

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO HEALTH AND HOUSING COMMITTEE

meeting date: 21 MARCH 2024
 title: CAPITAL PROGRAMME 2024/25
 submitted by: DIRECTOR OF RESOURCES
 principal author: LAWSON ODDIE

1 PURPOSE

1.1 To inform members of the schemes approved for inclusion in this Committee's 2024/25 capital programme.

2 BACKGROUND

2.1 Following recommendation by Special Policy and Finance Committee on 13 February 2024, Full Council approved the five-year capital programme for 2024/25 to 2028/29 on 5 March 2024.

2.2 The Council's overall capital programme for the five-year period 2024/25 to 2028/29 totals £12,984,480 for all committees.

2.3 The total for this Committee is £4,988,080 over the five-year life of the programme. Of this, £3,166,080 relates to the 2024/25 financial year.

3 CAPITAL PROGRAMME 2024/25 – APPROVED SCHEMES

3.1 For this Committee there are 6 approved schemes in the 2024/25 capital programme, totalling £3,166,080. These are shown in the table below.

Cost Centre	Scheme	Budget for 2024/25 £	Current Reported Scheme Status
AHLON	Affordable Housing - Longridge	1,625,950	GREEN
CLCED	Drainage to New Section of Clitheroe Cemetery	70,500	GREEN
DISCP	Disabled Facilities Grants <i>Of which £517,430 moved from 2023/24</i>	910,430	RED
EQSOS	Assisted Purchase Scheme	297,130	GREEN
LANGR	Landlord/Tenant Grants <i>Of which £112,490 moved from 2023/24</i>	162,490	AMBER
TEMPH	Temporary Housing Scheme	99,580	GREEN
	Total – Health and Housing Committee	3,166,080	

Status Key:

BLACK: Scheme is unable to be started in year or no longer needed in this financial year	BLUE: Scheme Fully Completed	RED: Scheme is underway but unlikely to be completed within the financial year-end	AMBER: Scheme will/has missed some key targets but the overall end date within the financial year will be met.	GREEN: Scheme on track with targets and will be completed within the financial year
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3.2 At the meeting of Special Policy and Finance Committee, as well as approving the capital programme, members added a further recommendation due to concerns around

the progression of schemes in the capital programme, schemes being moved between years, and the level of scheme slippage experienced in recent years.

3.3 As a result, there have been changes to what is reported to service committees on scheme progress. In future reports, as with this report, there will be greater focus on scheme progress in the Annex to the report, with a form being completed by the relevant Head of Service, detailing:

- Progress Status
- Reasons for the Progress Status
- Information on Key Tasks and Milestones and Progress with these
- Risk and Issues and how these are being addressed.
- Any actions needed to keep the scheme on track.

3.4 These are provided for each scheme at Annex 1 to this report, providing the opening plans for each scheme. These will be updated and modified by the relevant scheme Head of Service as the year progresses.

3.5 It is important that committee members take full ownership of the capital schemes that are reported and challenge the relevant Head of Service and/or Director where necessary on the progress being made.

3.6 During the closure of our capital accounts there may be some slippage on schemes in the current financial year, 2023/24. A report will be brought to a future meeting of this Committee giving details of any slippage on 2023/24 capital schemes.

3.7 At this point in time, the relevant Heads of Service have flagged a range of likely outcomes for the schemes. The schemes that are shown with a Red and Amber status are reflect of their nature as grant schemes, and largely driven by external drivers.

4 CONCLUSION

4.1 This Committee has an approved 2024/25 capital programme of £3,166,080 for 6 schemes.

4.2 More detailed reporting will be undertaken on scheme progress within the new format Annex 1.

4.3 Any slippage on schemes in the 2023/24 capital programme will be reported to this Committee.

HEAD OF FINANCIAL SERVICES

DIRECTOR OF RESOURCES
AND DEPUTY CHIEF EXECUTIVE

HH5-24/LO/AC
7 March 2024

For further background information please ask for Lawson Oddie.
BACKGROUND PAPERS – None

CAPITAL SCHEME STATUS REPORT

CAPITAL SCHEME SUMMARY

CAPITAL SCHEME COST CENTRE AND NAME	RESPONSIBLE HEAD OF SERVICE	RESPONSIBLE DIRECTOR	RESPONSIBLE COMMITTEE	CURRENT PROGRESS STATUS
AHLON: Affordable Housing - Longridge	Head of Strategic Planning and Housing (Rea Psillidou)	Director of Economic Development and Planning (Nicola Hopkins)	Health and Housing Committee	GREEN

Status Key

BLACK: Scheme is unable to be started in year or no longer needed in this financial year	BLUE: Scheme Fully Completed	RED: Scheme is underway but unlikely to be completed within the financial year-end	AMBER: Scheme will/has missed some key targets but the overall end date within the financial year will be met.	GREEN: Scheme on track with targets and will be completed within the financial year
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REASONS FOR CURRENT PROGRESS STATUS

Bimonthly meetings are scheduled with Onward to monitor the scheme progress and this will continue throughout the project. A grant Heads of Terms, accommodation schedule and affordable housing layout has been drafted and is with legal for consideration. Onward plan to start site investigations once into Spring and to be onsite Summer 2024.

SCHEME STATUS AND OVERVIEW

KEY TASKS/MILESTONES	DUE DATE	% DONE	DATE COMPLETED	KEY STAFF	NOTES
Heads of terms approved by both parties	1 April 2024	0%		Director of Economic Development and Planning	
Accommodation schedule and affordable housing plan approved	1 April 2024	0%		Director of Economic Development and Planning	To be reported to Strategic Housing Working Group.
First tranche of monies paid	To be determined in the agreement	0%		P/T Housing Strategy Officer, Director of Economic Development and Planning, PT Lawyer Property & Commercial	
1 st phase of properties delivered on site	To be determined	0%		P/T Housing Strategy Officer	Site visit to be arranged with Chair of H & H
Second tranche of monies paid	To be determined	0%		P/T Housing Strategy Officer, Director of Economic Development and Planning, PT Lawyer Property & Commercial	
Second phase of properties delivered.	To be determined	0%		P/T Housing Strategy Officer	
Third and final tranche of monies paid	To be determined	0%		P/T Housing Strategy Officer, Director of Economic Development and Planning, PT Lawyer Property & Commercial	Site visit to be arranged and press release

RISK AND ISSUE HISTORY

RISK/ISSUE	ASSIGNED TO	DATE RAISED	ACTION TO BE TAKEN	RESOLUTION DATE AND NARRATIVE
Potential Build delays	P/T Housing Strategy Officer	21 February 2024	Not an issue at the moment, but if it were to be then we would monitor the scheme progress bimonthly	
Potential Weather delays progress and access onto the site	P/T Housing Strategy Officer	21 February 2024	Not an issue at the moment, but if it were to be then we would carry out regular monitoring	
Potential Planning permission issues	P/T Housing Strategy Officer	21 February 2024	Not an issue at the moment, but if it were to be then we would carry out regular monitoring	

KEY ACTIONS NEEDED TO MOVE SCHEME BACK ON TRACK

ACTION	ASSIGNED TO	DUE DATE	DATE COMPLETED AND NARRATIVE
n/a at this stage			

CAPITAL SCHEME STATUS REPORT

CAPITAL SCHEME SUMMARY

CAPITAL SCHEME COST CENTRE AND NAME	RESPONSIBLE HEAD OF SERVICE	RESPONSIBLE DIRECTOR	RESPONSIBLE COMMITTEE	CURRENT PROGRESS STATUS
CLCED: Clitheroe Cemetery Drainage Scheme	Head of Environmental Health (Andrew Dent)	Chief Executive (Marshal Scott)	Health and Housing Committee	GREEN

Status Key

BLACK: Scheme is unable to be started in year	BLUE: Scheme Fully Closed/Completed	RED: Scheme is underway but unlikely to be completed within the financial year-end	AMBER: Scheme will/has missed some key targets but the overall end date within the financial year will be met.	GREEN: Scheme on track with targets and will be completed in year
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REASONS FOR CURRENT PROGRESS STATUS

The third quotation for the proposed road extension within the operational part of Clitheroe Cemetery with associated drainage was received on the 16 February 2024. Consideration will be given to the quotes and the appropriate contractor will be appointed to undertake the works.

It is hoped that the works will be completed within the next 6 months.

SCHEME STATUS AND OVERVIEW

KEY TASKS/MILESTONES	DUE DATE	% DONE	DATE COMPLETED	KEY STAFF	NOTES
Agree specification for works that are needed.	November 2023	100%	November 2023	Head of Environmental Health and Engineering Assistant	
Request quotes for the works that are needed	February 2024	100%	February 2024	Head of Environmental Health	
Consideration of quotations and appointment of contractor.	March 2024	0%		Head of Environmental Health	
Execution of works	July 2024	0%		Head of Environmental Health	
Completion and sign off of works	August 2024	0%		Head of Environmental Health and Engineering Assistant	

RISK AND ISSUE HISTORY

ISSUE	ASSIGNED TO	DATE RAISED	ACTION TO BE TAKEN	RESOLUTION DATE AND NARRATIVE
Potential for delays due to inclement weather	Head of Environmental Health	7 March 2024	Not an issue at this current time, but works would be rescheduled if this were to be an issue	
Potential for disruption to scheme due to interments taking place	Head of Environmental Health	7 March 2024	Not an issue at this current time, but works would be rescheduled if this were to be an issue	
Potential for unforeseen issues during groundworks	Head of Environmental Health and Engineering Assistant	7 March 2024	Scheme allows a contingency for any unforeseen issues should they arise.	

KEY ACTIONS NEEDED TO MOVE SCHEME BACK ON TRACK

ACTION	ASSIGNED TO	DUE DATE	DATE COMPLETED
n/a at this stage			

CAPITAL SCHEME STATUS REPORT

CAPITAL SCHEME SUMMARY

CAPITAL SCHEME COST CENTRE AND NAME	RESPONSIBLE HEAD OF SERVICE	RESPONSIBLE DIRECTOR	RESPONSIBLE COMMITTEE	CURRENT PROGRESS STATUS
DISCP: Disabled Facility Grants	Head of Strategic Planning and Housing (Rea Psillidou)	Director of Economic Development and Planning (Nicola Hopkins)	Health and Housing Committee	RED

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REASONS FOR CURRENT PROGRESS STATUS

DFG 's are monitored in bimonthly meetings with the Director and all aspects of the grant process has been assessed to ensure the service is as efficient as possible. There is currently consideration of using a private OT to reduce any wait time for the initial assessment and consideration of additional services from a Home Improvement Agency within the DFG offer. All approvals are reported to Committee and spend is dependant on OT referrals being received and the type of work that is recommended.

SCHEME STATUS AND OVERVIEW

KEY TASKS/MILESTONES	DUE DATE	% DONE	DATE COMPLETED	KEY STAFF	NOTES
Commission private OT to clear any waiting list for an assessment.	3 June 2024	0%		Housing Officer, P/T Housing Strategy Officer	
Include Home Improvement Agency offer within the policy.	Dependent on Committee approval	0%		Director of Economic Development and Planning, P/T Housing Strategy Officer	
Report approval of spend to H & H Committee	Every H & H Committee	0%		P/T Housing Strategy Officer	

RISK AND ISSUE HISTORY

RISK/ISSUE	ASSIGNED TO	DATE RAISED	ACTION TO BE TAKEN	RESOLUTION DATE AND NARRATIVE
Contractors slow to provide quotes /too busy.	Housing Officer	21 February 2024	Seek new contractors and maintain up to date list.	
Technical services are fully committed and therefore cannot provide service	Housing Officer	21 February 2024	Monitor workloads and keep private technical service providers aware of possible need.	

KEY ACTIONS NEEDED TO MOVE SCHEME BACK ON TRACK

ACTION	ASSIGNED TO	DUE DATE	DATE COMPLETED AND NARRATIVE
n/a at this stage			

CAPITAL SCHEME STATUS REPORT

CAPITAL SCHEME SUMMARY

CAPITAL SCHEME COST CENTRE AND NAME	RESPONSIBLE HEAD OF SERVICE	RESPONSIBLE DIRECTOR	RESPONSIBLE COMMITTEE	CURRENT PROGRESS STATUS
EQSOS: Assisted Purchase Scheme	Head of Strategic Planning and Housing (Rea Psillidou)	Director of Economic Development and Planning (Nicola Hopkins)	Health and Housing Committee	GREEN

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REASONS FOR CURRENT PROGRESS STATUS

A report to January H & H Committee set out legal advice received from Trowers which did not support delivering the model of assisting first time buyers with a deposit, but suggested investigating a shared equity model. Members approved further investigation of this model or as an alternative, to purchase property in the locality of Chatburn and Barrow to be delivered as affordable rent and to approach Chipping CLT for affordable housing schemes options to commit the commuted sum from Chipping.

SCHEME STATUS AND OVERVIEW

KEY TASKS/MILESTONES	DUE DATE	% DONE	DATE COMPLETED	KEY STAFF	NOTES
Seek further legal advice.	31 March 2024	0%		Head of Legal & Democratic Services	To discuss the shared equity option
Decide as to whether to continue with shared equity or to go with house purchases.	8 April 2024	0%		Director of Economic Development and Planning	Approval of either scheme is delegated to Director of Economic Development and Planning
Progress with either scheme.	30 April 2024	0%		P/T Housing Strategy Officer	Once approved by Director then can progress with either scheme
Deliver scheme and commit all commuted sum monies.	1 November 2024	0%		P/T Housing Strategy Officer	Commit all the commuted sum monies
Report to H & H Committee	June 2024	0%		P/T Housing Strategy Officer	

RISK AND ISSUE HISTORY

RISK/ISSUE	ASSIGNED TO	DATE RAISED	ACTION TO BE TAKEN	RESOLUTION DATE AND NARRATIVE
No management agreement in place	P/T Housing Strategy Officer	21 February 2024	Not an issue at the moment, but if it were to be then we would need to ensure that we secure a Service Level Agreement with an alternative Registered Provider to manage the affordable property	To request a meeting with Onward to discuss management of stock before 29 March 2024

KEY ACTIONS NEEDED TO MOVE SCHEME BACK ON TRACK

ACTION	ASSIGNED TO	DUE DATE	DATE COMPLETED AND NARRATIVE
n/a at this stage			

CAPITAL SCHEME STATUS REPORT

CAPITAL SCHEME SUMMARY

CAPITAL SCHEME COST CENTRE AND NAME	RESPONSIBLE HEAD OF SERVICE	RESPONSIBLE DIRECTOR	RESPONSIBLE COMMITTEE	CURRENT PROGRESS STATUS
LANGR: Landlord/Tenant Grants	Head of Strategic Planning and Housing (Rea Psillidou)	Director of Economic Development and Planning (Nicola Hopkins)	Health and Housing Committee	AMBER

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REASONS FOR CURRENT PROGRESS STATUS

Uptake of the grant has been slow due to various housing market pressures, mortgage interest rates, changes in tax rules for landlords and this has resulted in a significant reduction in private sector landlords nationally and locally. The national LHA rates have been reviewed and this will provide an increased rent rate for landlords committed to the scheme from April 2024. Therefore, a press release is planned to encourage uptake again once the new levels are active. We have currently got 2 applications for the scheme and 2 further enquiries.

Recommend committing some of the landlord tenant grant budget to First Time buyers Energy Efficiency grants. This is being considered at Health and Housing Committee.

SCHEME STATUS AND OVERVIEW

KEY TASKS/MILESTONES	DUE DATE	% DONE	DATE COMPLETED	KEY STAFF	NOTES
Promote new LHA rent levels.	8 April 2024	0%		P/T Housing Strategy Officer and Principal Communications Officer	
Utilise some of LT grant monies in the delivery of First Time Buyers Energy Efficiency Grants	21 March 2024	0%		P/T Housing Strategy Officer	
Report approvals to H & H Committee	6 June 2024	0%		P/T Housing Strategy Officer	

RISK AND ISSUE HISTORY

RISK/ISSUE	ASSIGNED TO	DATE RAISED	ACTION TO BE TAKEN	RESOLUTION DATE AND NARRATIVE
Potential for landlord uptake to remain slow	P/T Housing Strategy Officer	21 February 2024	Not an issue at the moment, but if it were to be then a revision of the Landlord Tenant Grant Policy may need to be considered	

KEY ACTIONS NEEDED TO MOVE SCHEME BACK ON TRACK

ACTION	ASSIGNED TO	DUE DATE	DATE COMPLETED AND NARRATIVE
n/a at this stage			

CAPITAL SCHEME STATUS REPORT

CAPITAL SCHEME SUMMARY

CAPITAL SCHEME COST CENTRE AND NAME	RESPONSIBLE HEAD OF SERVICE	RESPONSIBLE DIRECTOR	RESPONSIBLE COMMITTEE	CURRENT PROGRESS STATUS
TEMPH: Temporary Housing Scheme	Head of Strategic Planning and Housing (Rea Psillidou)	Director of Economic Development and Planning (Nicola Hopkins)	Health and Housing Committee	GREEN

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REASONS FOR CURRENT PROGRESS STATUS

The two additional temporary accommodation units require adaptation and renovation works to ensure they are fit for purpose and level access. One unit is being occupied as temporary accommodation, as the only work required is to make the property level access. Technical drawings and quotes for the work will be prepared whilst the current tenant remains. The second temporary accommodation property is delayed due to probate and therefore whilst the offer has been accepted, we cannot proceed till this is completed.

SCHEME STATUS AND OVERVIEW

KEY TASKS/MILESTONES	DUE DATE	% DONE	DATE COMPLETED	KEY STAFF	NOTES
Secure the 2 nd property	30 June 2024	0%		PT Lawyer Property & Commercial	
Draw up plans to adapt the 1 st property and seek quotes.	31 May 2024	0%		Principal Surveyor	
Completed adaptation works in 1 st property.	30 August 2024	0%		P/T Housing Strategy Officer	
Draw up plans to renovate and adapt the 2 nd property and seek quotes.	1 August 2024	0%		Principal Surveyor	
Works completed on 2 nd property and ready to occupy.	1 October 2024	0%		Principal Surveyor	

RISK AND ISSUE HISTORY

RISK/ISSUE	ASSIGNED TO	DATE RAISED	ACTION TO BE TAKEN	RESOLUTION DATE AND NARRATIVE
Potential difficulty securing contractor	Principal Surveyor	21 February 2024	Not an issue at the moment, but if it were to be then alternative contractors may need to be sourced or tender the works for both properties together.	
Potential for probate to be delayed and offer withdrawn from 2 nd property	P/T Housing Strategy Officer	21 February 2024	Not an issue at the moment, but if it were to be then may need to secure another suitable property in Longridge	

KEY ACTIONS NEEDED TO MOVE SCHEME BACK ON TRACK

ACTION	ASSIGNED TO	DUE DATE	DATE COMPLETED AND NARRATIVE
n/a at this stage			