

Committee: Community & Leisure
Date: 7 September 2004
Agenda Item No: 4
Title: Museum Resource Centre Project
Author: Carolyn Wingfield (01799) 510333 and Sarah McLagan (01799) 510560

Summary

- 1 This report advises members of progress and estimated costs for the project to replace the Museum's existing off-site store with a purpose-built Resource Centre, improve access to all collections and develop an outreach programme for new audiences, as outlined in the previous report to this Committee on 23 February 2004. It requests that the Committee decide whether to allocate capital funding as the Council's contribution to matching funding.

Background

- 2 Provision of adequate space to house all the collections has long been an issue for the Museum Service. The current off-site store at the Newport Depot was acquired in 1993 as a short-term solution when collections had to be removed from the Town Hall Attics and Audley End Stables, however lack of capacity and other problems now make its replacement a matter of priority for the continued functioning of the Museum Service. At the same time, pressure has been growing both within the museum sector and from rising public expectations, that *all* collections should be more accessible and used to better effect.
- 3 Development of the Resource Centre project was central to the *Museum Service Strategic Plan 2001-2004*, following from extensive discussion and analysis of the Service's position, needs and opportunities for development. A purpose-built Resource Centre on the Council's depot has been identified as the only feasible solution, and also the most cost-effective. Preliminary discussions with the Heritage Lottery Fund have assisted with the evolution and refinement of the project, in anticipation of an application for a significant grant early in 2005.

The Need for the Resource Centre

- 4 The new building is described as a Resource Centre, not a store, because the collections are there to be actively used and consulted as a heritage resource. The need to replace the off-site store at Newport is due to several factors:
- (a) Lack of capacity and environmental control, and poor levels of facilities and access for staff and researchers. Its construction (asbestos cladding) is not up to the standards recommended for museum premises (condemned by Museums & Galleries Commission's Museums Security Advisor in 1997). Three floods in 2001-02 have added to the problems, the last having cost £2,000 in staff time to clear up.
 - (b) Recent and ongoing developments in the district, from Stansted Airport, road, schemes, gas pipeline and housing, are producing large and important archaeological archives, which need to be housed and made available to the public. Local history and natural history collections also need updating to reflect changes in the district and its environment.
 - (c) Rising standards in museums and in expectations from the public require all collections to be made more accessible, either through direct contact (research or outreach) or remotely, through the internet. Physical access in the current store is generally poor and most of its contents need cataloguing on computer.
 - (d) Some rationalising of collections between the Museum and Resource Centre, and the ability to reduce congestion in some awkward storage spaces at the Museum, would facilitate more efficient working arrangements and collections management.

Choice of Site

- 5 Extensive investigation of possible sites for the Resource Centre during 2001-03 led to the re-evaluation of Newport Depot and a purpose-built building there as the most cost-effective and only viable option (see Appendix). A new building with higher floor level and better standard of construction would overcome the risk of flooding, and moving the site of the Resource Centre to the front of the Depot would solve other problems associated with its location, as well as benefiting Depot operations and improving the view for local residents.
- 6 Discussions with BAA failed to identify a suitable site near Stansted Airport. This was due principally to publication of the government's proposals for the Airport's expansion, which meant that no sites in the vicinity of the Airport had guaranteed tenure long enough to meet the Museum's and funding bodies' requirements.
- 7 A warehouse-type building such as the Resource Centre would be incompatible with the historic character and scheduled monument status of

the Museum site. Any space available for a sensitive extension to the Museum (grade 2 listed building) needs to be reserved for improvements to visitor facilities.

Project Planning

- 8 Discussions with the Heritage Lottery Fund (HLF) from November 2003 have established that the Resource Centre project with associated outreach programme to develop new audiences would be eligible for HLF funding. At present it seems that if successful, an application to HLF could secure up to 50% of the total project costs.
- 9 The Heritage Lottery Fund has awarded the Museum Service a Project Planning Grant of £24,500 (August 2004) to cover 90% of the costs of audience development study to be undertaken by consultants during the autumn 2004. This indicates that HLF sees the Resource Centre project as an initiative worthy of further development (though it does not guarantee further grants).
- 10 Members of Newport Parish Council have made a site visit to discuss the proposed Resource Centre with Council staff and are supportive of the proposals.

Anticipated Outcomes of the Project

- 11 If achieved, the project will provide a building capable of housing and preserving archaeological, historical and natural history collections, including archaeology from anticipated developments, to a high standard, in accordance with maintaining the Museum's registered status and promoting Uttlesford as a 'centre of excellence' for heritage.
- 12 Collections at the Resource Centre will be catalogued on computer for access via the internet, development of on-line learning materials and more efficient management of collections and research enquiries.
- 13 The Resource Centre will provide better physical access, compliant with the Disability Discrimination Act (2000), to all collections housed there for researchers, students and local residents by appointment. A well-equipped and flexible research room will enable some activities, e.g. study sessions for parish history projects or archaeology evening classes, to be delivered at the Resource Centre, reducing staff time spent transferring collections to and from the Museum site.
- 14 The Centre will provide the opportunity to develop new audiences and greater involvement with Uttlesford's heritage through an outreach programme designed to target young people, family learners and rural communities in Uttlesford. This may include taking exhibits, activities and learning materials out to other venues.

Resources Required and Estimated Costs

- 15 The Resource Centre will consist of a purpose-built two-storey building providing a total area of approximately 600 square metres (footprint approximately 300 square metres), with loading bay and floor loadings capable of taking space-efficient mobile shelving where required.
- 16 It is anticipated that the project funding will enable the employment of two full-time staff for three years - an Outreach Officer and a Collections Officer - and a minimum of two short-term Documentation Assistants.
- 17 The total project cost is estimated at £1.1 million (detail in the Appendix).
- 18 The current timetable for the project is planned to last 3 years, from autumn 2005 – 2008. This assumes that the application to HLF is made early in 2005 and the outcome (if successful) allows the project to start towards the end of 2005.

Ongoing Revenue Implications

- 19 The ongoing revenue implications should be negligible, as relinquishing the current store to Contract Services will largely offset the costs of running the Resource Centre. The budget for operating the current store 2004-05 is £5,380. Of this, the rate element (£2,000 for current store) may be expected to increase due to the larger size of the Resource Centre. Against this, the hidden costs of continuing to run a sub-standard store should be considered (flood risks, less efficient working, inability to update collections leading to stagnation of service).
- 20 After the three-year project is completed in 2008, the Resource Centre will continue to operate at current (2004) levels of staffing.
- 21 The outreach programme will be planned so that after 2008 it can be maintained by current levels of staffing. It may be desirable to free curatorial staff from security cover at the Museum occasionally in order to deliver some activities at other venues round the district – if so, a small increase in the use of existing Casual Assistants to cover this (cost around £25 per half day) can be dealt with through the annual budgetary process. If other opportunities to extend the outreach programme are identified, grants, sponsorship or partnerships would be sought to meet costs. The Resource Centre project would place the Service in a stronger position to attract other sources of funding for outreach work.

Proposed Funding of Project

- 22 The total project is estimated to cost £1.1m. If the HLF application is successful a maximum of £550k could be secured towards this total. The Council has a commitment through the planning agreement with BAA for £32k. The shortfall of £518k would need to be met from a mixture of Capital funding from the Council and funding from various grant-giving heritage charities and bodies. The Museum Society has agreed to contribute a figure of £10,000 towards the project.

- 23 The HLF requires the Council to make a minimum contribution of 5% of the total project costs (£60k). It also requires it to have identified how it is to fund the project through matching funding to make up any shortfall. The financial breakdowns of the project costs, therefore, are as follows -

Estimated total project cost	<u>1,100,000</u>
Less application to HLF for 50%	(550,000)
Less funding already secured from BAA	(32,000)
Less donation from Saffron Walden Museum Society	(10,000)
Less Minimum Capital contribution from UDC	<u>(60,000)</u>
Total shortfall	<u>£498,000</u>

- 24 The Council has been advised that it should make a HLF application in January 2005. This will mean that consideration of whether the grant should be given should take place in March 2005. HLF officers have advised that this time frame will give the Museum the optimum opportunity to receive funding as HLF criteria and funding is continually being reviewed.
- 25 This time scale will mean, however, that officers will be required to secure funding to cover the shortfall of £498k between now and the January submission date. Although the officers will be able to do some work to secure funding from grant making bodies, the amount time that can be made available to this task by the Museum Curator and her staff will be limited if current standards of service are to be maintained. Officers are concerned that the level of shortfall will be unlikely to be achieved. Consequently, the Council would be faced with a decision as to whether to fund the shortfall in total, or to withdraw from making the application.
- 26 Alternatively, the Council could agree at this stage to making a greater contribution to the total project costs. This would provide officers with the opportunity to show the commitment of the Council to the project when seeking funding.
- 27 Officers would provide the Committee with a report at its January meeting about the level of funding secured in the intervening months and enable it to make a final decision about the level of funding that it is prepared to ask the Council to commit to.
- 28 Therefore, the three options for the Committee to consider and select from are -
- (a) To agree to make a capital contribution of the minimum amount of £60k (5%) and ask officers to report to its meeting in January with details of any funds that have been secured from other sources, and enable it to make a decision about whether a HLF funding application should be made,
 - (b) To agree a capital contribution of a sum between £60k and the shortfall figure (£498k) and ask officers to report to its meeting in January with details of any funds that have been secured from other sources and

enable it to make a decision about whether a HLF funding application should be made,

- (c) Decide not to support the Museum Resource Centre with a capital contribution and advise officers not to make a HLF funding application. Consequently, receive a report from officers detailing the effects and options for addressing the need for increased capacity, standard of storage and access to collections.

RECOMMENDED that the Committee select its preferred option and, if necessary, make a recommendation to the Resources Committee to allocate a defined sum in its Capital Programme for 2005/06 towards the funding of a Resource Centre.

Background Papers: Museum Service Strategic Plan 2001 – 2004
Report on Site Options
Location Plan, Newport Depot and sketches of proposed Resource Centre
Proposed Costs and Timetable (details)

Museum Resource Centre Project

Appendix : Site Options

This table summarises the results of investigations 2001-03 into identifying options for siting the proposed Resource Centre

SITE	✓ PROS	* CONS	VIABILITY
Museum Grade 2 listed building built 1835, on scheduled site (Saffron Walden Castle) <i>Would require New-build extension</i>	<ul style="list-style-type: none"> • Advantages of everything on one site, no travel • Small amount of land owned by Museum Society on east side of Museum – no purchase costs 	<ul style="list-style-type: none"> • Resource Centre too large a block, cannot be integrated into site • Planning non-starter - inappropriate development for listed 1835 building on scheduled site • Available space needed for improved visitor facilities 	Not viable - over-riding issues re. size, type of construction and planning
Newport Depot Uttlesford District Council Depot, site of current off-site store <i>Would require New-build</i>	<ul style="list-style-type: none"> • Land Council-owned – no purchase costs • Sufficient space available and access for vans, low-loaders to loading bay • Security of Depot curtilage • Within development limits – no significant obstacles to planning permission • Staff travel 3.5 miles, same as at present • Build next to old store – costs and risks of moving collections minimised 	<ul style="list-style-type: none"> • Flooding of old off-site store (low floor, poor build) but new building would overcome this • Not a public site – but could accommodate visitors by appointment and occasional public event (not a public building like Museum) 	Viable
Stansted Airport Sites on North side of Airport, looked at with BAA <i>New-build with BAA Visitor Centre or adapt existing hangar + outbuildings</i>	<ul style="list-style-type: none"> • Potential partnership – site lease by BAA as matching funding • If with BAA Visitor Centre, share public facilities • Museum presence in Stansted area might assist Service to reach another part of the district 	<ul style="list-style-type: none"> • Government report on development of Airport means no security of lease (sites may be needed for Airport extension) • BAA plans for visitor centre not so developed or urgent – will delay Resource Centre too much • Further away for staff to travel (8 miles) • Hangar large but may not have been cost-effective to alter 	Not viable - inability of BAA to offer security of tenure for any site or proceed with plans within an acceptable time-scale
Other UDC Sites			<i>No sites available</i>
ECC Sites			<i>No sites in Uttlesford district available</i>

Continued....

SITE	✓ PROS	✗ CONS	VIABILITY
Agricultural Buildings Various sites considered, three visited (Hempstead, Clavering, White Roding) Adapt existing buildings	<ul style="list-style-type: none"> Potential to adapt large, basic low-cost buildings 	<ul style="list-style-type: none"> Offered lease only - need to negotiate purchase or long-term lease Costs to adapt unlikely to be as cost-effective as new-build (poor build-quality) Rural locations might be problematic for users, and issues of change of use Lone working issues for staff at isolated rural locations Distance from Museum for staff travel (8 – 30 miles and 2 sites peripheral to district) 	No viable options identified (Clavering nearest in mileage and size of building, but lease/purchase + conversion costs and isolation of site made this significantly less attractive than Newport)
Business Units Various, including Saffron Walden Shire Hill estate Adapt existing buildings	<ul style="list-style-type: none"> Potentially large buildings could provide low-cost shells which could be adapted 	<ul style="list-style-type: none"> Most had inadequate space; one site was too large to consider and not cost-effective to adapt Insufficient security of tenure (rent or lease only) 	No viable options identified (rural district, limited amount of business units available)
Audley End: Braybrooke Estate and English Heritage <i>Outbuildings available to adapt or extend?</i>	<ul style="list-style-type: none"> Near Saffron Walden (about 2 miles) House and surrounding area in care of English Heritage 	<ul style="list-style-type: none"> No available sites on either Braybrooke Estate or at English Heritage property English Heritage policies and priorities on storage changing – not compatible with seeking a local partnership project 	No viable options
Miscellaneous <i>Various local options investigated</i>	<ul style="list-style-type: none"> Premises in or near Saffron Walden (Carver Barracks, private school, basements in Almshouses and a High Street premises) 	<ul style="list-style-type: none"> Premises on offer did not meet capacity and access criteria Carver Barracks had nothing to offer 	No viable options

Museum Service - Resource Centre Project

Timetable and Costings, August 2004

Timetable

Shortest timetable possible – depends on making application in late January 2005 and 6-month turn-around for decision from HLF

Date	Event	Comments and Outcome
January 2005	Submit application to HLF	Allow time for queries before HLF Trustees meet in March
Late 2005	Result of HLF application	If successful – proceed with contracts, tenders, preparations
2006	Build and equip Resource Centre Collections: documentation & packing Outreach: planning and beginning audience development programme	
2007-08	Resource Centre commissioned, collections transferred, opening and use Collections: developing on-line services Outreach: delivering programme	

Estimated Costing for Project

Resource Centre building and basic fitting out	650,000
Mobile racking and specialist equipment	100,000
IT provision	10,000
Employment of 2 project staff for 3 years (Project Outreach Officer and Project Collections Officer)	150,000
Employment of short-term documentation/packing assistants (2 FTEs for one year)	30,000
Outreach and Audience Development budget (materials, marketing etc)	20,000
Collections budget (packing materials, supplies, equipment to move)	5,000
Miscellaneous: fees, expenses etc not covered by above	<u>15,000</u>
	£980,000
Say approx. total project cost is approximately	£1,000,000
Add contingency of 10% (HLF min. requirement)	<u>100,000</u>
TOTAL PROJECT COST ANTICIPATED	£1,100,000

**SAFFRON WALDEN MUSEUM/UTTLESFORD MUSEUM SERVICE
RESOURCE CENTRE PROJECT TEAM held at 2.00 pm in the
MUSEUM SCHOOL ROOM on 20 AUGUST 2004**

Present:- Councillors D J Morson and J P Murphy and Sarah Kenyon, Sarah McLagan, Mick Purkiss and Carolyn Wingfield (Uttlesford District Council; David Haylock and David Laing (Saffron Walden Museum Society).

1 APOLOGIES

Apologies for absence were received from Councillor A R Row, David Demery and Diane Burridge.

2 MINUTES

The Minutes of the meeting held on 4 June 2004 were approved as a correct record and signed by the Chairman, subject to the amendment of the name Richard Harris to Richard Havis in Minute 7.

3 BUSINESS ARISING

(i) Minute 7 – Fund Raising Strategy and Timetable

Carolyn Wingfield reported that with the assistance of staff at the Council Offices she now had a collection of application forms to work through. Sarah Kenyon said that she had investigated the Section 106 route and whilst this did not look positive at this stage, the matter would be kept under review.

(ii) Minute 7 – Draft Publicity

It was noted that Sir Alan Haselhurst had attended the opening event for the Archaeology in the Pipeline exhibition and had subsequently sent a letter of support. It was hoped that the publicity leaflet would be completed and circulated shortly.

4 AUDIENCE DEVELOPMENT (HLF PROJECT PLANNING GRANT)

Carolyn Wingfield reported that the Heritage Lottery Fund had awarded the museum service a project planning grant of £24,500 to cover 90% of the cost of an audience development study to be undertaken by consultants during the autumn of 2004. Of the £3,000 matching funding required, £2,000 would be required from the Museum revenue budget which left £1,000 to be found. The project team considered that it was vital that this scheme proceeded and

RECOMMENDED that the Community and Leisure Committee be asked to provide a further £1,000 towards this project from the Museum budget.

5 **STORAGE FEASIBILITY STUDY AND ESTIMATES**

Carolyn Wingfield reported that staff had been undertaking a detailed assessment of the area and volume of storage and the type of storage that the collection would require. She said that it would be helpful to get an independent study and a consultant would be coming in next week and would provide a report on a format suitable for lottery purposes. The costs of the survey would be met from the Museum's revenue budget.

6 **SITE**

The Project Team considered a full report on the options to find a viable and cost effective site with adequate security of tenure for the resource centre. The report concluded that a purpose built resource centre at the Council's Newport Depot site was the only serious option. David Laing said that the matter had been discussed at the Museum Society meeting, but members had not seen the options report in advance and had some difficulty in forming a proper response. However, he said that the Society was still committed to a resource centre. Councillor Hibbs recalled previous discussion of the site for the Resource Centre at the Museum Society Committee.

Taking into account all relevant factors, including location, security and cost, the project team agreed that the Newport site was the only viable proposition.

David Demery and Diane Burridge had met members of Newport Parish Council on site to discuss the proposed resource centre and they were supportive of the proposals. Officers had also offered to meet with some local residents. It was hoped that an application for full planning permission would be submitted in Autumn 2004.

7 **PUBLICITY AND SUPPORT**

Carolyn Wingfield circulated the draft text for inclusion within the leaflet. The project team made a number of alterations and suggested that the opportunities to support local initiatives and heritage should be emphasised. It was also suggested that Sir Alan Haselhurst could be asked if his support could be mentioned in the leaflet.

8 **DRAFT REPORT TO COMMUNITY AND LEISURE COMMITTEE**

Officers circulated a draft of the report on the Museum Resource Centre Project which would be considered by the Community and Leisure Committee on 7 September 2004. It was suggested that the notes of this meeting and of the Museum Management Task Group should be considered at the same time by the committee. It was also agreed that the options table and costings should be included as appendices to the report. Following detailed consideration of the draft report, the project team considered that the recommendations should give the committee three options which would be allocating a sum up to the full £500,000, agreeing the minimum contribution of £60,000 and reviewing the situation in January or not proceeding further.

9 **MATCHING FUNDING**

It was noted that arrangements would be made to meet with BAA in September and it was hoped that they would express an interest helping to fund the outreach officer. A short list of other organisations had been drawn up and approaches would be made shortly.

10 **TIMETABLE**

The Project Team considered a draft timetable for the Resource Centre Project.

11 **DATE OF NEXT MEETING**

It was agreed that the Project Team would meet again at 2.00 pm on 1 October in the School Room.

The meeting ended at 3.50 pm.

Committee: Bridge End Gardens Task Group
Date: 31 August 2004
Agenda Item No: 5
Title: Future staffing - Bridge End Garden
Author: Sarah McLagan (01799) 510560

Summary

- 1 This report assesses the future staffing needs of Bridge End Garden to ensure that the restoration project will be completed within the deadline imposed by the Heritage Lottery Fund (HLF). To meet this deadline, it is recommended that Gardener 2's contract be extended a further year.
- 2 The report also assesses the staffing requirements to maintain the Gardens to a high horticultural standard once restoration is completed. It recommends that, prior to completing restoration, a suitably qualified horticulturalist be appointed to advise on the future staffing arrangements for the Garden.

Background

- (a) Recent Restructuring
- 3 Members considered the staffing structure at Bridge End Garden at their Task Group meeting on 22 December 2003. As a result of the Task Groups recommendations, the Community & Leisure Committee agreed to make the post of Gardener/Environmental Task Force Supervisor redundant because of changed circumstances. That decision has been implemented and the new arrangements are working effectively.
- (b) Restoration
- 4 As Members are aware the Council is in receipt of a significant Heritage Lottery Fund (HLF) Grant and other funding. It is a requirement of the Grant that the restoration work be completed by 31 December 2005. It is predicted that the project will be completed by this deadline and within the Grant budget allocated to it. The restoration work will elevate the Garden to a high profile and a quality environment, requiring staff capable of achieving a standard of maintenance of horticultural excellence.

Current Staffing Issues

- 6 The Project Manager administers the restoration and assists on a day-to-day basis in a 'hands on manner'. Such an approach is commended by HLF and in any event has been necessary due to current staff shortages (see below). The Project Manager works four days a week and is employed until the end of the project. The Project Manager is responsible to the Executive Programme Manager-Quality of Life.
- 7 Two Gardeners are employed and fall under the overall management and budget of the Executive Manager, Environmental and Cultural Services. The Project Manager supervises them on a day-to-day basis.
- 8 Gardener 1 is employed full time but, regrettably, has been seriously ill and absent for 4 months to date (see below). During his absence some limited temporary staff cover has been used but this has not been satisfactory as it has been difficult to recruit competent staff on a short-term casual basis. There is currently no one fulfilling this role and Officers are seeking another temporary replacement. They are in discussion with an applicant with horticultural experience.
- 9 Gardener 2 is full time but his current employment contract expires on 31 December 2004. During Gardener 1's sick leave, Gardener 2 has worked additional hours to help maintain the momentum of the project.
- 10 There are current staffing difficulties due to the illness of one of the gardeners. This illness has resulted in the absence of Gardener 1 for over 4 months to date, since 12 April 2004. The date on which Gardener 1 returns to work or the duties he will undertake on his return cannot be predicted with any certainty. However, the best current estimate of his return is October 2004.
- 11 Such a significant reduction in staff resources has affected the timetable of restoration work and, as a result, the project will not be completed by the originally predicted completion date of March 2005 (as set out in the HLF submission). Specifically, some components of the soft landscaping will have to be implemented beyond that date. HLF imposed a completion date of 31 December 2005 and this will be met subject to resolving the current staffing problem.
- 12 Officers have developed a very satisfactory working arrangement with the Friends of Bridge End Gardens who assist in doing horticultural work on site. Their assistance in this respect has been very valuable during the current staffing difficulties.

Proposed Staffing Short Term/During Restoration

- 13 In the short term, until the completion of restoration, Officers consider the current situation of the Project Manager assisted by two full time Gardeners will deliver the project within this deadline imposed by HLF. However, in relation to Gardener 1, short-term casual replacement employees will have to be employed to cover the necessary work, although, to date, this has proven to be a far from satisfactory arrangement. As the potential return date of

Gardener 1 is now clearer, Officers will be able to offer casual employment until October 2004. Such longer-term basis may attract more appropriate candidates than have materialised to date.

- 14 Fundamental in achieving this objective, however, is the extension of Gardener 2's contract until 31 December 2005.

Proposed Staffing - Long Term/Following Restoration

- 15 Once restoration is complete all buildings, structures, walls and railings will have been repaired and all soft landscaping will be in place. Importantly the emphasis will have shifted from implementing and administering restoration to one of achieving on-site maintenance to standards of horticultural excellence.
- 16 A detailed ten-year Management plan was drawn up as part of the HLF submission. This Plan, prepared by consultants, analyses, in detail, the time needed to undertake maintenance, following restoration and concludes that 1.84 full-time Gardeners are necessary. It is the officer's opinion, however, on the basis of the interim experience, that it is necessary for the Council to employ two competent, full-time gardeners with extensive horticultural abilities and other skills, such as operating the CCTV monitor and carrying out basic repairs to recently purchased machinery.
- 17 The workload will encounter 'peaks and troughs' with the high peak occurring in the summer months. The horticultural trough will occur during for a few winter months but during this time staff will undertake equipment and maintenance tasks. Officers conclude there will be insufficient capacity for either of the Gardeners to undertake other duties off site, as has been previously suggested.
- 18 The issue of appointing a 'Head Gardener' has previously been suggested but officers consider, at this stage, that as long as the Council employs Gardeners with a high level of horticultural knowledge and a proven ability to implement sound practices, such an appointment will not be necessary.
- 19 Members should note that the Project Manager will reach 65 years of age in August 2005, but has advised that he is prepared to continue to work in this role until the project is completed. Once restoration is complete, the role of Project Manager will cease (as reported to Environment & Transport Committee on 14 January 2003). However, the two Gardeners will require general supervision and monitoring by an Officer who will, inter alia, ensure the implementation of the 10-year management plan. In addition, there will be some limited administrative responsibilities associated with the education activities involving Writtle College. It will not be necessary for this person to have profound horticultural knowledge or experience.
- 20 It is anticipated that an officer at a Managerial level would be required to devote a maximum of one day per week to these combined responsibilities and this work could be absorbed by an existing manager. Alternatively, it may be necessary to employ an additional resource.

- 21 Given the above, officers consider it essential to seek the advice of a suitably qualified and independent horticulturalist towards the end of the restoration period. Such a person would advise the Council on the necessary level of competence/number of Gardeners and their requirement for supervision. It is envisaged that the cost of this advice would be in the region of £500.

Financial implications

- 22 The tables below set out the current and future staffing budgetary requirements to complete the project and maintain the Gardens thereafter. No allowance has been made for inflation.

Current Staffing Budget		2004/05
		£
Gardener 1 (SCP 14)	37 hours per week	17380
Gardener 2 (SCP 14)	37 hours per week (Temporary to 31 Dec 2004)	17380
Project Manager	30 hours per week	42150
		<u>76910</u>

Proposed Staffing Budget (Project completed 31 December 2005)

(Subject to independent assessment as set out in para 21 above)

		2005/06	2006/07
		£	£
Gardener 1 (SCP 14*)	37 hours per week	17380	17380
Gardener 2 (SCP 14*)	37 hours per week (Temporary basis to 31 Dec 05, permanent from 1 Jan 06?)	17380	17380
Project Manager	30 hours per week (Until end of project/ maximum 31 Dec 2005)	31610	0
Qualified Horticulturist - Approx Cost		500	0
Supervising Officer – 1 day per week		existing resource?	
		<u>66870</u>	<u>34760</u>

*Gardeners 1 and 2 will be subject to job evaluation

Conclusions

- 23 It is essential that, in the short term, Gardener 2's contract be extended until 31 December 2005 to enable some surety in employment arrangements. It is important that officers continue to appoint casual employees on temporary contracts to cover Gardener 1's Sick Leave to help ensure that restoration work does not slip further, but this depends on officers being able to recruit to this post.
- 24 In the longer term, once restoration has been completed, the current role of Project Manager will cease. Although officers can envisaged the necessary employment requirements for the maintenance and management of the Gardens, it is suggested that an assessment be undertaken by an independent, qualified horticulturalist towards the end of the project. This will provide the Council with objective advice about how it can achieve the aim to maintain the Gardens to a standard of horticultural excellence.
- 25 The current budget allows for the provision of 2 Gardeners and a Project Manager. The extension of Gardener 2's contract will have no increase on the existing base budget. The required anticipated changes to staffing on completion of the project, subject to para 24 above, are expected to be met from existing budgets. The cessation of the role of the Project Manager will result in an on-going saving as reported to Environment & Transport Committee on 14 January 2003.

RECOMMENDED to Community & Leisure Services Committee that

- 1 Gardener 2's contract be extended until December 2005.
- 2 An independent, qualified horticulturalist be appointed towards the end of the restoration period to assess the Gardeners and the supervisory requirement for the Gardens and a report be made to the Task Group with details of the advice and implications for the Council.

Background Papers: 10-Year Maintenance and Management Plan, Elizabeth Banks Associates.

Committee: COMMUNITY & LEISURE COMMITTEE

Date: 7 SEPTEMBER 2004

Agenda Item No: 6

Title: LEISURE CENTRES - SURVEYS

Author: Gaynor Bradley (01799) 510348

Summary

- 1 A report was submitted to the Community & Leisure Committee on 25 May 2004 providing Members with details of the Leisure Centres' user and non-

user surveys conducted by the District Council. It was noted that an action plan to address key issues raised in the survey be submitted to the next Committee in September 2004.

- 2 Members are requested to consider and approve the attached Action Plans.

Background

The response rate for the surveys was as follows:

Centres	No. of surveys sent out	No. of surveys returned	Percentage return
USER SURVEYS			
Great Dunmow	850	236	28.2%
Lord Butler	Not known*	133	6% (of Centre Members)
Mountfitchet Romeera	535	65	12%
NON USER SURVEYS			
Random mailshot	500	57	11%

User Surveys

* Members will be aware that there was a problem with the distribution of the surveys from the Lord Butler Fitness & Leisure Centre due to technical problems arising from work being carried out by BT that affected the computer system. Therefore, the Receptionists handed out the survey forms and copies were also available on reception for people to pick up themselves.

The responses to the surveys have been formulated into actions plans and this information has been discussed with Leisure Connection Ltd., to agree actions. Leisure Connection Ltd., have confirmed that they are committed to taking the actions identified. The items included in the action plans were based on issues raised by 10% or more of the respondents, although issues that may have health & safety implications have also been included. Completion dates for the agreed actions have been inserted in the action plans and these will be monitored and a progress report will be submitted to the January 2005 meeting of the Community & Leisure Committee.

In July 2004 Members were sent copies of the detailed survey results. A Member responded to receipt of this information making some of the following points:

- Concern expressed regarding low survey response rates.
- Awareness of Customer Fora – need to understand why this is so poor.
- Cleanliness – must improve in all areas.
- Staff knowledge – must improve

- Pool steps at Great Dunmow – must be repaired without delay.

The above summarises the key issues to be addressed as detailed in the action plans attached at Appendices:

- I – Great Dunmow Leisure Centre
- II – Lord Butler Fitness & Leisure Centre
- III – Mountfitchet Romeera Leisure Centre.

Non User Surveys

The non-user survey highlighted the following issues

- 78% people would like to undertake more exercise
- Activities interested in are 42% swimming; 20% walking and 13% gym
- 57% stated that the Centres are too expensive
- 17% stated that they had previously been members of one of the centres but had not renewed as it was too expensive
- 18% stated that they were unaware of the Great Dunmow Leisure Centre
- 11% stated that they do not have time to undertake formal exercise

The action plan is attached at Appendix IV.

Background Papers: Leisure Centre Surveys 2004

Action Plan for Lord Butler Fitness & Leisure Centre

The agreed percentage for items to be included in the action plan is 10% of the total responses to the survey, however some development areas included are under 10%, these areas are included as they may affect safety and are identified as problems that may escalate.

	Action Point	Survey % Warranting Action	Significance	Action	Timescale	Responsibility	Comments on importance
LB.1	Look at the possibility of introducing a family membership scheme and discounted rates for low income.	There were 14 individual comments that equates to 10% of the total responses requesting the introduction of a family/joint membership.	A large number of families currently use centre, potentially this could affect a large number of existing members and possibly attract more. To promote value for money and increase participation levels	Family membership scheme introduced. Concession Card scheme in place. Carer's Card scheme in place.	Completed Completed Completed.	Leisure Connection	Value for money is key and family or discounted membership will work towards achieving this.
LB.2	Unclean wet changing room floor	There were 17 individual comments that equates to 13% of the total on the lack of cleanliness of	The centre needs to be clean to provide a good quality of service. Customers expect the	Contract Cleaners now employed for 7 days (42 hours) per week. Date for a deep clean currently	By 31 September 2004	Leisure Connection	As the pool is a huge asset and is a well used the area that people change in it should be clean, people

		the wet changing room floor.	highest level of service possible	being negotiated. Monitoring and ad hoc cleaning carried out on 8 times per day. New vacuum floor scrubber purchased to clean the wet side			do not want to be walking bare foot on a dirty floor.
LB.3	Smell/cleanliness in dry changing rooms	13 individual comments that equates to 10% of the total responses		As above Ensure Air conditioning unit operating effectively. Consider Installing Air Freshener units.	By 31 September 2004	Leisure Connection	
LB.4	Lack of variety available in Café.	8 individual comments that equates to 6% of the total responses on the lack of variety in Café	The centre promotes a healthy lifestyle but there are few healthy options available. The centre has vending machines full of unhealthy food and drink.	Centres currently provide a balanced selection of sandwiches and usually offer fruit as well. The vending operation is standard provision throughout leisure	Ongoing review	Leisure Connection	The café area could be an integral part of a members visit to the centre if there were more options available, the better the service the more popular profitable the café will be.

				Connection sites. A price reduction for customers has recently been negotiation with the Catering Supplier.			
LB.5	Reducing the number of course cancellations	10 individual comments that equates to 7% of the total responses on the number of course cancellations	Group training courses are of a very high standard and a good asset, the standard must be maintained and cancellations reduce confidence in the centre.	Currently staff are being trained to cover a range of courses so that they can step in when an independent instructor cancels a class.	By 31 September 2004	Leisure Connection	The survey suggests that a lot of members attend group-training sessions so this area must be addressed to maintain this.
LB.6	More staff presence in the gym.	17 individual comments that equates to 13% of the total responses on the lack of staff in the gym.	Firstly as a safety issue, staff need to be present to insure proper use of the equipment. People pay for a service that includes guidance and advice and staff need to be	Currently a review is being undertaken to rearrange shifts to provide maximum cover for the Gym. Leisure	By 31 September 2004	Leisure Connection	As a safety issue should be addressed as soon as possible.

			present to provide this service.	Connection requested to review again to cover for the whole of the opening hours.			
LB.7	More Courses	10 individual comments that equates to 7% of the total responses on the number of course cancellations	If there is a demand for more courses and people are missing out this will need to be looked at.	If financially viable and in demand look at increasing courses.	Ongoing, under review.	Leisure Connection	
LB.8	Customer Forum	The most useful views and opinions are from the people who use the centre; currently a large number of members are unaware of the customer forum.		Dates of forum meetings for the year are displayed on the notice board. However posters will now also be erected around the centres 2 weeks before each meeting date. Forum meetings are also referred to in the new Centre Guides currently being prepared.		Leisure Connection	The option to attend a Forum meeting must be provided.

LB.9	Awareness of complaints procedure.	95 individual comments that equates to 83% of the total were unaware of the customer forum.	85 individual comments that equates to 74% of the total were unaware of the complaints procedure.	Members should be aware of complaints procedure and encouraged to express their views as a quality assurance measure	Suggestion boxes are placed in each centre and leaflets are provided for customers to make comments, suggestions and complaints.	Leisure Connection	The option to attend a Forum meeting must be provided
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APPENDIX II

Action Plan for Great Dunmow Leisure Centre

The agreed percentage for items to be included into the action plan is 10% of the total responses to the survey, however some development areas included are under 10%, these areas are included as they may affect safety and are identified as problems that may escalate.

	Action Point	Survey % Warranting Action	Significance	Action	Timescale	Responsibility	Comments on importance
GDLC.1	Look at the possibility of introducing a family or joint membership scheme and discounted rates for low income	There were 14 individual comments that equates to 6% of the total, the reason that this was to be included was that potential this could affect double and possibly 3-4 times this amount of people.	A large number of families currently use centre, there were large number of concerns around the lack of this service. Promotes an affordable family service. To promote value for money and increase participation levels	Family membership scheme introduced. Concession Card scheme in place. Carer's Card scheme in place.	Completed Completed Completed	Leisure Connection	Value for money is key at a community leisure centre; family or discounted membership will work towards achieving this.
GDLC.2	Unclean changing rooms.	There were 16 comments on the cleanliness of the changing rooms this	The centre needs to be clean to provide a good quality of service.	Contract Cleaners employed for 7 days (42 hours) per week.		Leisure Connection	As the pool and the facility is a huge asset and is well used the area that people

		equates to 7% of the total responses	Customers expect the highest level of service possible.	Monitoring and ad hoc cleaning carried out on 8 times per day. New vacuum floor scrubber purchased to clean the wet side.			change in and it should be clean, people do not want to be walking bare foot on a dirty floor.
GDLC.3	Damage to pool steps.	There were 11 comments on the damage to the pool steps.		Damage rectified. Surrounding tiles to be replaced. during September 2004	Completed During September 2004	Leisure Connection	
GDLC.4	Increase the number of group training courses	There were 22 individual comments that equates to 9% on the desire for more group training courses not new courses just more times being available.	Group training courses are of a very high standard and obviously in demand. Members need to see there requests be considered and where warranted delivered.	Courses reviewed regularly to monitor viability.	Ongoing	Leisure Connection	Classes at GDLC have to be allocated in specified public time in accordance with specified contract time due to shared use with Helena Romanes School.
GDLC.5	More general swim time	There were 22 comments that equates to 9%	The pool is a huge asset and a reason why	Public swimming time is shown in the pool	Amount of public swimming time available	Leisure Connection	Time allocated in specified public time in

		on the need to increase the number of time available for general swimming.	people use the centre. Public time should be allocated in accordance with the contract specification.	timetable.	complies with the contract requirements. However, the programme is reviewed annually.		accordance with specified contract time due to shared use with Helena Romanes School.
GDLC.6	Better Trained Staff.	There were 19 individual comments that equates to 8% of the total responses.	The comments were not directed at specific staff but it does suggest some lacking in customer service however there were 48 individual comments praising the staff so it does suggest that individual staff members may be the cause of the problem. It also suggests that information and advice given to members may not always be of a high standard.	GDLC recently experienced a turnover of staff and new staff undergo induction training which includes about 12 hours of customer care training initially. General discussion and feedback is ongoing. With regard to communication this matter is being addressed within the whole of the company to improve general communication.	Ongoing	Leisure Connection	Communication is a general item discussed with the Contractor at regular liaison meetings.

GDLC.7	Sauna/Steam Room and Jacuzzi.	There were 20 individual comments that equates to 8% of total responses requesting a Sauna/Steam room or Jacuzzi.	Centre users obviously would like this service, however, it was not provided for in the PFI. .	Consideration could be given to this subject as part of future developments		Leisure Connection/PFI Partners	Unlikely to be progressed at the present moment in time.
GDLC.8	Customer Forum	183 of the total responses which equates to 86% were not aware of the customer forum	The most useful views and opinions are from the people who use the centre; currently a large number of members are unaware of the customer forum.	Dates of forum meetings for the year are displayed on the notice board. However posters will now also be erected around the centres 2 weeks before each meeting date. Forum meetings are also referred to in the new Centre Guides currently being prepared.	Ongoing	Leisure Connection	Suggested to Leisure Connection that Centre usage be looked at and users consulted to determine if there is a more appropriate time for the Forum to be held.
GDLC.9	Awareness of complaints procedure	157 of the total responses that equates to 86% were not aware of the complaints	Centre users should be aware of complaints procedure and encouraged to	Suggestion boxes are placed in each centre and leaflets are provided for customers to	Ongoing	Leisure Connection	

		procedure.	express their views as a quality assurance measure.	make comments, suggestions and complaints.			
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Action Plan for Mountfitchet Romeera Leisure Centre

The agreed percentage for items to be included in the action plan is 10% of the total responses to the survey, however some development areas included are under 10%, these areas are included as they affect safety and are identified as problems that may escalate.

	Action Point	Survey % Warranting Action	Significance	Action	Timescale	Responsibility	Comments on importance
MRLC.1	Look at the possibility of introducing a family or joint membership scheme and discounted rates for low income.	There were 6 individual comments that equates to 9% of the total, the reason that this was to be included was that potential this could affect double and possibly 3-4 times this amount of people.	A large number of families currently use centre, there were large number of concerns around the lack of this service. Promotes an affordable family service.	Family membership scheme introduced. Concession Card scheme in place. Carer's Card scheme in place.	Completed Completed Completed	Leisure Connection	Value for money is key at a community leisure centre; family or discounted membership will work towards achieving this.
MRLC.2	Increase the number of group training courses.	There were 16 individual comments that equates to 22% on the desire for more group training courses not new courses just more times being available.	Group training courses are of a very high standard and obviously in demand. Members need to see there requests be considered and	Courses are provided where they are viable. Courses are reviewed and monitored regularly.	Ongoing	Leisure Connection	

			where warranted delivered.				
MRLC.3	A pool	There were 19 individual comments that equates to 26% of total responses requesting a pool.	Members obviously would like a pool to be built and it improve popularity	Unlikely that a pool will be constructed at this Centre.		Leisure Connection/PFI Partners	Members join knowing that the Centre does not have a pool.
MRLC.4	Customer Forum	41 of the total responses which equates to 71% were not aware of the customer forum	The most useful views and opinions are from the people who use the centre; currently a large number of members are unaware of the customer forum.	Dates of forum meetings for the year are displayed on the notice board. However posters will now also be erected around the centres 2 weeks before each meeting date. Forum meetings are also referred to in the new Centre Guides currently being prepared.	Ongoing	Leisure Connection	
MRLC.5	Awareness of complaints procedure	39 of the total responses which equates to 65% were not aware of the complaints procedure	Members should be aware of complaints procedure and encouraged to express their views as a	Suggestion boxes are placed in each centre and leaflets are provided for customers to	Ongoing	Leisure Connection	

			quality assurance measure.	make comments, suggestions and complaints.			
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Action Plan for Leisure Centre Non-user Survey Results

	Action Point	Survey % Warranting Action	Significance	Action	Timescale	Responsibility
NU.1	Look at publicising the centres, more. Look at reasons why members do not renew their membership.	67% of those surveyed exercised daily or weekly.	If the public are exercising regularly we have to look at why they are not using the centres.	Publicise promotions and general information about the centre both through posters at the centre and press releases. New Centre Guide being produced. Currently investigating publicising is Essex Life Magazine.	31 December 2004	Leisure Connection
NU.2	Look at ways of encouraging and educating those members of the district who would like to exercise more.	35 comments stating the high importance of exercise and a further 39 comments that equates to 78% who would like to exercise more.	By encouraging increased participation everyone will benefit from both a health side and increased centre usage and revenue.	Taster days to encourage that first initial step as well as the promotion of the centre membership for the casual user. By reducing the cost to casual users and possibly limiting their access it could be a way of generating new sources of income.	31 March 2005	Leisure Connection
NU.3	Look at ways of making pools and swimming classes more accessible to the general public.	19 responses, which equates to 42% of the total would like to do more swimming.		Review swimming programme in light of comments and possibly consider age bracket swimming.	31 March 2005	Leisure Connection
NU.4	Look at ways of making exercise affordable to all.	Cost is still a deterrent to exercising at a centre. 24 comments on the main reasons for non-use was the financial implications.	The most popular exercise for a full body workout centres must meet demand and try to be fully inclusive	The stigma of the expense of joining a centre must be addressed by introducing more flexible and sometimes free packages. Prices are reviewed e.g. children's holiday programme at Mountfitchet Romeera Leisure Centre reduced to attract greater usage.	Ongoing	Leisure Connection

Committee: Community and Leisure Committee
Date: 7 September 2004
Agenda Item No: 7
Title: Thaxted Guildhall Update
Author: Alex Stewart (01799) 510555

Summary

- 1 This report provides Members with an update on funding applications that have been made by the Thaxted Guildhall Management Committee and recommends that officers continue to help the Management Committee in its endeavours to secure external funding.

Background

- 2 Thaxted Guildhall is owned by Essex County Council and leased to the District Council for 50 years at a peppercorn rent of £1 pa on full repairing and insuring terms from 1976.
- 3 There is an obligation to set up a Management Committee and this has been established through Thaxted Parish Council.
- 4 The District Council has discharged its responsibilities under the lease by providing grant support to the Management Committee and carrying out and funding the major planned maintenance such as repainting. This arrangement has worked reasonably well until recently as the Management Committee have been able to supplement the grant through raising funds through lettings. Officers have been advised that this is no longer sustainable because letting income has fallen with competition from other venues that have better access arrangements.
- 5 At its meeting in January 2004, Members resolved that the day-to-day costs of Thaxted Guildhall be funded by an index linked grant of £4,500 from April 2004, that the cost of repainting the Guildhall be met from Reserves within the year applicable to the repainting cycle, subject to the approval of the Resources Committee.
- 6 In addition, the Committee resolved that the Management Committee approach English Heritage, The National Trust and other appropriate bodies for financial Support, and that officers work with the Management Committee

to promote increased use of the Guildhall and report back to the Community and Leisure Committee.

UPDATE

- 7 The Thaxted Guildhall has been promoted by the Tourism Officer and the Tourist Information Centre, along with the rest of the district at a range of events and through a number of different publications. Officers are pleased to report that usage has increased from 3,069 visitors in 2002/03 to 3,260 in 2003/04. Current visitor rates for 2004 (as of 15 August 2004) are 2,482.
- 8 Officers offered representatives from the Management Committee the opportunity to meet and discuss alternative funding opportunities through using the Funder Finding computerised package at the Council offices. To date, Management Committee representatives have not taken up this offer.
- 9 Members need to be aware that Officers have been unable to pursue the funding issue with Guildhall Management Committee representatives as the post of Grants Officer has been vacant since April 2004, whilst awaiting the outcome of the restructure. The post is currently being evaluated and it is anticipated that an appointment will be made in the early Autumn.

RECOMMENDED that Officers continue to promote the Thaxted Guildhall and once a Grants Officer has been appointed to offer further help with funding opportunities available to the Thaxted Guildhall Management Committee.

Background Papers: Thaxted Parish Council Minutes & Management Committee Accounts; Community and Leisure Committee Reports

Committee: Community and Leisure

Date: 7 September 2004

Agenda Item No: 8

Title: Community & Leisure Grant Schemes

Author: Alex Stewart (01799) 510555
Members of Task Group: Councillors Morson, Menell & Loughlin

Summary

- 1 This report provides the Committee with details of the work undertaken by the Grants Review Task Group. It also includes other issues regarding funding to organisations within other Schemes. It recommends that Members determine

its grant allocations for the Contributions (Support) Scheme Fund and makes decisions about the other issues.

Background

- 2 At its meeting on 6 January 2004, this Committee recommended that Councillors Morson, Menell and Loughlin form a Task Group with support from the Executive Programme Manager (Quality of Life) and the Community Development Manager to hear and consider presentations on work by organisations in receipt of Contributions (Support) Scheme Fund before agreeing new three year agreements from 2005/06.
- 3 The purpose of the Contributions (Support) Scheme is to grant fund organisations for services that the Council would otherwise have to provide itself. It is considered that the Community Partnership Fund provides a funding stream for "Social Care" type organisations - it is jointly funded by the Primary Care Trust, Essex County Council and the District Council.
- 4 The table below sets out the organisations that are currently in receipt of Contributions (Support) Scheme funds and the amounts that they have been allocated for this financial year along with the amounts that are being requested for new three year funding arrangements.

Organisation	Funding 2004/05	Funding Requested 2005/06	Funding Requested 2006/07	Funding Requested 2007/08
Uttlesford Citizens Advice Bureau	61,800	70,870	74,995	83,470
Bishops Stortford Citizens Advice Bureau	9,270	9,270	9,270	9,270
Council for Voluntary Services, Uttlesford	13,617	30,766	31,602	32,463
Uttlesford Volunteer Bureau	2,575	15,647	16,116	16,599
Uttlesford Community Travel	30,900	52,500	52,500	52,500
The Rural Community Council Essex	2,000	2,100	2,200	2,300
Totals	120,162	181,153	186,683	196,602

- 5 The purpose of the review was to review the grants provided under the Contributions (Support) Scheme. The Task Group divided the Review into two discreet stages; the first stage required all recipients of the Contributions (Support) Scheme to complete a questionnaire in order to provide an insight into the individual workings of each organisation. The second stage involved all the recipients in providing the Task Group with a presentation that showed the individual organisations demonstrable linkages into the Quality of Life Plan.

- 6 The questionnaire centred on the following questions:
- What do the recipients consider to be their core functions?
 - What benefits do they bring to the local community?
 - What benefits do they bring to the Council - eg added value, spin offs etc.
 - Do the funded organisations provide value for money compared with other of like organisations?
 - Is the organisation's workload and expenditure targeted and prioritised?
 - Is demand and activity solely driven by clients in need?
 - Who else funds the organization?
 - Are efforts made to apply for funding from other sources (not statutory)?
 - A breakdown of key areas of expenditure, e.g., staffing costs, premises, administration etc, breakdown of expenditure per activity, breakdown showing the numbers of people seeking a service/specific activity (as identified above) and the number of those people that directly benefited as a result of the service/activity been undertaken
 - Is the present county/district/PCT etc.(as appropriate) split of funding equitable and in line with national practice.
 - What more can be done to further partnership opportunities in order to secure the above?
 - What did the previous grant fund?
 - What is being funded with the grant for this financial year
 - What would you do if you had a stand still grant for the next 3 years?
 - What more would you do if the grant was increased by 3% per annum?
- 7 Four out of the five organisations are seeking an increase to their previous contributions and this amounts to more than would have been allocated if inflation had been built into the previous contributions.
- 8 In making their application, the organisations indicated that they would welcome the opportunity to work more closely in partnership with the Council through a more robust SLA than currently adopted. They have confirmed how useful and helpful it has been to have the security of a three year funding arrangement. They have indicated, however, their concern that if future funding arrangements do not reflect the inflationary increase that has accrued over the three years, or that will accrue over the coming three years, they will find it difficult to manage their finances. Partnering organisations allow for an annual inflationary uplift in the grants that they make.
- 9 Organisations in receipt of a contribution under this Scheme will be required to enter into a further SLA with the Council for the next three-year period. It is suggested that the SLA should be determined and agreed by the Task Group; it will define the arrangements between the Council and the organisation and the purpose for which the grant is made. In addition, the outcomes that the Council will expect to see as a result of funding the organisation will be included in the Agreement.

- 10 it is proposed, that, on an annual basis, the Task Group and Officers will meet with representatives of each these organisations to assess that the service arrangements that are being provided meet the agreed standard, review these, if necessary, and approve the payment for the next year.

Additional Requests Received

- 11 Members will be aware that the Community Project Grant Scheme, following the Leisure and Cultural Best Value Review is now in its second year of operation. In essence, the scheme is only open to organisations, Town and Parish Councils etc. in areas where the population is under 1,000 people.
- 12 The Chairman and Vice Chairman of the Community and Leisure Committee and the Community Development Manager have met with representatives from areas where the population exceeds 1,000 people. Representatives considered that, despite the fact that they are able to precept, there are no available funding streams coming from the Council in order to support projects that require greater capital funding.
- 13 The Chairman and Community Development Manager have also met with representatives from Crossroads who were expressing concern that no direct funding from the Council was now being received. The Chairman gave an undertaking that grant funding will be further reviewed in the autumn. In addition, the Community Development Manager has offered the services of “Funderfinder” and associated help with any submitted applications.
- 14 The Task Group consider that it would be appropriate to provide this Committee with a more detailed report at its next meeting in relation to general grant funding.

Task Group Members Comments

- 15 The requests for funding from the Contributions Fund Scheme exceed the existing budget by over £61,000. The Task Group considered a number of options for determining how to allocate funds under this Scheme –
- I. The existing budget figure of £120,162 (including £30,000 ring fenced for UCT) remains the maximum available and contributions are allocated to the organisations from this sum. Organisations have to absorb the inflationary increases that they were hoping the Council would compensate them for.
 - II. As above but an annual inflationary uplift is accounted for.
 - III. Increase the budget to £181,153 and accommodate the requests of the five organisations.
 - IV. Determine an appropriate level of funding for the organisations

- V. Increase the base budget by £4,000, and provide an annual inflationary uplift thereafter, subject to approval from the Resources Committee, thereby enabling a marginal increase to all grant recipients.

Conclusions

- 16 The Task Group considered that all of the organisations currently in receipt of funding are undertaking work that the Council would otherwise have to undertake. In addition, the Task Group considered that it is imperative that a further report should be prepared for this Committee in relation to the Community Project Grant Scheme.
- 17 The Task Group were aware of the tight budgetary constraints that are in existence and after due consideration, have set out their recommendations as to the future funding of groups in the attached appendix.

RECOMMENDED that the Committee endorse the Task Groups recommendations and that, subject to formal approval from the Resources Committee, increase the revenue budgetary resources by £4,000 from its current level of £120,162 to £124,420 thereby enabling the following grants to be made from 2005/06:

- (a) Uttlesford Citizens Advice Bureau be allocated £64,000 with an annual inflationary uplift for three years
- (b) Bishops Stortford and District Citizens Advice Bureau be allocated £9,270 with an annual inflationary uplift for three years
- (c) Council for Voluntary Services, Uttlesford be allocated £14,000 with an annual inflationary uplift for three years
- (d) Rural Community Council, Essex be allocated £2,100 in 2005/06, £2,200 in 2006/07 and £2,300 in 2007/08
- (e) Uttlesford Volunteer Bureau be allocated £5,050 with an inflationary uplift for three years
- (f) Uttlesford Community Travel be allocated £30,000 with an inflationary uplift for three years and in addition, that the Council seeks to set aside an additional capital fund of £12,000 per annum for three years ring fenced for the provision of new vehicles

Background Papers: Applications from Organisations; BV Review Recommendations; Questionnaires submitted by Grant Recipients

APPENDIX

Name of Organisation	Grant Allocation 2004/05	Contribution requested for 2005 – 2008	Purpose of Contribution for 2004 – 2007	TASK GROUP RECOMMENDATIONS FOR FUNDING
Uttlesford Citizen Advice Bureau *	£61,800	Year 1 £70,870 Year 2 £74,995 Year 3 £83,470	<ul style="list-style-type: none"> • Maintain the CAB service throughout Uttlesford District primarily from offices in Saffron Walden, Gt Dunmow and Thaxted • Develop the CAB service by looking at additional outreach offices as well as our existing opening hours and access methods • Ensure ongoing training of volunteer and paid staff, in technical matters, interviewing skills, equal opportunities and other local services • Train new volunteers to the required level of competence to ensure sufficient team members to meet demands • Maintain and improve the standard of service so ensuring continual achievement of quality standards set by National Association and Community Legal Services • Core funding costs towards Disability Take-Up Campaign once Lottery Funding has ceased in Year 3 	<ul style="list-style-type: none"> • Year 1 £64,000 • Year 2 £65,920 • Year 3 £67,897
Bishop's Stortford & District Citizens Advice Bureau Ltd	£9,270	Year 1 £9,270 Year 2 £9,270 Year 3 £9,270	<ul style="list-style-type: none"> • Pay day to day essential running costs including salaries e.g. grant funds a 2 day/week position for a debt advise and 1 day per week tutor to guide new volunteers through their 6 month training period 	<ul style="list-style-type: none"> • Year 1 £9,270 • Year 2 £9,548 • Year 3 £9,834
Uttlesford Volunteer	£2,575	Year 1 £15,647 Year 2 £16,116	<ul style="list-style-type: none"> • Form part of the Bureau's core funding e.g. Salaries and general expenses, 	<ul style="list-style-type: none"> • Year 1 £5,050

Bureau		Year3 £15,599	<p>training costs for staff and volunteers through Voluntary Sector Training</p> <ul style="list-style-type: none"> • Raising the profile of the Bureau throughout the district thus encouraging more volunteers and voluntary groups to use the service • Increase staffing to ensure a regular 2 day week service from the new Voluntary Sector Centre in Great Dunmow • Extending the opening hours in Saffron Walden to 25 hours per week 	<ul style="list-style-type: none"> • Year 2 £5,201 • Year 3 £5,357
Council for Voluntary Service, Uttlesford	£13,617	<p>Year 1 £30,766 Year 2 £31,602 Year 3 £32,463</p>	<p>With combined funding from Essex County Council, Uttlesford Primary Care Trust and the Council, CVSU will:</p> <ul style="list-style-type: none"> • Develop the capacity of the CVS to meet the increasing demands being made upon it by statutory agencies and local voluntary and community groups • Lead the development of a proposal for a Voluntary Sector Centre in Uttlesford, thus maximising the ability of groups to network and share resources and expertise • Develop a Voluntary Sector Forum which will provide an opportunity to enable the voice of the community to be heard and contribute to the development of Uttlesford Community Plan, Shaping the Future of Uttlesford, the Best Value Performance Plan and the Quality of Life Initiative • Continue servicing and developing the CVS website, to increase awareness of and access to information about 	<ul style="list-style-type: none"> • Year 1 £14,000 • Year 2 £14,420 • Year 3 £14,852

			<p>CVSU's support services which are available to the community</p> <ul style="list-style-type: none"> • Continue as lead on the implementation and development of the Uttlesford COMPACT between voluntary groups and statutory agencies • Develop business links and opportunities for sponsorship • Continue to develop our skills in levering in finance to the economy of Uttlesford by providing a range of support to voluntary groups to assist with funding applications. • Encourage CVSU membership and use of our services through marketing and public relations work. • Develop an outreach support service and seek to engage hard to reach groups in small rural locations 	
Uttlesford Community Travel **	£30,900	Year 1 £52,500 Year 2 £52,500 Year 3 £52,500	<ul style="list-style-type: none"> • Towards cost of operation, increases in maintenance charges, repairs and fuel. • Maintaining modest fare levels to customers (anticipated that the costs will be in the region of £40,000 to achieve the first 2 points) • £12,500 is requested to be ring-fenced towards the rolling purchase of new vehicles 	<ul style="list-style-type: none"> • Year 1 £30,000 • Year 2 £30,900 • Year 3 £31,827 <p>In addition, £12,000 capital funding be ring fenced towards the purchase of new vehicles</p>
Rural Community Council of Essex	£2,000	Year 1 £2,100 Year 2 £2,200 Year 3 £2,300	<ul style="list-style-type: none"> • Core Funding for development work in rural communities from village hall development to combating social exclusion 	<ul style="list-style-type: none"> • Year 1 £2,100 • Year 2 £2,200 • Year 3 £2,300

* Uttlesford CAB also receive £9,000 towards cost of office accommodation in Great Dunmow

**Ring Fenced" for UCT

Committee: Community & Leisure Committee

Date: 7 September 2004

Agenda Item No: 9

Title: SKATEBOARD PARK, REAR OF LORD BUTLER FITNESS & LEISURE CENTRE, PEASELANDS ROAD, SAFFRON WALDEN

Author: Gaynor Bradley (01799) 510348

Summary

- 1 This report seeks Members' approval for a revised and longer Lease for a piece of land on the Lord Butler Fitness & Leisure Centre site in Peaslands Road to be granted to Saffron Walden Town Council for the redevelopment of a Skateboard Park.
- 2 The land occupied by Lord Butler Fitness & Leisure Centre and Turpin's Indoor Bowling Club and surrounding area was originally owned by Saffron Walden Town Council. This land was transferred to the ownership of Uttlesford District Council and the Community Services Committee, on 22 June 1999, approved that a Lease for a portion of the land at the rear of Turpin's Indoor Bowling Club be granted to Saffron Walden Town Council for the provision of a Skateboard Park.

Background

- 3 The Lease dated 4 October 1999 lasts for 10 years. The Town Council installed a Skateboard Park, however, due to a variety of factors including pressure from young people to have concrete equipment installed, the original equipment was removed. The Saffron Walden Skateboard Park Association was established and has worked closely with officers of Saffron Walden Town Council, Uttlesford District Council and Essex County Council Youth Service to develop a new Skateboard Park. A group of young people have been meeting on a regular basis and following public meetings a design has been drawn up for a concrete park to be installed. The new scheme however requires approximately 3 metres more land to be leased to the Town Council than the previous scheme.
- 4 The Development Control Committee on 19 July 2004 granted planning permission for the development of the new scheme. Saffron Walden Town Council has requested that a new Lease be granted for a slightly larger area of land (as defined in the hatched area on the plan attached at Appendix 1)

and that the Lease operates for a term of 99 years at a peppercorn rent per annum. The Saffron Walden Town Council has requested a 99 year lease on the basis that this Skateboard Park is likely to cost in the region of £150,000, is to be constructed from concrete and is, therefore, of a more permanent nature than the previous construction.

Break Clause

- 5 Members will be aware that, in accordance with the Private Finance Initiative, the Lord Butler Fitness & Leisure Centre is to be managed by Leisure Connection Ltd., for 32 years effective from 2 December 2002. Whilst the Saffron Walden Town Council would like the Lease to last for 99 years it might be appropriate for a break clause to be inserted to coincide with the completion of the Private Finance Initiative in 2034. For information, the District Council also owns the building occupied by and leased to the Turpin's Indoor Bowling Club for a period of 25 years and Members may wish, therefore, to insert an earlier break clause in 2022 when the Bowling Club Lease expires.

Conclusion

- 6 Due to the considerable effort of the Saffron Walden Skateboard Park Association and other agencies contributing towards this project plus the substantial sum of money involved and the more permanent nature of the installation the request for a long lease does not seem unreasonable. However, taking into account the existence of the arrangements for the management of the Leisure Centre under the Private Finance Initiative provision should be made for the future of the whole site to be reconsidered at the same time.

RECOMMENDED that Members approve

- 1 a Lease to Saffron Walden Town Council for the area of land hatched on Appendix 1 to be used for the purpose of providing a Skateboard Park for a term of 99 years at a peppercorn rent per annum be approved
- 2 the Lease contains a break clause in the year 2034

Background Papers: Lease dated 4 October 1999

Committee: Community & Leisure Committee
Date: 7 September 2004
Agenda Item No: 10
Title: SKATEBOARD PARK, LOWER STREET, STANSTED
Author: Gaynor Bradley (01799) 510348

Summary

- 1 This report seeks Members' approval for a Lease to be granted to Stansted Parish Council for a piece of land adjacent to the Coach Park on the Lower Street Car Park in Stansted Mountfitchet for the provision of a Skateboard Park.
- 2 Stansted Parish Council has requested that a Lease be granted for a term of 25 years for the piece of land on the Lower Street Car Park shown hatched at Appendix 1.

Background

- 3 Stansted Parish Councillors have been working with local young people to design a Skateboard Park. The Development Control & Licensing Committee on 7 April 2004 approved a planning application for the development of a Skateboard Park on the site identified.
- 4 The project has been funded by Stansted Parish Council and by a contribution of £19,000 from Uttlesford District Council.
- 5 The Parish Council has requested that it be granted a Lease for the land for a period of 25 years at a peppercorn rent per annum. It is suggested that a break clause for the year 2019 be inserted in the lease.

RECOMMENDED that Members approve that Stansted Parish Council be granted a Lease for a term of 25 years at an annual peppercorn rent for the provision of a Skateboard Park on piece of land on the Lower Street Car Park shown hatched at Appendix 1.

Background Papers: Report to Development Control & Licensing 7 April 2004
Letter from Stansted Parish Council dated 22 June 2004

Committee: Community & Leisure
Date: 7 September 2004
Agenda Item No: 11
Title: FARMERS' MARKET – JUBILEE GARDENS
Author: Gaynor Bradley (01799) 510348

Summary

- 1 Members are asked to consider a request from Saffron Walden Farmers' Market to hold the Market on the morning of the second Friday in every month in Jubilee Gardens for the foreseeable future. Additionally, that arrangements be formalised for the future use of the gardens.

Background

- 2 Currently, the Farmers' Market is operating from the Church Halls, Abbey Lane in Saffron Walden. This is a temporary arrangement that was secured after the Market had to vacate the previous site at the Town Football Club as it was proving a difficult venue for this activity and local people indicated that it was too far to walk from the town centre. Unfortunately, it is not possible for the Market to continue at the Church Halls, Abbey Lane because of planned building work.
- 3 The Farmers' Market consists of approximately 20 stalls and requires access to toilets, hand-washing facilities and an electricity supply to serve the chiller cabinets. The use of Jubilee Gardens would be suitable from the point of view that there are public toilets nearby, there is an electricity supply to the Bandstand and the Saffron Walden Day Centre could also provide electricity and hand-washing facilities. The Day Centre Management Committee has confirmed that it would be willing to support the Market in this way. Additionally, car parking is available in the Waitrose car park adjacent to the gardens and the area is within easy walking distance of the Town Centre. With regard to delivery of equipment and supplies this would need to be accommodated through the rear entrance from Waitrose car park in order to avoid congestion on Hill Street.
- 4 The Saffron Walden Farmers' Market organisation has been asked to extend into the Cambridge, Newmarket, Thetford and Royston areas as well due to the increasing popularity of Farmers' Markets.

Jubilee Gardens

- 5 The gardens are in the ownership of the District Council but Saffron Walden Town Council administer event bookings for the Bandstand. To date, the only bookings taken for Jubilee Gardens relate to the Bandstand and occasional outdoor social activities run by the Day Centre.
- 6 It has to be acknowledged that by allowing a Farmers' Market to operate in this area it might well set a precedent and other organisations may request to hire the gardens. Therefore, it would seem appropriate at this time to develop guidelines regarding future usage. The Town's Bye-Laws do not preclude use of the garden for market/sales purposes.

Environmental Issues

- 7 Damage to the grass particularly during the Winter months might become an issue, therefore, a charge would need to be made to cover additional work required by the Grounds Maintenance Contractor. Additionally, the Market would need to comply with the existing environmental health hygiene guidelines.

Conclusion

- 8 It would be possible to hold Farmers' Markets in Jubilee Gardens with a charge being made to contribute towards electricity, water and grounds maintenance costs. However, an agreement would need to be drawn up between the District Council and the Saffron Walden Farmers' Market Group with options built in for the arrangement to be terminated, as necessary.
- 9 It would be useful to establish guidelines for the type of usage to be allowed in the future as no such guidance exists at present. Additionally, qualifying criteria, a code of behaviour and fees for hirers would need to be agreed with Saffron Walden Town Council to clarify the position for the future.

RECOMMENDED that Members approve

- a) that officers negotiate a usage agreement including hire fees with Saffron Walden Farmers' Market group for the hire of Jubilee Gardens during 10.00 a.m. – 13.00 p.m. on the second Friday of each month with suitable termination clauses included, and
- b) that officers negotiate with Saffron Walden Town Council to agree future administration and hire conditions for the use of Jubilee Gardens.

Background Papers: None (Telephone request from Saffron Walden Farmers' Market Group)

Committee: Community And Leisure Committee
Date: 7 September 2004
Agenda Item No: 12
Title: RHODES CENTRE, BISHOP'S STORTFORD
Author: Gaynor Bradley (01799) 510348

Summary

- 1 Members are requested to consider an application for a financial capital contribution to be made towards the major refurbishment of the Rhodes Centre in Bishop's Stortford to provide arts and community facilities.

Background

- 2 On the 19 April 2004 representatives from the Rhodes Centre, at their request, met with Councillors Alan Dean and David Morson. An outline of the refurbishment of the Rhodes Centre was provided and, in particular, the development of community and arts facilities. The Rhodes Centre' representatives explained that The Rhodes Appeal is an independent registered charity established to raise funds for The Rhodes Project (Attached at Appendix II is a Synopsis of The Rhodes Project). The representatives explained the fundraising strategy being pursued and asked if Uttlesford District Council would be willing to consider making a contribution towards the refurbishment of a facility that could provide activities for the people of Uttlesford as well as Bishop's Stortford and surrounding areas. The total cost of the project is £3.4m and £3.1m has been raised during the three years since The Rhodes Appeal was established. The main funding sources have been the Heritage Lottery fund with match funding from both East Herts District council and Bishop's Stortford Town Council. The project now has an outstanding balance of approximately £270,000.
- 3 Both Members and the Rhodes Centre' representatives agreed that there is merit in local authorities working across borders as often achievements can be maximised by linking with other partners rather than pursuing goals separately. It was also acknowledged that it is often more beneficial, when applying to funding organisations, to be able to demonstrate joint working and to comply with match funding criteria. Even if partners only commit relatively small sums of money it is possible to raise a larger amount via a funding organisation.

- 4 Members requested that a list of the unfunded items required be submitted to the Council for consideration of whether and what support Uttlesford District Council might contribute. The list of required items is outlined in the letter from The Rhodes Appeal attached at Appendix 1. The Rhodes Centre' representatives have been informed that a request for funding will be submitted to the Community & Leisure Committee for consideration.
- 5 However, Members may be aware that Saffron Walden Town Council is also pursuing the possible development of an Arts & Community Centre and will no doubt be seeking contributions towards this venture in the near future.

RECOMMENDED that Members consider

- 1 whether, or not, the Council should make a capital contribution (which would not have an impact on the revenue budget) to the Rhodes Centre Appeal, and, if so,
- 2 decide upon the level of contribution and the item that the Council should contribute towards from the list contained in the letter attached at Appendix 1.

Background Papers: Letter from the Rhodes Appeal and Plans attached thereto.

Committee: Community And Leisure Committee
Date: 7 September 2004
Agenda Item No: 13
Title: COMMUNITY SPORTS OUTREACH PROJECT
Author: Gaynor Bradley (01799) 510348

Summary

- 1 This report seeks Members' support to the continuation of the Community Sports Outreach Project.

Background

- 2 Officers have been successful in securing external funding for this project from Home Office schemes as follows:

<u>Year</u>	<u>Fund</u>	<u>Amount</u>
2001/02	Community against Drugs Fund (Project did not commence until January 2002)	£5,400
2003/04	Safer Communities Initiatives' Fund	£8,000
2004/05	Building Safer Communities Fund	£8,700

- 3 The project currently employs two part-time workers - a Community Sports Outreach Co-ordinator and a Community Sports Outreach Worker contracted to work 12 and 6 hours per week, respectively, equating to a total of 936 hours per annum.
- 4 However, when the original funding was secured it was not possible for the District Council to temporarily employ the two part-time Workers. Essex County Council Youth Service was approached and agreed to employ the Sports Outreach Workers. Whilst this enabled the project to be developed (with considerable input from the District Council's Sports Development Officer) the situation hindered the work of the project due to the lack of skills and resources available within the Youth Service to administer a Sports Outreach project. In April 2004 the Leader of the Council agreed that the Sports Outreach Workers should be employed on temporary contracts by the District Council, located within the Leisure Team, and managed by the Sports Development Officer.

Project Work

- 5 To date, the project has been very successful by engaging with a considerable number of young people throughout the district.
- 6 During 2002, the first year of the project, the Outreach Workers
 - devoted time to training to enable them to approach groups of young people and to gain their trust
 - made contacts with local organisations
 - familiarised themselves with the area and established where young people met and forged relationships
 - worked with a group interested in football in Elsenham during the Summer
 - spent 4 – 6 weeks with a group in Great Dunmow encouraging them to play softball
 - established a 5-a-side football competition involving the Youth Centres that resulted in 6 teams participating.
- 7 In 2003 the successful community relationships were further developed and some of the work undertaken was
 - held a pool competition using Newport Youth Club as a venue
 - ran a multi-sports 6 weeks programme in Loompits Way, Saffron Walden
 - organised a 6 week Kayaking programme at Danbury Youth Camp attended by 13 people from Stansted Mountfitchet, Saffron Walden and Great Hallingbury
 - established a Wednesday evening basketball session in the Mountfitchet Romeera Leisure Centre, 16 – 25 young people attended each week
 - established a Friday evening Basketball session at the Centre, now run by a parent.

Project Need

- 8 The project has clearly contributed towards enhancing the quality of life for young people and complements the Youth Service's information and counselling work. Also, it contributes towards the healthy development (in mind and body) of young people for the future. Past surveys identified that Uttlesford is not free of the drug culture and that transport to activities and centres is a real problem. This project provides access to sports for hard to reach groups with lack of opportunity and resources to access services.
- 9 Approaches from the Police, Parish Councils and other community groups have identified that there is a great deal of scope for more sports outreach work to be provided. Indeed, the newly established Youth Forum requested the Sports Development Officer to attend a meeting to discuss sporting initiatives. Informal communication with the Police has confirmed the view that when young people positively channel their energies into sport there is less likelihood of nuisance problems developing.

- 10 With regular requests for more sports outreach work to be provided in the evenings it is not possible for the current 18 hours of work available to satisfy the demand. Travelling to rural parts of Uttlesford takes up a considerable time and as the Workers operate in pairs this reduces the level of sporting opportunity provided. Ideally, expanding the scheme to employ two further part-time Workers would enable greater coverage of the area, better relationships to develop and more competitive activities to be delivered, if required, to increase young people's skills development and enjoyment.

Funding

- 11 External funding for this project ceases at the end of March 2005. Whilst funding applications have been successful to date most funding organisations will only fund the establishment of a project and not an ongoing service. For instance, the Home Office guidance states "Building Safer Communities Funding is meant to provide services to the community that would not otherwise be provided. The purpose of the funding is not to shore up, or replace mainstream local funding." Therefore, as the project will have been operating for three years in March 2005, external funding will probably not be received in future to the degree previously secured, although it might still be possible to obtain smaller contributions for specific activities.
- 12 Currently, the project provides for 936 hours per annum, of sports outreach work costing approximately £9,000. Establishing two additional 6 hours per week posts results in an annual cost of approximately £6,000.

Conclusion

- 13 In response to requests for more provision of this type of work in more rural areas, as well as the towns, Officers consider that this scheme should be expanded and become a permanent part of the Council's Leisure provision. This would continue the contribution towards the health and fitness of young people and thereby invest in the future quality of life of the whole community.

RECOMMENDED that Members approve

Officers continue to explore the future funding and the further development of the Community Sports Outreach Worker project.

Background Papers: Sports Outreach Workers' monitoring reports

To: Community & Leisure Committee
Date: 7 September 2004
Agenda Item: 14
Title: BUDGETARY CONTROL REPORT
Author: Sara Chapman (01799 510312)

Introduction

- 1 This is the first budgetary control report to this committee for 2004/05.

Basis of Report

- 2 The report is based on data held within the Council's Financial Management Systems for the period ending 31 July 2004. The Council's new Financial Management Information System (FMIS) went live from the 1 July 2004 and this report merges data from both the old and new systems to give the total position for the first four months of the financial year. Relevant Executive Managers have been asked if they are aware of any significant variations, including any that may not be in the figures produced to date.

The table in the attached Appendix 1 to this report shows the following data;

- a. 2003/04 Actual spend (subject to Audit)
- b. 2004/05 Budget
- c. 2004/05 Profiled budget ('expected' spending or income to date)
- d. 2004/05 Expenditure and Income to 31 July 2004
- e. Over/underspend between profiled budget and actual to date
- f. Actual expressed as a % of the profiled budget
- g. Projected outturn (a judgement as to what the year end position will be)
- h. Current Status of projected spend compared with budget (on line/under or heading for an overspend, as depicted by a smiling or sad face)
- i. Notes to explain any apparent discrepancies

Analysis of Variation

- 3 It can be seen from the data in the table that at this stage there is a variation between the spend at month 4 compared to the profiled budget for the same period of an underspend of some £13,000 (3% of profiled budget). At this early stage in the financial year officers do not consider this variation will impact on the projected outturn. These variations will continue to be monitored and any savings/underspend that are confirmed will be built into the revised estimates for consideration by Members at the meeting of this committee on 2 November 2004.

New FMIS

- 4 The introduction of FMIS from the 1 July gives greater scope for reporting purposes and officers will be developing this over the coming months. Members may like to give consideration to what information they would like to see in future budget monitoring reports. The report attached at Appendix 1 has been compiled from data held on the new system, rather than being a report from the system itself, which is still being refined. In future, reports will be produced direct from the system and can include, for example, graphical analysis of spending.

RECOMMENDED that

Members note the budgetary control position at 31 July 2004.

Members consider what information they would like included in future budgetary control reports.

Background Papers: FMIS budget reports

COMMUNITY & LEISURE BUDGETARY CONTROL REPORT - DIRECT COSTS TO 31 JULY 2004

		Actual 2003/04 £	Budget 2004/05 £	Profiled Budget 2004/05 £	Actual 2004/05 £	Over/ (under) Spend £	% spend of profiled budget %	Projected Outturn £	Current Status	Note
Community & Leisure Management	Expenditure	143689	145790	45337	46863	1526	103.4	145790	☺	
Leisure - PFI	Expenditure	578199	821700	205425	204180	(1245)	99.4	821700	☺	
	Income	(685921)	(699500)	(182417)	(181690)	727	99.6	(699500)	☺	
Leisure Administration	Expenditure	41341	86110	28010	25512	(2498)	91.1	86110	☺	
	Income	(217)	(19800)	(8250)	(8250)		100.0	(19800)	☺	
Sports Development	Expenditure	64101	59580	18630	18322	(308)	98.3	59580	☺	
	Income	(24333)	(18100)	(7542)	(8445)	(904)	112.0	(18100)	☺	
Day Centres	Expenditure	52814	50270	14923	14260	(663)	95.6	50270	☺	
	Income	(15687)	(22090)	(4090)	(4444)	(354)	108.6	(22090)	☺	
Community Information Centres	Expenditure	66916	70690	23157	23080	(77)	99.7	70690	☺	
	Income	(10853)	(10500)	0	0		100.0	(10500)	☺	
Youth & Arts Development	Expenditure	37355	45800	14040	14666	626	104.5	45800	☺	
	Income	(7281)	(5750)	(1917)	(3500)	(1583)	182.6	(5750)	☺	
Museum	Expenditure	259863	253860	91683	87951	(3732)	95.9	253860	☺	
	Income	(49738)	(30750)	(10250)	(11382)	(1132)	111.0	(30750)	☺	
Tourist Information Centre	Expenditure	123857	129130	45921	48853	2932	106.4	129130	☺	

	Income	(20594)	(23010)	(2160)	(519)	1641	24.0	(23010)	☺	(1)
Grants & Contributions	Expenditure	127364	156080	150330	149948	(382)	99.7	156080	☺	
	Income	(24359)	(20000)	0	0		100.0	(20000)	☺	

COMMUNITY & LEISURE BUDGETARY CONTROL REPORT - DIRECT COSTS TO 31 JULY 2004

		Actual 2003/04 £	Budget 2004/05 £	Profiled Budget 2004/05 £	Actual 2004/05 £	Over/ (under) Spend £	% spend of profiled budget %	Projected Outturn £	Current Status	Note
Bridge End Gardens	Expenditure	102733	95570	31450	31751	301	101.0	95570	☺	
	Income	(5223)								
Emergency Planning	Expenditure	27854	35520	11580	4025	(7555)	34.8	35520	☺	(2)
Community Safety	Expenditure	168703	91970	29430	32132	2702	109.2	91970	☺	
	Income	(102940)	(17000)	(5667)	(7000)	(1333)	123.5	(17000)	☺	
Drug Awareness	Expenditure	11838	4600	1533	99	(1434)	6.5	4600	☺	
	Income	0	(10000)	0	0	0	100.0	(10000)	☺	
Community Wardens	Expenditure	26926	50000	12500	12143	(357)	97.1	50000	☺	
Committee Total (net)		886406	1220170	501657	488556	(13101)	97.4	1220170	☺	(3)

Note

(1) Distorted by stock held for resale

(2) Vacant post now filled

(3) Excludes pre PFI financing

Committee: Community & Leisure
Date: 7 September 2004
Agenda Item No: 15
Title: CCTV – District Annual Report
Author: Rachel Hutchinson (01799) 510585

Summary

- 1 The Home Office CCTV scheme has been fully established since 27 June 2002. Prior to its implementation, Saffron Walden Town Council introduced a scheme in April 2002.
- 2 It has been recognised by the Home Office and Police that whilst CCTV will not stop crimes being committed, it is nationally recognised as a working deterrent. The 1998 Crime & Disorder public survey undertaken in 1998 demonstrated that there was a genuine fear of crime in the District disproportionate to the actual reported figures of crime.
- 3 It is expected that the public survey undertaken in July of this year will show the same fear of crime. The current Crime & Disorder Strategy supported by Members commits the Council in alleviating this problem, as does the Quality of Life Plan. A review of the Public Sector CCTV in the District is currently being undertaken.
- 4 According to Essex Police the effect of the cameras was almost immediate from 12th April 2002. This effect now seems to have dissipated somewhat but may change, depending on the recommendations of the above review. The Police use the cameras, as a resource to direct patrol officers on the beat, respond to incidents of crime, shoplifting etc, and most significantly to monitor Public Order over weekends, or at specific events within the area of the camera scheme.

Monitoring

- 5 The system is utilised by the Police and the table set out below illustrates the usage of the system during the period from 1 July 2003 to 30 June 2004

For the period 1st July 2003 to 30th June 2004 Saffron Walden

No. of times system monitored by Police	65 (including training)
No. of incidents occurring	44
No. of assistance calls	3
No. of arrests	10
Operations supported	2

Drug offences	1
No. of tapes provided to Police for evidence	82

For the period 1st July to 30th June 2004 Stansted

No. of times system monitored by Police	1(1 training session)
No. of incidents occurring	0
No. of assistance calls	0
No. of arrests	0
Operations supported	0
Drug offences	0
No. of tapes provided to Police for evidence	27

For the period 1st July to 30th June 2004 Great Dunmow

No. of times system monitored by Police	19 (inc training)
No. of incidents occurring	10
No. of assistance calls	0
No. of arrests	0
Operations supported	1
Drug offences	0
No. of tapes provided to Police for evidence	25

The above statistics show that the scheme has been utilised more fully in certain areas of the District than others, this is due to levels of Police staffing (only staff not fully fit for operational duty are rostered to monitor the system), their awareness of being able to use the system, their confidence in using the system, access to the system in the Stansted area and time available for the Crime Prevention Officer to lead on monitoring and training. The fact that there is no “slave monitor” in the Stansted Police Station is self-evident.

However, following the audit trail of the tapes (Police give the incident number to obtain the tape since April 04) shows that only 5 out of the 24 tapes (with incident no.s) resulted in convictions/had suspects arrested. This can lead to two conclusions one positive and the other negative.

On the positive side, almost 1/5th or 21% of the tapes audited led to arrests and it is anticipated that next year will give a better picture. On the negative side, 4/5th or 79% of the tapes audited did not provide sufficient evidence to use in proceedings – this may suggest that an upgrade to digital quality is required. Tapes do not always provide sufficient evidence, as cameras are on pre-set patrol the majority of the time.

The Council staff have good liaison with the Police and Town/Parish Council staff where the Tape management systems are located. However, recent enquiries show that tape replacement by Essex Police is not at a suitable level. Reminders have been issued to Essex Police to replace future tapes and requests have been made for a bulk order.

Staff training

New protocols for use have been drawn up since Videcom have taken over the role of Maintenance contractors so that more Police can have access to the system. Progressive training has and will be provided by the Crime Prevention Officer (Essex Police) as liaison officer.

Refresher training has been identified as a training issue to be addressed in 2004, as some of the errors/faults on the cameras reported in the previous year were caused by operator error.

Maintenance contract

The new contractors following on from ADT are Videcom. The “Partner Contributors” have agreed to continue to fund the scheme on a three-year contract. A report was requested for an independent company to assess areas of essential work and improvements to be done by the company taking on the maintenance of the scheme. To date Videcom have carried out essential works as requested to the district wide scheme

Conclusion

The scheme was installed with the intention of deterring crime, assisting in regenerating economy within the three towns and promotion of Secured Car Park Status. From these aims, the report can show that “evidence of crimes” has been gathered in the towns of Saffron Walden and Gt Dunmow in the main, and anecdotal evidence from the Police states that “on street crimes” have reduced especially crimes of violence – fights etc.

This would suggest that certain types of crime have reduced. These types of crimes are not static in their location on the street, to this end Partners may need to consider a more flexible approach in order to react to changing “hotspots” of crime and utilise mobile camera technology in the future.

RECOMMENDATION that

- 1 the system continue to be monitored and evaluated annually for its effectiveness
- 2 that a further report brought to this committee providing details of the feasibility study undertaken by Videcom (after October 2004)

Background Papers:

Police CCTV Annual Report 2001/02/03/04

UDC Fault report 2002/03/04

Police statistics year 01/02/03/04 (to date) CCTV Town Centre Crimes

Police statistics year 01/02/03/04 (to date) Car park crimes