



# South Somerset District Council Request for Capital

**Capital Request No:** 2018-01

**Capital Name:** New Westfield Community Centre

**Date Created** 19/07/2017  
**Document Version:** V.7  
**Author:** James Divall

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## 1 Purpose of Request

The project is a joint project between St Peter's Church (Westfield) and the Westfield Community Association to demolish the church hall behind St. Peters' Church and build a purpose-built Community Centre in its place. The goal is to provide a much-needed community facility, strengthen the Westfield community, reduce inequality, provide increased access to education advice and services, and meet the needs of the estate and its residents.

The estimated costs from the build project (including VAT and contingency) are £959,000. This will establish a new fit for purpose community hub equipped with a new function room (main hall), pop up café and communal space, information desk and community office, meeting rooms and agency interview space.

The aim is to make the new community centre the heart of the neighbourhood, providing a home for a number of community clubs, activities, support and advice sessions and a place to meet and socialise. It is a strategic milestone in achieving the positive result we need in delivering the health inequalities regeneration plan for the area and the catalyst for change that the community need and desire.

The project is supported by paragraph 70 in Section 8 of the National Planning Policy Framework (NPPF), which requires the delivery of "the social, recreational and cultural facilities and services the community need" and by Policy EP15 of the South Somerset Local Plan which supports the provision of new community facilities.

## 2 Objectives

The key objectives of this project are:

- To provide residents with a suitable and sustainable community facility in response to a comprehensive local consultation.
- To provide agencies with a 'hub' from which they can work to improve health, social and economic inequalities and tackle the deprivation in the area.
- To reduce maintenance costs of the current community building.
- To improve the security in the area, reducing vandalism & anti-social behaviour while promote positive active community participation in youth and adult clubs and programmes.

The project helps to achieve the following key target areas of the new corporate plan:

### **Aims:**

- Enable Housing to meet all needs (signposting and information point opportunities)
- Improve health and reduce health inequalities (focus the regeneration project in Westfield)

### **Our Values:**

- Putting the customer first when delivering plans and services (locally identified plans – created and endorsed by South Somerset District Council)
- Support people and communities, enabling them to help themselves

### **Environment:**

- Promote high quality built environment in line with the local plan
- Support communities to develop local, parish and neighbourhood plans.

### **Homes:**

- Tackle Fuel Poverty (a theme within the regeneration plan)
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- Enable people to live independently for as long as they are able (local access to services and support as well as a social space to meet and take part in healthy lifestyle activities)

**Health & Communities:**

- Support communities so that they can identify their needs and develop local solutions.
- Target supported areas of need.
- Help people to live well by enabling quality cultural, leisure, play, sport & healthy lifestyle facilities and activities.
- Work with partners to tackle health issues such as diabetes and hypertension.
- Help keep our communities safe.

### 3 Constraints and Decisions

It is important to highlight that a condition of the grant should be:

- That sufficient other funding must be secured before any funds are released.
- That governance arrangements for the new community centre should ensure that the community's wishes are carried out
- That it would be used to include a condition of the hall running a volunteer local information service from the centre to create a place to find information as well as sign post and promote South Somerset District Council services and programmes.

### 4 Interfaces

N/A

### 5 Measures of Success

The health Inequalities Westfield Regeneration programme multi agency steering group will evaluate the project, as a report will be produced for SSDC Area South Committee, key stakeholders and the residents' association who have been involved in designing the programme (the hall is an integral part of this programme). The report will include usage figures and information post completion as well as user feedback.

Success will be measured by seeing growth in usage, by capturing case studies of how the hall has made a difference and how partners and communities feel about the effective change it has created. **Details are given in the next section 1.4**

The quality of the build will be checked by South Somerset District Council and signed off by the Westfield Community Hall working party and eventually new governing trust.

South Somerset District Council must be recognised for the contribution it has made to the project and the completion of the new hall.

### 6 Anticipated Benefits

Westfield consists of Lower Super Output Area 12B to the East and 13C to the West.

From the 2011 census, Lower Super Output Area 13C is the most deprived ward in South Somerset, and also the most deprived on Income, and on Education, Skills & Training; it is in the top 8% most deprived areas in the UK. Area 12B is in the most deprived 20% in the UK. In 2010 Experian estimated that 49% of Westfield residents earn under £17,000 per year.

The two areas are 4th and 5th most deprived on health in South Somerset. Both areas show a marked decline since 2001. Based on NHS figures, the Westfield estate is one of the three 3 priority wards for health and well-being in South Somerset. Residents of

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Westfield will, on average, die 7 years earlier than people living in the richest neighbourhoods within South Somerset.

To remedy these issues, a Regeneration Plan was launched in March 2016 (Appendix A): of the projects within the Plan the biggest and most important is the provision of a new community centre. The new Community Centre will be equipped for training and advice services, giving easier access to skills and expert help. Local training and advice is already being run from the church building on IT skills and Fuel Poverty, but limitations on facilities and availability point to the need for a better equipped facility.

Anticipated benefits include:

- Greater access to skills training and advice, through adult education, advice centres, drop-ins.
- Decrease in social isolation and associated health problems through having a community gathering space and enhanced facilities. (For example, a recently launched coffee morning in the church now has several regulars who had previously never left their homes for any other reason, with a resulting improvement in confidence, mental health, and social support networks. The new centre would greatly expand the capacity to offer this).
- Greater membership and satisfaction of user groups
- New user groups and community groups using the hall, with attendant benefits for local children, youth, families and seniors.

The project team has derived a series of high level Outcomes and developed a series of Performance Measures by which they can monitor the success in achieving them.

Project outcome	Indicator	Level	Timescale
<b>Outcome 1</b> To reduce social and economic deprivation in Westfield by improving access to services, training and advice.	More local people accessing skills and training, face to face advice (health coaches, CAB, CAP, benefits, Relate, Yarlington etc.)	At least 150 per year	By 12 months after opening, and maintained annually thereafter.
	New and existing user groups report that the new facilities are what they need and what they expected	User groups score at least 4.25 out of 5 for all categories in repeat of 2015 hall user survey	9 months after the centre opens
	More user groups and advice surgeries hosted at the new centre, and increasing visits by residents	6 new regular users, and footfall increasing from weekly average of 300 to 450	18 months after the centre opens
<b>Outcome 2</b> To make a beneficial and measurable impact on the physical and emotional well-being of Westfield residents of all ages	Majority of all residents feel that the new centre offers something for them	1500 in response to survey	12 months after the centre opens
	Expand training & advice to address poverty, education & skills deprivation	5 training and advice sessions per week with viable take-up	12 months after the centre opens
	People of all ages using the centre will report gains in health, learning, well-being	500 in response to survey	18 months after the centre opens
<b>Outcome 3</b> Fewer young people involved in	Young people get involved in all sport and leisure activities	30 in year 1, 50 in year 2	Year 1 and 2
	Bespoke youth clubs and services thrive and increase their appeal and	Attendance increases by 30% in	Year 1 and 2

Project outcome	Indicator	Level	Timescale
anti-social behaviour through participating in positive activities	membership	year 1, leading to more services	
	Crime and ASB statistics for Westfield decrease	Statistics show a 15% decrease after year 1, 30% decrease after year 2	Year 1 and 2
<b>Outcome 4</b> Being part of the project will bring the community together and provide a feeling of pride in Westfield	Many people not involved in the community before will join the fund-raising activities	15 more people not involved before	By mid-2018
	Community leaders will emerge for future activities	5 people volunteer to lead projects or act as officers	By mid-2018
	Many more people will join the Westfield Community Association, the church and other community groups	35 more members register	By the completion of the building

Efficiency saving

The project will not make a cost saving in staff time – at present the hall is run and maintained by volunteers from the church, and the new community centre will continue on this model, involving the Community Association too. The main financial benefit will be reduced running costs for the hall, and an increased number of hireable spaces. This should generate an increased surplus which can be reinvested in community work. At present the hall makes a small surplus, which helps to support a local community youth worker.

Driven by legislative requirements?

The project is not driven primarily by legislative requirements, although the current hall is not compliant to disability requirements: it is primarily driven by community needs and lack of facilities

Feasibility:

The main issue here is affordability. We know that a community centre on Westfield is a viable model because the hall already exists, and has run successfully for over 50 years. St. Peters Church has been able to run, manage and maintain it in partnership with user groups during that time, and at present with a single hireable space the hall generates around £12,000 in revenue a year. This is spent on cleaning, maintenance, insurance, utilities, and generates a small surplus (see above.)

Due to high levels of demand in the hall, St. Peters Church has recently seen extra use for community activities – coffee mornings, IT training, adult education courses, energy advice and training. There is therefore strong evidence of the need for an ongoing community space, and indeed for extra spaces to be available for hire. Thus the Design Brief for the Community Centre (Appendix C) includes a large hall, meeting room for 15-20, interview room for 2-4 and an open plan café/gathering area, creating four usable spaces in place of the current one.

With a much higher specification on insulation and energy costs (the current hall is basically a shed with cladding), and with a new building, maintenance and running costs will be lower per square foot. Moving from one hireable space to three, with the capacity for running a community café, will generate extra revenue streams for a centre which already has a healthy financial position. In terms of ongoing costs and revenues, the Community Centre project has a robust basis for the future.

The main feasibility issue is therefore the cost of building the new Community Centre itself. Having evaluated the various options (see below) this delivers the best solution for the estate and the best value for money. Through the project Architect we have engaged a Quantity Surveyor to keep a detailed control on costs and to monitor the tendering process for builders. Regular meetings with the Architect cover both the design and specification of the Centre, and affordability. We have also developed a funding strategy (Appendix F), and have a project team with extensive experience in fundraising for projects of this kind. We have received a conditional award of £500,000 from the National Lottery Building Communities fund, and have identified grants and fundraising sources for a further £365,000 towards the project. Given the rigorous process and standards of the Lottery funding streams, the receipt of their grant is a strong indicator of the robustness and relevance of this project. Obtaining a capital grant from SSDC forms an integral part of our fundraising strategy.

#### Impact on carbon management programme

Planning for the new centre's specification (see Design Brief Appendix C): -

- Will include insulation that meets or exceeds the latest insulation standards
- Will consider solar PV panels to generate renewable electricity
- Will consider a ground-sourced heat pump for efficient space heating

## 7 Options Discounted

A full Options Appraisal has been carried out by the Project Team with the help of the Architects (see Appendix B). A summary is included here:

### **Option 1 – Do Nothing**

This option would not solve the problems with the state of the hall, its appearance and usage from the community. It could also result in SSDC having to support funding in the future to make the hall safe when it deteriorates further.

The option would inhibit the health inequalities work (Westfield Regeneration Plan) to be undertaken by South Somerset District Council and would not address any of the concerns expressed by local residents and agencies during the local consultation. Therefore there would be no confidence from the community that agencies and SSDC act on clearly expressed community need.

### **Option 2 – Renting another premises**

The current St. Peters hall is a recognised venue for the Westfield Community at the centre of the estate, and has a long association in the minds of many. Moving community groups to another venue (especially outside of the community – as there are no alternative day time venues) would break that link with the hall and with the estate, and would require a rebuilding of community capital.

### **Option 3 – find an alternative site (new build)**

The alternative sites on Westfield are limited, and each presents a cost. The current hall is centrally situated and available 7 days a week. There are only 3 other options on the estate for an alternative site:

- Hire rooms at Westfield School: this would cut out all groups and meetings that meet during school hours, and add substantially to the costs. The hall currently pays for itself, paying out hire fees to an external provider would require an extra income stream to be identified.
  - Hire rooms at Johnson Park: this is not in such a good location, and is a private sport and social club rather than a community centre. This would lose the synergy of working with the church building, and be limited by the club's own commitments and hiring. The Johnson Park building is not itself suitable for use by most of the user groups.
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- Find a new land site on the estate: the only vacant land is between the Co-op store and Lockwood Court. This is shared between two land owners, and partly due to the complexities of this has remained undeveloped for many years. It is smaller than the present site, has limited access, and would compromise the link between the hall and the church, which provides many useful options at present. It is highly unlikely that the entire piece of land could be secured, and even if it was, the present site is much better.

**Option 4 – Refurbish / extend existing facilities**

The existing facilities are in such poor repair that extensive refurbishment is required to bring the building up to a building regulation standard. An investment as such is only worthwhile if the facilities that are being providing serve the needs of the community and are worth the expenditure. At present the facilities fail in terms of: storage, private meeting spaces, offices, internal flexibility, café facilities, reception and washrooms. Through refurbishment and extension, some of these issues can be tackled, however the end result would be compromised as not all the additional facilities can be accommodated with the constraints of the existing building positioned on site.

**Option 5 – rebuild the whole building**

This is the preferred option: The new hall would be bigger than the current hall to enable healthy lifestyle activities, clubs, meetings and events to take place, which have been highlighted within the community consultation and health inequalities (Westfield Regeneration Plan) action plan. This option would ensure the best layout of the facilities and allow sustainability principles to be incorporated into the whole building.

**8 Key Information Summary**

8.1	Expected Duration Of Work	
	Start Date:	24/03/2017 * official first action (discussion 6 months prior)
	Other Key Milestones with Dates:	<ul style="list-style-type: none"> <li>• Big lottery – phase 2 application (24/03/17 – 27/11/17)</li> <li>• Consultation with community &amp; partners: (24/03/17- 03/06/17)</li> <li>• Design development: (02/05/2017 – 24/07/2018) <i>(including detailed architect drawings &amp; full project plan).</i> <ul style="list-style-type: none"> <li>- Planning application / permission: 12/01/18 – 05/04/18</li> </ul> </li> <li>• Big Lottery – phase 3 application (27/11/17 – 28/09/18)</li> <li>• Construction tender: (15/01/18 – 18/10/18)</li> <li>• Construction: (08/01/18 – 30/08/19)</li> </ul> <p><b><u>See appendix G for detailed programme plan.</u></b></p>
	Expected Completion Date:	30/08/2019 * (estimated handover date)

8.2 Estimate of Officer Time Required: -				
Officer's Name		Estimate of Officer hrs	Officer available? Y/N	Agreement of Officer? Y/N
Neighbourhood Development Officer & Project Manager for Westfield Regeneration Programme		200hrs 25hrs	Y Y	Y Y
<b>Are there any impacts on property?</b>		External support for this project.		
<b>Are there any impacts on IT systems?</b>		N/A		
<b>Are there any environmental impacts?</b>		Design concept supports green travel to and from the centre as located in the heart of the neighbourhood. Parking will be available adjacent to the community building.		
<b>Have you appropriately considered all Equality issues?</b>		DDA audit and consultation completed as part of the design stage		
8.3 Risk Assessment				
Risk		Steps taken to mitigate Risk		
Risk to Project?		<p>A Comprehensive risk register has been developed with the help of the appointed Architects (Boon Brown Architects) – see Appendix H for detailed risk assessment and response plan - and it will be monitored and updated continuously by the project team to identify cost, time and quality risk associated with the project. Initial findings include:</p> <ul style="list-style-type: none"> <li>• Funding risk: Funding raised for the project is insufficient</li> <li>• Project management risk: Communication &amp; control risks</li> <li>• External risk: Public consultation events expose unforeseen issues / objectives to the new build scheme</li> <li>• Planning risk: Full planning application does not succeed or onerous planning conditions applied</li> <li>• Environment/ site condition risk: The ground conditions / soil survey shows significant contamination, made ground or other issues</li> <li>• Other environmental or ecological constraints.</li> <li>• Construction risk: Failure of main contractor</li> <li>• Under-performance of main contractor</li> <li>• Site constraints</li> <li>• Environment / weather</li> </ul> <p>The risk register will allocate ownership of all risks identified and will form a permanent agenda item for all team meetings between the client team and the consultants. The likelihood and impact of each risk with the register will be continually assessed and to identify intrinsically linked opportunities for added value on a monthly basis. Risks will be added and deleted as required throughout the project process.</p>		



	<p>Risk to SSDC?</p> <p>Funding:</p>  <p>Competency to deliver project &amp; no increased usage for the build.</p>	<p><u>Initial grant:</u> Safeguards are in place to limit risk to the initial grant provision and loss of any funds from SSDC. Within the conditions document the third party will need to prove that all other funds have been obtained and that our funds will only be released on receipt of payment receipts for the build work.</p> <p>Limiting risk to the long term investment in the facility &amp; any concerns of the future of the organisation running it will include analysis of the following documentations.</p> <ul style="list-style-type: none"> <li>- Governance &amp; past history</li> <li>- Business planning</li> <li>- Future development plans</li> </ul> <p>Established governance and evidence of operating experience, a sound business plan as well as development plans for capacity building and growth of usage are all prior to releasing funds. Local consultation has shown a demand for improved facilities and current/ new user groups are also highly supportive.</p> <p>Reputational risk to SSDC is also a factor, if the project does not succeed.</p>
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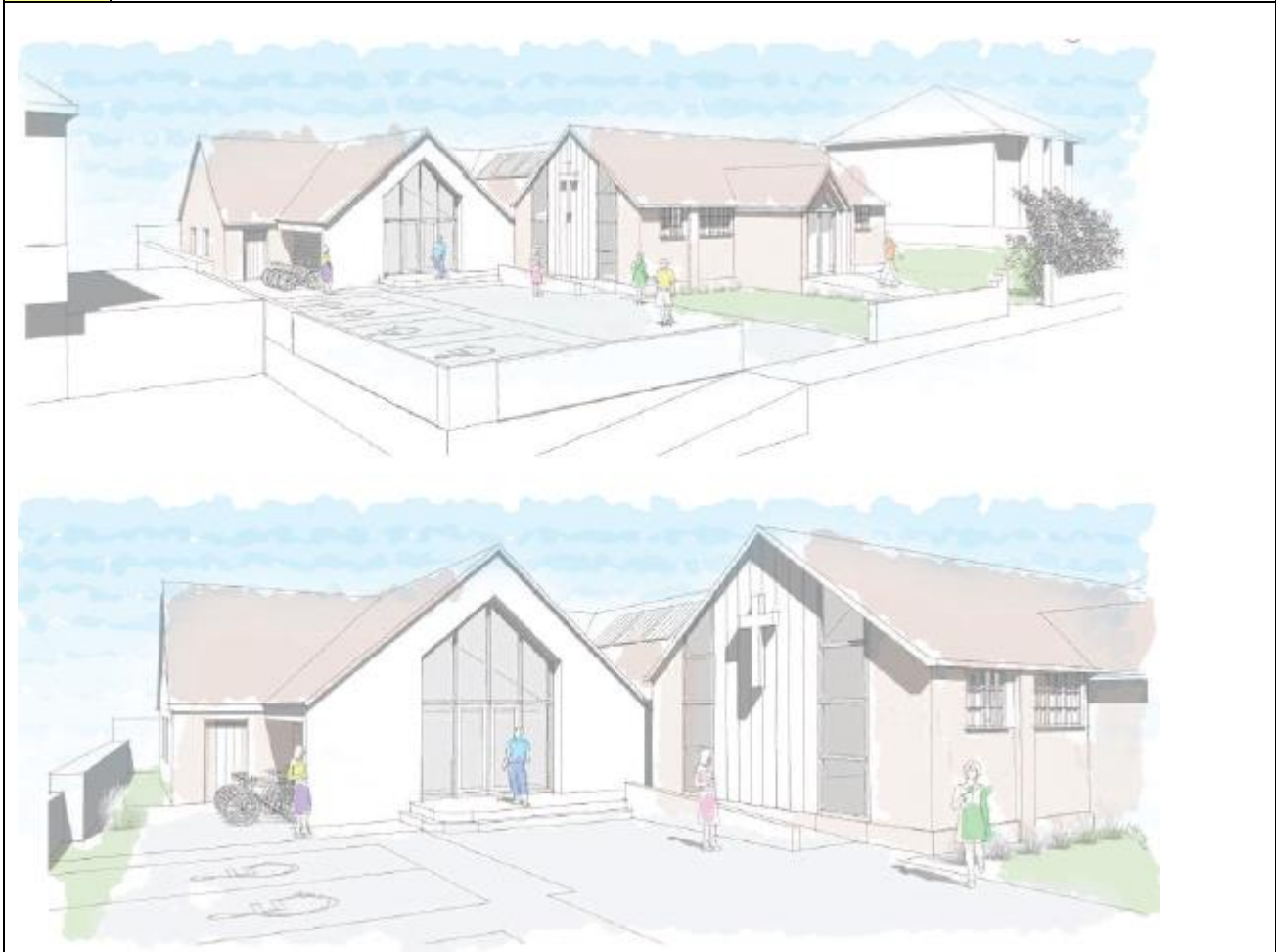
## 9 Financial Investment

9.1	Total Costs and Funding		
		Funding Body	£' 000
	SSDC Capital: -	District Executive	94
	Other Sources: - - Grants	<ul style="list-style-type: none"> <li>• Reaching Communities (Building Fund): Lottery (<i>secured</i>)</li> <li>• Yarlinton Housing Group (<i>secured</i>)</li> <li>• St.Peter's Church</li> <li>• Yeovil Town Council</li> <li>• Yeovil Without Parish</li> <li>• Viridor Grants</li> <li>• Diocese of Bath and Wells</li> <li>• Other grants</li> <li>• Community fund raising</li> </ul>	<p>500</p> <p>50</p> <p>30</p> <p>10</p> <p>20</p> <p>90</p> <p>30</p> <p>100</p> <p>35</p>
	<b>Total Capital Cost</b>		<b>959</b>

9.2		Breakdown of main areas of cost					
		2017/18 £'000	2018/19 £'000	2019/20 £'000	2020/21 £'000	2021/22 £'000	
	<b>Demolition &amp; New Build:</b> Demolition of existing building Build of new community hall Associated landscaping Works to existing services <b>Subtotal:</b>		15 266 15 10 <b>306</b>	266 15 <b>281</b>			
	<b>Construction costs:</b> Overheads and Planning (10%): Design Risk (5%) Build Contingency (5%) <b>Net budget estimate:</b>		59 33 34 <b>432</b>				
	<b>On Costs:</b> Professional fees (12%) VAT (20%)	32	54 160				
	<b>Totals</b>	<b>32</b>	<b>646</b>	<b>281</b>			
9.3		External funds to be received					
		Secured? Y/N	2017/18 £'000	2018/19 £'000	2019/20 £'000	2020/21 £'000	2021/22 £'000
	Reaching Communities: St.Peter's Church Yeovil Town Council Yeovil Without Parish Landfill Tax Credits Yarlington Other grants Community Fundraising Diocese of Wells	Yes Yes	20     10	500 5 10 10 90 50 50 10 30	5 10    30 10	20 5	
	<b>Totals</b>		<b>30</b>	<b>745</b>	<b>55</b>	<b>25</b>	
9.4		Revenue Implications of Capital scheme					
		Cost Centre	2017/18 £'000	2018/19 £'000	2019/20 £'000	2020/21 £'000	2021/22 £'000
	Loss of interest @ 2.0%	FT922		1.8			
	(Savings in expenditure)						
	Revenue Costs by Individual Budget: (List)						
	Revenue Income						
	<b>Total Revenue Expenditure / (Net saving)</b>			<b>1.8</b>			
	<b>Cumulative</b>						

<b>9.5 Whole Life Costing</b>	
Estimated useful life of asset (years)	N/A as grant
Total Revenue Costs Year 1 to 5	
Annual Revenue Cost after year 5	
<b>Total cost over whole life of asset</b>	

<b>9.6 VAT Implications</b>	
Based on the current information provided there are no VAT implications for SSDC as it is a grant and therefore a non-business activity.	







# South Somerset District Council Request for Capital

**Capital Request No:** 2018-02

**Capital Name:** Affordable Housing Development  
Programme 2018/19

**Date Created** 25/08/2017  
**Document Version:** 1.0  
**Author:** C McDonald

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## 1 Purpose of Request

This application is intended to top-up the available funds within the affordable housing capital programme for the financial year 2018/19.

## 2 Objectives

Our funding is used to promote new affordable housing which has not otherwise been produced through planning obligation or through funding via the HCA. Typically this means promoting the 'harder to do' elements of the overall programme such as:

- Properties for larger households
- Bespoke properties for those whose very specific needs cannot be met elsewhere
- More expensive sites such as small rural infill.
- Schemes where outcome rents need to be brought down below the prevailing rent regime expected through HCA funding
- Specific acquisitions such as mortgage rescue (no longer funded by the HCA)
- Schemes in areas where no alternatives are coming forward through the other available routes
- Property types and tenures that the HCA will not fund

In addition our funding is often used to 'underwrite' schemes – to provide the Housing Association partner with sufficient confidence to take on potentially abortive costs prior to being able to submit a bid to the HCA. This often results in 'oven ready' schemes which can take up funding originally made available for other schemes which have since fallen through. In this way we often capture a higher level of external funding than otherwise would have been the case, often (but not always) without having to actually deploy any funds at all in the end, however we do need to establish a sufficiently large enough reserve to cover all the potential costs of such underwriting.

## 3 Constraints and Decisions

There are potential constraints on individual schemes and it would be difficult to list all potential such constraints, but this funding application is for a programme of activity which, by its very nature, should be sufficiently agile to overcome these constraints. Overall constraints include the timing of HCA bidding rounds, the general viability of private sector sites and the capacity of the industry and the Housing Association sector in particular. Having a sufficiently robust development programme in place assists towards overcoming many of (but not all) these overall constraints.

## 4 Interfaces

There may be some linkages with the Councils intention to invest in new property. Such investment does not substitute the need for affordable housing but there may be some occasions where the two objectives are complementary – for example in creating an overall plan for the development of a particular site that includes some elements of both affordable housing and investment housing.

## 5 Measures of Success

All housing produced through application of our own funds should meet our minimum expectations of quality such as internal space standards and rents that are truly affordable. On rare occasions there may be some exceptions such as where the development involves conversion of an existing building and there are limitations to the internal design as a result.

## 6 Anticipated Benefits

A sufficiently funded and well deployed affordable housing programme allows the Council to facilitate more appropriate development and lever in more funding via the HCA and other sources. The overall value of Housing Association investment achieved will be multiples of the level of funding actually offered by the council – but again, this will vary on a scheme by

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scheme basis. Funding the programme means that we shall be better placed to get closer to achieving the 206 annualised figure, but also better placed to ensure that whatever proportion of the 206 is achieved, it is more likely to meet the greatest level of outstanding need.

In addition there is an economic boost to the district from encouraging a sufficient level of new investment, particularly where we are able to persuade our Housing Association partners to source materials and labour as locally as possible.

## 9 Options Discounted

It might be possible to meet the annualised 206 shortfall figure through alternative provision. One option is to increase the level of private rented sector. However the PRS does not provide the same degree of security as the Housing Association sector and, economically, is not 'affordable'. For those on low earnings who are housing benefit dependant the PRS represents a greater 'benefit trap' and may even not be covered by prevailing welfare benefits systems thanks to the freezing of LHA. Further there are greater concerns about the quality of the PRS and the ability of the sector to deal with issues such as antisocial behaviour. One further option is for the council to invest more widely in market housing for let itself – thus deriving an income stream from the capital deployed. This may reduce the level of insecurity and increase the quality compared with the 'average' PRS property – but it would remain the case that such properties are not 'affordable' and continue the hazard of the benefit trap for those on modest incomes. There is also an overall cost to the public purse of providing housing benefit which will be greater in the PRS, including any council investment properties, than if the same people are housed within the Housing Association sector.

## 10 Key Information Summary

<b>8.1</b>	<b>Expected Duration Of Work</b>			
	Start Date:	Continuous – the programme has already begun		
	Other Key Milestones with Dates:	Each allocated scheme will have it's own expected completion dates and will be reported as such annually to the District Executive and relevant Area Committee		
	Expected Completion Date:	Continuous – the programme will continue beyond 2018/19		
<b>8.2</b>	<b>Estimate of Officer Time Required: -</b>			
	<b>Officer's Name</b>	<b>Estimate of Officer hrs</b>	<b>Officer available? Y/N</b>	<b>Agreement of Officer? Y/N</b>
	Corporate Housing Strategy Manager	Est 60%	Yes	Yes
	Housing Development Officer	100%	Yes	Yes
	Rural Housing Development Officer	100%	Yes	Yes
	<b>Are there any impacts on property?</b>	Not required.		
	<b>Are there any impacts on IT systems?</b>	Not required.		
	<b>Are there any environmental impacts?</b>	<i>Comments to be added from Green Team re any possible carbon impact on projects</i>		
	<b>Have you appropriately considered all Equality issues?</b>	<i>Any possible equality and diversity impact on projects.</i>		



8.3	Risk Assessment	
	Risk	Steps taken to mitigate Risk
	Over reliance on one particular Housing Association	We have a detailed assessment process through which we have appointed four main partners and have the option to 'promote' others in the event that one of these fails.
	Collapse of development contractors leading to delays	We cannot control who Housing Associations engage with but we have encouraged them to diversify to reduce the exposure to this risk.
	Insufficient housing of a particular type	We remain prepared to fund specific schemes which require a higher rate of grant and will consider promoting cross subsidy through production of some market housing on site,
	Developers do not bring forward sites on which planning permission has been obtained – therefore the affordable housing element is not delivered.	We cannot control this but we can prepare contingencies to bring forward alternative sites – for which capital subsidy will be more necessary
	Developers bring forward viability arguments after the grant of planning permission to reduce the level of affordable housing	We cannot control this – even more so with the adoption of CIL which effectively removes our ability to sacrifice other obligations and thus ensures that any viability will fall on affordable housing – but we can plan to top up such sites where most needed by deploying our own funds.
	Government decide to no longer fund homes for rent	This has already happened – although Government have since thought better of it and decided to continue to fund homes for rent after all. However it highlights the need to ensure contingency funds of our own.

## 9 Financial Investment

9.1	Total Costs and Funding		
		Funding Body	£' 000
	SSDC Capital: -	District Executive	1,500
	Other Sources: - - Grants		
	<b>Total Capital Cost</b>		<b>1,500</b>
<p>The overall programme will be augmented by HCA funding which will be determined on a scheme by scheme basis, so not attempt has been made here to estimate the total value. In addition the true cost is even further augmented by reserves such as RCGF held by Housing Associations plus their borrowing power (based on future rental streams). In reality the overall gearing is significant and the actual proportion met by SSDC is very small, drawing in multiples.</p>			



9.2		Breakdown of main areas of cost					
		2017/18 £'000	2018/19 £'000	2019/20 £'000	2020/21 £'000	2021/22 £'000	
	<b>Totals</b>						
9.3		External funds to be received					
		Secured? Y/N	2017/18 £'000	2018/19 £'000	2019/20 £'000	2020/21 £'000	2021/22 £'000
	<b>Totals</b>						
9.4		Revenue Implications of Capital scheme					
		Cost Centre	2017/18 £'000	2018/19 £'000	2019/20 £'000	2020/21 £'000	2021/22 £'000
	Loss of interest @ 2.0%	FT922		30			
	(Savings in expenditure)						
	Revenue Costs by Individual Budget: (List)						
	Revenue Income						
	<b>Total Revenue Expenditure / (Net saving)</b>			<b>30</b>			
	<b>Cumulative</b>						
9.5		Whole Life Costing					
	Estimated useful life of asset (years)						N/A
	Total Revenue Costs Year 1 to 5						
	Annual Revenue Cost after year 5						
	<b>Total cost over whole life of asset</b>						
9.6		VAT Implications					
	Based on the current information provided, VAT is recoverable on this project.						



# South Somerset District Council

## Request for Capital

**Capital Request No:** 2018-04

**Capital Name:** Private Sector Housing Grants

**Date Created** 19/10.08.2017  
**Document Version:** 1.0  
**Author:** Alasdair Bell

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## 1 Purpose of Request

To seek funding of £150,000 to pay for Private Sector Housing Grants in 2018/19 across the District. This helps achieve both the aims in the Somerset Strategic Housing Framework including the Council's Housing Strategy Implementation Plan and the housing priority in the current Corporate Plan which seeks to provide decent housing for all our residents that matches their income.

## 2 Objectives

To meet the aims of the Somerset Strategic Housing Framework and the Corporate Plan we have agreed to work with partners to help provide decent housing for all that matches people's income. To achieve this we have identified the following key objectives;

- To meet one of the key aims of the Somerset Health & Wellbeing Board of improving poor housing to improve the health of local residents.
- To comply with the aims of the council's Empty Homes Strategy that include bringing back at least 25 empty properties into occupation each year, securing nomination rights for local residents from the Housing Needs Register.
- To meet the aims of Private Sector Housing Strategy to improve substandard rented property, including houses in multiple occupation.
- To maximise council tax income and New Homes Bonus by bringing empty properties back in to use.
- To minimise homelessness and rough sleeping
- To tackle fuel poverty.
- To enable people to live independently for as long as they are able.

## 3 Constraints and Decisions

## 4 Interfaces

## 5 Measures of Success

All grant aided work is regularly monitored to ensure value for money and good workmanship. All expenditure is routinely monitored by our auditors.

## 6 Anticipated Benefits

The purposes to which the type of funding described in this bid will be allocated is as follows:

- **Prevention Grants - £50,000**

Prevention grants are to be used to prevent people from becoming ill or unwell due to poor housing conditions and to prevent them from being admitted into hospital or for the need for more expensive care packages. They provide for the essential wind and weather proofing of properties and deal with significant disrepair issues in private homes. This funding is also to pay towards home insulation schemes in order to tackle fuel poverty. Prevention grants are means tested and are provided up to a maximum of £2,000. If a client needs works costing more than this then they are referred to Wessex Home Improvement Loans (WHIL) for a loan. Most of the clients who receive HRAs are elderly pensioners who typically own their own home but have little income.

The thinking behind providing Prevention grants is that by doing so, it keeps people's homes warm and weatherproof and stops them falling into disrepair and becoming unfit. If this were to happen then it is likely that the Council would have to facilitate their rehousing which would cost more to the public purse in the long term. There is also a clear and well

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established link between poor housing and ill health and the availability of Prevention grants helps to address this issue and reduce costs to the NHS/Social services. Priority 3 of the Health & Wellbeing Strategy of the Somerset Health & Wellbeing Board is specifically concerned with enabling Somerset people to live independently. In addition to the £50,000 requested here there is potentially another £25,000 available for this purpose from the disabled facilities grant budget.

- **Houses in Multiple Occupation Grants (HMOs) - £50,000**

These grants are for providing amenities and upgrading the means of escape in case of fire in shared housing. This type of tenure has traditionally been the worst form of housing that requires strict regulation by the local authority. With increased housing pressure the number of HMOs is increasing year by year. These houses are normally occupied by the young and immigrant community. Many young people move from villages to our towns such as Yeovil and Chard to find cheap shared accommodation as housing costs in many of our villages has become prohibitively expensive.

The changes introduced last year by the Government to housing benefit regulations, whereby people under 35 are only be able to claim a “single room allowance” mean that a lot more HMOs will need to be formed as the people affected will not be able to afford to rent accommodation on their own.

In order to regulate HMOs we have an annual inspection programme and various categories of HMO require a licence. It is in our interest to work in partnership with landlords to ensure such accommodation is developed to meet local needs and is then kept up to standard. This is also relevant because our homelessness team place many of young people with private sector landlords. We have a Landlords Forum and regularly meet with landlords to discuss housing demand, changes to housing/benefit regulations etc.

In dealing with the enforcement of standards in HMOs we use a “carrot and stick” approach by offering small grants to encourage landlords to bring the properties up to a good standard. It can be argued that as landlords are businessmen they should pay all the costs of upgrading their HMOs themselves. However in South Somerset we have always found that by providing small HMO grants landlords are encouraged to come forward and bring their properties up to standard.

HMO grants usually only pay for a small percentage of the overall costs of works. HMO landlords can also apply for WHIL loans but take-up has been poor. If we did away with HMO grants, enforcement would be much more difficult, with the council having to serve more legal notices and undertake work in default etc. and this is costly in itself. In addition, if there are not sufficient HMOs to meet demand as the effects of the new housing benefit regulations are felt, the Housing Options team may be forced to spend more on Bed & Breakfast costs.

- **Empty Property Grants - £50,000**

The council has a well established Empty Homes Strategy and has achieved notable success in recent years in bringing empty property back into use. Our Housing Standards Team work to bring as much empty property back in to use as possible. In the last four years over 250 empty homes have been brought back into use creating affordable housing for local residents.

In order to bring empty property back into occupation it has been necessary, in certain circumstances, to provide grant aid. Grants of up to £12,000 are given to renovate houses and create flats from empty and derelict buildings. This programme has been very successful with a number of ‘eyesore’ buildings being brought back into use. As part of our empty property strategy we have been working in partnership with Somerset Care & Repair

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(SC&R) who secured, with our assistance, £1.4million in funding from the Government to renovate empty property. Working with S C & R we have put together funding packages to deal with empty property. The cost of renovating some property is very high and SC&R are limited as to how much funding they can provide. In such cases we may need to provide top up funding. In other cases the property will not meet SC&R's funding criteria and we may need to fund the scheme entirely ourselves. Where grants are offered the council secures nomination rights on the property for five years and the property is let at Local Housing Allowance (LHA) rates.

By bringing empty homes back into occupation we can generate both New Homes Bonus funds and increase council tax revenue. Recent work on bringing empty homes back into occupation has generated over £900,000 in New Homes Bonus.

- **Wessex Home Improvement Loans (WHIL) Loans- (no funds applied for – budget of £300,000 in place)**

The Council currently funds the WHIL Loan scheme. Wessex CIC that manages WHIL is a not for profit company that works on behalf of the majority of councils in the South West providing low interest loans to vulnerable clients. By using WHIL the Council's funds are recycled and used over and over again to deal with poor housing.

WHIL loans can be used for a variety of purposes including dealing with disrepair, making home improvements, paying for disabled facilities, empty properties, funding improvements of HMOs and for upgrading traveller sites.

## 7 Options Discounted

To achieve the outcomes required in our Private Sector Housing Strategy will require funding of grants and the use of loans. We are making maximum use of loans and partnership working to achieve results. Without continued funding however we would struggle to meet our aims.

## 8 Key Information Summary

<b>8.1</b>	<b>Expected Duration Of Work</b>			
	Start Date:	April 2018		
	Other Key Milestones with Dates:			
	Expected Completion Date:	March 2019		
<b>8.2</b>	<b>Estimate of Officer Time Required: -</b>			
	<b>Officer's Name</b>	<b>Estimate of Officer hrs</b>	<b>Officer available? Y/N</b>	<b>Agreement of Officer? Y/N</b>
	Environmental Health Manager	Spilt between all the officers 2.0 FTE per year	Y	Y
	Housing Standards Officer		Y	Y
	Senior Technical Officer		Y	Y
	Assistant Housing Officer		Y	Y
	<b>Are there any impacts on property?</b>	N/A		
	<b>Are there any impacts on IT systems?</b>	N/A		

<p><b>Are there any environmental impacts?</b></p>	<p><u>Where possible can grant conditions specify:</u></p> <p>Need to use sustainable materials (if possible)</p> <ul style="list-style-type: none"> <li>• Paints</li> <li>• Locally sourced materials</li> <li>• Use of FSC sourced softwoods and hardwoods</li> </ul> <p>Try to use environmentally aware contractors</p> <p>Aim to reduce energy consumption by using:</p> <ul style="list-style-type: none"> <li>• Light fittings which are low energy</li> <li>• Increased levels of insulation (with sustainable materials)</li> <li>• Greater efficiency for all new plant and equipment specified if possible.</li> </ul> <p>Ensure that they keep in line with all environmental legislation, including testing for 'air tightness' when completing a new build / extension.</p>
<p><b>Have you appropriately considered all Equality issues?</b></p>	<p>Poor quality accommodation particularly in relation to shared HMO properties can significantly impact on those from protected characteristic groups.</p> <p>Improving substandard housing, will improve conditions for all, but especially for the most vulnerable.</p>

<b>8.3</b>	<b>Risk Assessment</b>	
	<b>Risk</b>	<b>Steps taken to mitigate Risk</b>
	<p>The only real risk associated with this area of expenditure is that the building contractors fail to finish the work on time and the funding allocated is not spent as planned. This has been a problem in the past.</p>	<p>All schemes are closely monitored to try and ensure that this does not happen.</p>

## 9 Financial Investment

<b>9.1</b>	<b>Total Costs and Funding</b>					
		<b>Funding Body</b>				<b>£' 000</b>
	SSDC Capital: -	District Executive				150
	<b>Total Capital Cost</b>					<b>150</b>
<b>9.2</b>	<b>Breakdown of main areas of cost</b>					
		2017/18 £'000	2018/19 £'000	2019/20 £'000	2020/21 £'000	2021/22 £'000
	HMO Grants Home Repair Assistance Grants Empty Property Grants		50 50 50			

	<b>Totals</b>			<b>150</b>			
<b>9.3</b>	<b>External funds to be received</b>						
		<b>Secured? Y/N</b>	<b>2017/18 £'000</b>	<b>2018/19 £'000</b>	<b>2019/20 £'000</b>	<b>2020/21 £'000</b>	<b>2021/22 £'000</b>
	N/A			0			
	<b>Totals</b>			<b>0</b>			
<b>9.4</b>	<b>Revenue Implications of Capital scheme</b>						
		<b>Cost Centre</b>	<b>2017/18 £'000</b>	<b>2018/19 £'000</b>	<b>2019/20 £'000</b>	<b>2020/21 £'000</b>	<b>2021/22 £'000</b>
	Loss of interest @ 2.0%	FT922		3			
	(Savings in expenditure)						
	Revenue Costs by Individual Budget: (List)						
	Revenue Income						
	<b>Total Revenue Expenditure / (Net saving)</b>			<b>3</b>			
	<b>Cumulative</b>						
<b>9.5</b>	<b>Whole Life Costing</b>						
	Estimated useful life of asset (years)						N/A
	Total Revenue Costs Year 1 to 5						
	Annual Revenue Cost after year 5						
	<b>Total cost over whole life of asset</b>						
<b>9.6</b>	<b>VAT Implications</b>						
	Based on the current information provided, VAT is recoverable on this project.						



# South Somerset District Council

## Request for Capital

**Capital Request No:** 2018-05

**Capital Name:** Play Ship at Flagship Playspace

**Date Created** 14/09/2017  
**Document Version:** 1.0  
**Author:** Robert Parr

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## 1 Purpose of Request

To obtain a project budget to replace the Play Ship at SSDC's Flagship Playspace at Yeovil Recreation Centre.

## 2 Objectives

- Supply & install a new Play Ship in keeping with the style of the wider Flagship Playspace design.
- Provide a new Play Ship that enhances the play opportunities at this site.
- Ensure the new Play Ship complies with the safety standards EN1176 & 1177.
- Open the new Play Ship for public use by the summer school holidays 2018.
- Ensure the quality of the new Play Ship ensures an anticipated lifespan of equipment of at least 20 years, with appropriate maintenance.

## 3 Constraints and Decisions

- To ensure delivery of the new Play Ship by the summer holidays 2018 orders for the supply and installation will need to be placed by mid-April 2018.
- The new Play Ship would need to broadly fit into the existing space to avoid significant re-landscaping of the site and the associated costs of doing this.
- Construction work will require closure of parts or the entire Flagship Playspace for periods to ensure public safety.

## 4 Interfaces

N/A

## 5 Measures of Success

The new Play Ship must comply with the safety standards EN1176 & 1177.

## 6 Anticipated Benefits

A new and improved Play Ship can be marketed to the public as a reason to visit this popular site and the secondary spend of visitors at the Galley Kiosk could result in increased income generation.

Increase use of the site would also support more healthy lifestyles and welling of residents and visitors to South Somerset.

## 11 Options Discounted

- Install a new Play Ship at Yeovil Recreation Centre. This is the preferred route. The exact design will need to be refined if this funding bid is successful and the Play Ship shown is only an example.
- The new Play Ship would be made of higher quality materials with steel ground fixings and a well ventilated structure to avoid the same problem occurring in the future.
- There is scope to adjust the size and quality of the new Play Ship and this would affect the project budget, but providing a small ship that is out of context with the wider design would look out of place and is not recommended.
- Do not replace the Play Ship and leave an empty space in the middle of the Flagship Playspace. This is not the preferred option.

## 12 Key Information Summary

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<b>8.1</b>	<b>Expected Duration Of Work</b>			
	Start Date:	April 2018		
	Other Key Milestones with Dates:	<p><b>End of November 2017</b> Invite companies to submit proposals for a replacement Play Ship</p> <p><b>End of January 2018</b> Select a preferred play equipment supplier</p> <p><b>End of February 2018</b> Complete consultation on Play Ship design</p> <p><b>End March 2018</b> Complete specification and detailed design of Play Ship</p> <p><b>Mid-April 2018</b> Place orders for supply and installation of Play Ship</p> <p><b>Mid-June 2018</b> Start construction of Play Ship</p>		
	Expected Completion Date:	Mid-July 2018		
<b>8.2</b>	<b>Estimate of Officer Time Required: -</b>			
	<b>Officer's Name</b>	<b>Estimate of Officer hrs</b>	<b>Officer available? Y/N</b>	<b>Agreement of Officer? Y/N</b>
	Robert Parr	111	Yes	Yes
	<b>Are there any impacts on property?</b>	<i>If applicable obtain comment from Commercial Land &amp; Property team up front to ensure that they can resource the project. If they cannot, bid will need to be increased for external support.</i>		
	<b>Are there any impacts on IT systems?</b>	<i>Obtain comment from IT specialists if new IT system to ensure they can resource all the implementation etc. Again if they cannot resource, cost of bid will need to be altered to fund external help.</i>		
	<b>Are there any environmental impacts?</b>	<i>Are there any environmental impacts that the project could have? i.e. use of materials etc.</i>		
	<b>Have you appropriately considered all Equality issues?</b>	<i>Any possible equality and diversity impact on projects.</i>		
<b>8.3</b>	<b>Risk Assessment</b>			
	<b>Risk</b>	<b>Steps taken to mitigate Risk</b>		
	Rising capital costs due to unforeseen circumstances.	Costs estimates are based on information from suppliers and a contingency sum has been added to allow for any unforeseen costs.		

## 9 Financial Investment

9.1 Total Costs and Funding								
				Funding Body		£' 000		
SSDC Capital: -				District Executive		142		
<b>Total Capital Cost</b>						<b>142</b>		
9.2 Breakdown of main areas of cost								
				2017/18 £'000	2018/19 £'000	2019/20 £'000	2020/21 £'000	2021/22 £'000
Supply of Play Equipment					100			
Installation of Play Equipment					30			
Supply & Installation of Impact Absorbing Surfaces					5			
Contingency for unforeseen costs					7			
<b>Totals</b>					<b>142</b>			
9.3 External funds to be received								
			Secured? Y/N	2017/18 £'000	2018/19 £'000	2019/20 £'000	2020/21 £'000	2021/22 £'000
<i>List here</i>								
<b>Totals</b>								
9.4 Revenue Implications of Capital scheme								
			Cost Centre	2017/18 £'000	2018/19 £'000	2019/20 £'000	2020/21 £'000	2021/22 £'000
Loss of interest @ 2.0%			FT922		2.8			
(Savings in expenditure)								
Revenue Costs by Individual Budget: (List)								
Revenue Income								
<b>Total Revenue Expenditure / (Net saving)</b>					<b>2.8</b>			
<b>Cumulative</b>								
9.5 Whole Life Costing								
Estimated useful life of asset (years)					N/A			
Total Revenue Costs Year 1 to 5								
Annual Revenue Cost after year 5								
<b>Total cost over whole life of asset</b>								
9.6 VAT Implications								
Based on the current information provided to us there are no VAT implications								