council's Finance Department based on the bidders set of accounts (last 3 financial years) and a credit reference report.
- 2.3.3 In November 2015 Cabinet approved the award of the building contract to the successful bidder Taylor French. The first site meeting will take place at the end of January 2016.



- 2.3.4 Estimated Timescales:
- Start on site – March 2016
  - Estimated practical completion – March 2017

## 3. Wood House, Maylands Avenue



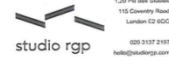
- 3.1 Situated in the Heart of Maylands this development project will form an important part of the regeneration of the overall area. This is the largest project to date in the new build programme with initial plans for a 75 unit development, 40x1 bedroom flats, 35x2 bedroom. The Council appointed RG&P as architects in February 2015. The architects submitted a scheme to planning in September 2015. The development will provide 75 units, 34 shared ownership and 41 social rented.
- 3.2 During the planning application process further discussions have resulted in a slight amendment to the scheme with potentially another 4 flats added to the scheme. The architect is currently redesigning the scheme and the latest plans will be available in hard copy at the H&C OSC meeting for information.
- 3.3 The shared ownership flats may change tenure to the new low cost homeownership scheme, further details are due to be released by the Government in the next few months. The current plans are to enable first time buyers to purchase a property at a 20% discount from the open market values. Further updates will be provided to the Committee and Cabinet in due course. The possible change in tenure does not affect the design or construction of the building.
- 3.4 The scheme is expected to be presented to the Development Control Committee at the end of February 2016.
- 3.5 The Wood House site is in the Heart of Maylands and on a very prominent corner site of Maylands Avenue and Wood End Lane. The Masterplan for the Heart of Maylands, now incorporated into the Council's planning policies, encourages the introduction of new homes but requires an employment or commercial use at ground floor level. Initially it was presumed that this would be a retail outlet but this has been rejected for the following grounds:
- Potential conflict between the retail usage and residents reasonable expectations
  - A retail development already confirmed on the site opposite
  - A retail study suggesting that this use may not be viable
- 3.6 The alternative use of office provision has been selected as being most appropriate and likely to produce a reasonable return based on a report commissioned by the Council (Retail and commercial needs and demands review of the Heart of Maylands - 2014) as part of the pre-development assessment. The preference is that it be developed as an extension of Maylands Business Centre for small serviced office on the same terms and conditions that apply at the Maylands Business Centre itself. The offices at the business centre are all occupied and there is a waiting list of 8 companies seeking space. This indicates a real demand for space of this type. The provisional business plan indicates that it would make a surplus within six months of operation and thereafter. This would continue to be applied to economic development purposes as with the existing arrangement.
- 3.7 The potential for a market interest has also been explored by the Council's Commercial Property team. As designed (13 small offices with shared reception and meeting room) it could attract up to £25 psf (slightly higher than the £22 psf charged by the business centre). There is concern that the restricted number of dedicated parking spaces would limit the occupation levels and it would be very unlikely that all of the units would be taken. A check has been made as to whether there would be any interest in letting it as a single space but the conclusion is that the combination of parking restriction and the nature of the building shape would preclude this.

- 3.8 This commercial aspect would be General Fund. The costs of development and fit out of this element will be included in a bid to the Herts LEP for match funding (this is only likely to be supported as business incubation space as part of Maylands Business Centre and not as market letting).
- 3.9 The current indicative cost to fit out the business units is in the region of £500,000 and the current estimated cost of the business units shell is £862,000. The current estimate of overall build cost for this development is just over £10m though this will be updated as the project develops.
- 3.10 In November 2015 Cabinet approved for the ground floor employment space be developed as an extension of the Maylands Business Centre. The Business Centre business plan will be developed in due course and brought back to Cabinet as part of a future update.
- 3.11 The Council is just about to go out to tender for the building contractor for this scheme.



Perspective View from Maylands Avenue & Wood Lane End Junction

Notes:	Revision:	Date:	Project:	Drawing:	1:20 P&B Site Studies
			Wood House, Maylands Avenue, Hemel Hempstead	L4131 05A	115 Cleverly Road
			Client:	Dacorum Borough Council	London E2 6EG
			Sheet:	Proposed External Perspectives Sheet 01	
			Date:	14.04.2015	
			Drawn:	GG	
			Checked:	TH	



- 3.12 Estimated Timescales:
- Start on site – October 2016
  - Practical completion – March 2018

#### 4. Further project updates

##### 4.1 London Road, Apsley

36 residential and 2 retail units, 13x1 bedroom flats, 23x2 bedroom flats

- 1.1.2 The ground works started on site in January 2015, and the scheme is forecasted for completion by April 2016 and is progressing well.

- 1.1.3 The Council has received a loss and expense claim (in line with the Build Contract with Hills) which was due to a delay in the removal and decommissioning of the existing substation and relocation of supplies to the new substation.



- 1.1.4 Estimated Timescales:
- Practical completion – April 2016

**3.2 Elizabeth Court, Queen Street, Tring**  
5 unit development, 1x3 bedroom house, 4x2 bedroom flats

- 3.1.2 Planning permission was obtained in February 2015 for the development of five units. The Council appointed Modplan as the main contractor in July. The existing buildings on the site have been demolished and building work has commenced.



- 3.1.3 Estimated Timescales:
- Practical completion – August 2016

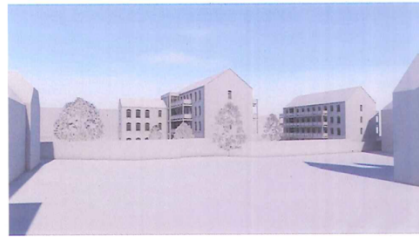
**3.3 Stationers Place, Apsley, Hemel Hempstead**  
31 unit development, 10x 1 beds & 21x 2 beds

- 3.3.1 The Council received pre-application advice for a scheme of 31 units in July 2015. A formal response was issued and the architect revised the drawings based on this response. A full planning application was submitted in October 2015 after completing a revised flood risk assessment and a Hydraulic Modelling exercise as requested by

the Environment Agency and our specialist consultant. The application is due to be considered by the Development Control Committee in February 2016.



Perspective View from London Road Looking North-East



Perspective View from Stationers Place Looking West



Perspective View Looking to the Rear Elevation of Buildings A



Perspective View Looking from Grand Union Canal

FOR PLANNING

Notes:	Revisions:	Date:	Project:	Drawing:	Date:	1:20 P4 Site Studies						
			A development at Stationers Place, Abbeley	L4577 015A		115 Coventry Road						
			Client:	Dacorum Borough Council	Scale:	@ A3	London EC2G 5GG					
			Sheet:	Perspective Visuals Sheet 1	Drawn:	GD	Checked:	TH	25-03-2015	studio rgp	020 3107 2107	info@studiorgp.com

### 3.3.2 Estimated Timescales:

- Start on site – September 2016
- Practical completion – October 2017

## 3.4 Martindale School, Boxted Road, Hemel Hempstead, HP1 2QS

3.4.1 The Council purchased the site from Hertfordshire County Council in May 2015. The scheme had already received outline planning permission for 43 units in February 2015. The Council appointed PCKO as architects in October 2015. PCKO are further developing the scheme designs to potentially increase the number of units to be provided on the site; the tenure mix is still to be determined. Hard copies of the latest plans will be available for the committee meeting for information.

3.4.2 Martindale School had not been occupied for several years and the building was in poor condition. In order to mitigate health and safety issues the Council needed to demolish the existing buildings. The Council appointed DSR as the demolition contractor in October 2015. Demolition works started on site in October and were completed before Christmas.

3.4.3 The Council tendered for an Employers Agent for this scheme in Autumn 2015. Three were invited to interview with the contract being awarded to Welling Partnership.



- 3.4.4 Current estimated timescales:
- Start on site – July 2018
  - Practical completion – December 2019

### 3.5 Swing Gate Lane

11 unit development - 6X1 bedroom flats, 3X2 bedroom flats and 2X2 bedroom houses.



3.5.1 Planning permission for an 11 unit development was granted in June 2015. The Council are currently in the process of purchasing the site from a private developer with the completion of the sale expected by March 2016.

3.5.2 The Council is just about to go out to tender for the building contractor for this scheme.

3.5.3 Estimated Timescales:

- Appoint an employers agent – Summer 2015
- Start on site – Spring 2016
- Practical completion – Spring 2017

#### 4.0 Proposed future development programme

The table below shows in summary the future schemes in the New Build Programme and the predicted timescales to deliver these schemes.

<b>Scheme</b>	<b>Scheme details</b>	<b>Start date</b>	<b>Practical completion date</b>
Aspen Court, Apsley	36 social rented units.	January 2015	April 2016
Queen Street, Tring	5 social rented units.	October 2015	July 2016
Longlands Hemel Hempstead	6 social rented (roof top development on existing block)	November 14	December 15
Able House, Old Town Hemel Hempstead	14 social rented units.	March 2016	March 2017
Wood House – Hemel Hempstead	75 units consisting of 41 social rented and 34 shared ownership units.	October 2016	March 2018
Stationers Place, Apsley	31 social rented units.	September 2016	October 2017
Martindale school, Hemel Hempstead	Around 70 units consisting of 35 social rented and 35 market sale units.	July 2018	December 2019
Swing Gate Lane, Berkhamsted	11 social rented units.	May 2016	April 2017

The current assumption is that the development of Council homes would cease after 2019/20 to due financial restrictions. This situation will be subject to annual review.

**9. EXCLUSION OF PUBLIC**

To consider passing a resolution in the following terms: That, under s.100A (4) of the Local Government Act 1972 Schedule 12A Part 1, as amended by the Local Government (Access to Information) (Variation) Order 2006, the public be excluded during the items in Part II of the Agenda for this meeting, because it is likely, in view of the nature of the business to be transacted, that if members of the public were present during these items there would be disclosure to them of exempt information relating to: