

# Agenda

## Cabinet

Date: **Thursday 27 October 2022**

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Time: **2.30 pm**

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Place: **The Conference Room, Herefordshire Council Offices,  
Plough Lane, Hereford, HR4 0LE**

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Notes: Please note the time, date and venue of the meeting.

For any further information please contact:

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# **Agenda for the meeting of Cabinet**

## **Membership**

**Chairperson** Councillor David Hitchiner, Leader of the Council  
**Vice-Chairperson** Councillor Liz Harvey, Deputy Leader of the Council

**Councillor Ellie Chowns**  
**Councillor Pauline Crockett**  
**Councillor Gemma Davies**  
**Councillor John Harrington**  
**Councillor Diana Toynbee**  
**Councillor Ange Tyler**

## Agenda

		Pages
1.	<p><b>APOLOGIES FOR ABSENCE</b></p> <p>To receive any apologies for absence.</p>	
2.	<p><b>DECLARATIONS OF INTEREST</b></p> <p>To receive declarations of interests in respect of Schedule 1, Schedule 2 or Other Interests from members of the committee in respect of items on the agenda.</p>	
3.	<p><b>MINUTES</b></p> <p>To approve the minutes of the meeting held on 29 September 2022.</p>	11 - 22
<p><b>HOW TO SUBMIT QUESTIONS</b></p> <p><i>The deadline for submission of questions for this meeting is:</i></p> <p><i>9:30am on Monday 24 October 2022.</i></p> <p><i>Questions must be submitted to <a href="mailto:councillorservices@herefordshire.gov.uk">councillorservices@herefordshire.gov.uk</a>. Questions sent to any other address may not be accepted.</i></p> <p><i>Accepted questions and the response to them will be published as a supplement to the agenda papers prior to the meeting. Further information and guidance is available at <a href="https://www.herefordshire.gov.uk/getinvolved">https://www.herefordshire.gov.uk/getinvolved</a></i></p>		
4.	<p><b>QUESTIONS FROM MEMBERS OF THE PUBLIC</b></p> <p>To receive questions from members of the public.</p>	
5.	<p><b>QUESTIONS FROM COUNCILLORS</b></p> <p>To receive questions from councillors.</p>	
6.	<p><b>REPORTS FROM SCRUTINY COMMITTEES</b></p> <p>To receive reports from the Council's scrutiny committees on any recommendations to the Cabinet arising from recent scrutiny committee meetings.</p>	
7.	<p><b>HEREFORD TRANSPORT HUB - APPROVAL OF OUTLINE DESIGN, SPECIFICATION AND COST PLAN</b></p> <p>This report presents an update on the Hereford Transport Hub project, and seeks approval for the cost plan. It takes forwards steps identified in the 22 July 2021 cabinet report for the Transport Hub.</p>	23 - 68
8.	<p><b>PETERCHURCH PRIMARY SCHOOL REBUILD</b></p> <p>To approve the rebuilding of Peterchurch Primary School on its existing site.</p>	69 - 84
9.	<p><b>SUPPORT FOR UKRAINE</b></p> <p>To seek approval for the spend plan which details how funding from the Government for the Homes for Ukraine Sponsorship Scheme will be spent.</p>	85 - 98





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- Inspect background papers used in the preparation of public reports for a period of up to four years from the date of the meeting. (A list of the background papers to a report is given at the end of each report). A background paper is a document on which the officer has relied in writing the report and which otherwise is not available to the public.
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- Have access to a list specifying those powers on which the Council have delegated decision making to their officers identifying the officers concerned by title. Information about councillors is available at [www.herefordshire.gov.uk/councillors](http://www.herefordshire.gov.uk/councillors)
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The location of the office and details of city bus services can be viewed at:

<http://www.herefordshire.gov.uk/downloads/file/1597/hereford-city-bus-map-local-services->

## Guide to Cabinet

The Executive or Cabinet of the Herefordshire Council consists of a Leader and Deputy Leader and six other Cabinet Members each with their own individual programme area responsibilities. The current Cabinet membership is:

Cllr David Hitchiner (Leader) (Independents for Herefordshire)	Corporate Strategy and Budget
Cllr Liz Harvey (Deputy Leader) (Independents for Herefordshire)	Finance, Corporate Services and Planning
Cllr Diana Toynbee (The Green Party)	Children's and Family Services, and Young People's Attainment
Cllr Gemma Davies (Independents for Herefordshire)	Commissioning, Procurement and assets
Cllr Ellie Chowns (The Green Party)	Environment and Economy
Cllr Pauline Crockett (Independents for Herefordshire)	Health and Adult Wellbeing
Cllr Ange Tyler (Independents for Herefordshire)	Housing, regulatory services, and community
Cllr John Harrington (Independents for Herefordshire)	Infrastructure and Transport

The Cabinet's roles are:

- To consider the overall management and direction of the Council. Directed by the Leader of the Council, it will work with senior managers to ensure the policies of Herefordshire are clear and carried through effectively;
- To propose to Council a strategic policy framework and individual strategic policies;
- To identify priorities and recommend them to Council;
- To propose to Council the Council's budget and levels of Council Tax;
- To give guidance in relation to: policy co-ordination; implementation of policy; management of the Council; senior employees in relation to day to day implementation issues;
- To receive reports from Cabinet Members on significant matters requiring consideration and proposals for new or amended policies and initiatives;
- To consider and determine policy issues within the policy framework covering more than one programme area and issues relating to the implementation of the outcomes of monitoring reviews.

### Who attends cabinet meetings?

	Members of the cabinet, including the leader of the council and deputy leader – these are the decision makers, only members of the cabinet can vote on recommendations put to the meeting.
	Officers of the council – attend to present reports and give technical advice to cabinet members
	Chairpersons of scrutiny committees – attend to present the views of their committee if it has considered the item under discussion
	Political group leaders attend to present the views of their political group on the item under discussion. Other councillors may also attend as observers but are not entitled to take part in the discussion.



**The Seven Principles of Public Life  
(Nolan Principles)**

**1. Selflessness**

Holders of public office should act solely in terms of the public interest.

**2. Integrity**

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.

**3. Objectivity**

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

**4. Accountability**

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

**5. Openness**

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

**6. Honesty**

Holders of public office should be truthful.

**7. Leadership**

Holders of public office should exhibit these principles in their own behaviour and treat others with respect. They should actively promote and robustly support the principles and challenge poor behaviour wherever it occurs.



Herefordshire Council

## Minutes of the meeting of Cabinet held at Herefordshire Council Offices, Plough Lane, Hereford, HR4 0LE on Thursday 29 September 2022 at 2.30 pm

**Cabinet Members Physically Present and voting:** Councillor David Hitchiner, Leader of the Council (Chairperson)  
Councillors Ellie Chowns, Pauline Crockett, Gemma Davies, John Harrington, Diana Toynbee and Ange Tyler

**Cabinet Members in remote attendance** None  
*Cabinet members attending the meeting remotely, e.g. through video conferencing facilities, may not vote on any decisions taken.*

Cabinet support members in attendance Councillors Kath Hey and Paul Symonds

Group leaders / representatives in attendance Councillors Terry James, Toni Fagan, Jonathan Lester and William Wilding

Scrutiny chairpersons in attendance Councillors Elissa Swinglehurst, Jonathan Lester and Louis Stark

Officers in attendance: Chief Executive, Director of Resources and Assurance, Director of Public Health, Corporate Director - Children & Young People, Corporate Director - Economy and Environment, Corporate Director Community Wellbeing and Head of Legal Services

### 145. APOLOGIES FOR ABSENCE

Apologies were received from Councillor Liz Harvey.

### 146. DECLARATIONS OF INTEREST

The leader of the council invited declarations of interests from cabinet members following the advice of the deputy monitoring officer to cabinet members that any cabinet member who was also a Hereford City Councillor should not take part in the debate or vote on agenda item 8 relating to the future of the Town Hall. Councillors Diana Toynbee and Ange Tyler left the room during discussion of this item and did not vote on the decision.

### 147. MINUTES

A correction to the minutes of the meeting held 28 July 2022 was reported. The apologies should have read as being received from Cllr Gemma Davies, Cllr Ellie Chowns and Cllr Ange Tyler.

**Resolved:** That, with the correction as reported, the minutes of the meeting held on 28 July 2022 be approved as a correct record.

### 148. QUESTIONS FROM MEMBERS OF THE PUBLIC (Pages 7 - 10)

Questions received and responses given are attached as appendix 1 to the minutes.

**149. QUESTIONS FROM COUNCILLORS** (Pages 11 - 12)  
Questions received and responses given are attached as appendix 2 to the minutes.

**150. REPORTS FROM SCRUTINY COMMITTEES**  
There were no reports for this meeting.

**151. INSPECTION OF HEREFORDSHIRE CHILDREN'S SERVICES**  
The cabinet member children and families introduced the report and highlighted that the published Ofsted report would also be debated at Council on 30 September. The inspection had concluded that the overall effectiveness of the council's children's services was inadequate. The cabinet member accepted the judgement and apologised to children, young people and their families who have not received the support that they needed when they needed it.

The cabinet member highlighted key points of the report and that:

- The council was not complacent about the current and historical challenges and welcomed the additional support provided;
- The leadership team had acted quickly to address immediate concerns raised during the inspection and agreed with the priorities for focus;
- All cases identified as being potentially at risk were reviewed and action taken to increase capacity where needed;
- Inspectors had met many dedicated and committed social workers and managers;
- Partnerships and multi-agency arrangements are mentioned in three of the nine key areas for improvement and would require both a whole council and multi-agency response.

Following the inspection the Department for Education issued a Statutory Direction to Herefordshire Council and the Secretary of State appointed a commissioner for children's services. The commissioner spoke to introduce herself and to explain her role and approach to supporting the improvements that were needed.

Cabinet members discussed the report and noted that:

- The whole council would need to work together to deliver the improvements required and all cabinet members would be considering how to support this;
- The new leadership team was now in place and would work with the external support provided;
- Progress would be reported to cabinet on a regular basis, the required action plan would be approved in December and Ofsted would undertake quarterly monitoring visits which would be reported on to both cabinet and the children and young people scrutiny committee;
- Additional support was being provided to children's services and recruitment to additional posts was in progress, including to business support roles.

Group leaders put forward the views and queries of their respective groups. In response to queries raised it was noted that:

- The deterioration despite the issues raised in previous inspections was concerning;
- All cases of concern identified during the inspection had been audited and reviewed;
- The service performance framework and data reporting was being built almost from scratch and improving management line of sight;
- The external support provided by the commissioner for children's services was welcomed.



The leader of the council concluded the discussion and challenged all those involved to consider what would be different this time to ensure improvement was delivered.

**It was resolved that:**

- a) **Cabinet receive and note the Ofsted inspection report;**
- b) **Cabinet note any comments and recommendations from the extraordinary council meeting to be held on 30 September 2022, these to be considered prior to the submission of the action plan to Ofsted by 20 December 2022;**
- c) **Cabinet to receive updated reports until further notice of actions taken and improvements against the inspection report; and**
- d) **The action plan once finalised be approved by cabinet for submission to Ofsted by 20 December 2022.**

**152. FUTURE OF TOWN HALL AND NO. 10 ST. OWEN'S STREET, HEREFORD**

The cabinet member commissioning, procurement and assets introduced the report. An amendment to recommendation (a) in the report was noted where the proposed transfer of the freehold would be to Hereford City Council *or its nominee*.

Cabinet members discussed the report and it was highlighted that:

- The preferred outcome was to transfer the freehold of the Town Hall so that Hereford City Council could remain in its historic home;
- Transfer of the freehold would allow the primary user of the building to own and control it;
- There was public support for retention of the building as a public building;
- The council had many pressures on its finances and a transfer would allow the city council to take their plans for the building forward.

Group leaders presented the views and queries of their groups. There was support for the retention of the building as a public building and for the transfer to the city council. In response to queries raised it was noted that:

- The heads of terms would be subject to further discussion and the council did not want to shackle the agreement;
- Work to address dry rot was due to start imminently and detail of other works required would be provided in writing.

**It was resolved that:**

- a) **Subject to agreement of head of terms by 31 December 2022, to transfer the freehold of the Town Hall and No. 10 St Owens Street to Hereford City Council or its nominee with the transfer to be completed by 31 October 2023, and in the event that these deadlines are not met to complete an option appraisal which will include disposal on the open market; and**
- b) **The Director of Resources and Assurance be authorised, subject to consultation with the Cabinet Member for Commissioning, Procurement and Assets, to take all operational decisions necessary to implement the preferred recommendation.**

**153. CABINET COMMISSION - RESTORING THE WYE**

The cabinet member infrastructure and transport introduced the report and summarised the background to the establishment of the cabinet commission. Following rejection of a request to establish a water protection zone the council had explored what more it could do to address the pollution of the county's rivers and associated issues. Following approval in principle at the cabinet meeting on 28 July work had taken place over the summer to scope the terms of reference. Commissioners had been nominated by both Powys and Monmouthshire County Councils. It was hoped that with positive

engagement from national agencies and other stakeholders the commission would identify what more the local planning authority could do to move the planning regime for both agriculture and new housing development to demonstrate full Nutrient Neutrality for all new planning applications within the LPA area by April 2025.

Cabinet members discussed the report and noted that:

- National government policy needed to protect the environment and the council would continue to lobby for this;
- An equality impact assessment should be carried out at the beginning of the process;
- The council would look at using its wellbeing powers rather than regulatory powers to achieve change;
- The commission would work alongside the nutrient management board.

Group leaders presented the comments of their groups. The collaboration with neighbouring councils was welcomed and it was hoped that by working together more could be accomplished. In response to queries it was noted that:

- The motions agreed at Council relating to water quality would be considered as part of the work of the commission;
- The commission would not duplicate the work of the nutrient management board and would be able to do and look at things that the board cannot.

The chairperson of the environment and sustainability scrutiny committee spoke on the recommendations made by the committee and responses made by the executive. He reported that the scrutiny committee backed the establishment of the commission and was pleased to see the council taking this forward.

The interim delivery director waste transformation and wetland project explained that the commission was a voluntary piece of work by the council, which would have no statutory powers to direct agencies but could make recommendations following a call for evidence. The regulatory bodies, that is Natural England, the Environment Agency and Natural Resources Wales, were willing to work with the council so far as they could and the terms of reference for the commission had been discussed with them. There were concerns regarding duplication and how the commission would manage the emerging national policy framework, however the stated intention of the council was for the commission to work with the nutrient management board and for it to produce recommendations that were deliverable.

**It was resolved that:**

**Cabinet agreed the Terms of Reference and the Membership for the ‘Cabinet Commission – Restoring the River Wye’.**

*The meeting adjourned at 4:33pm and resumed at 4:39pm.*

#### **154. ANNUAL REVIEW OF EARMARKED RESERVES**

The leader of the council introduced the report setting out the council’s reserves and the purposes for which they were held. The current difficult economic situation was highlighted and the Section 151 officer was asked to provide information on any circumstances where reserves might be available to support the budget for 2023/24.

The Section 151 officer explained that some balances could not be readily accessed for other uses. Other reserves were specifically designed to help manage economic shocks and funding uncertainty. A written response would be provided with more detail.

Cabinet members discussed the position set out in the report and it was noted that:

- The implementation of 20mph speed limit zones was welcomed and delivered on a commitment made following a motion to Council;
- Support for road safety and active travel measures for young people was a positive use of the public health reserves;
- Development of the building retrofit supply chain was very important in a climate of high energy costs;
- The projects would have a positive impact on the council's equality duty.

Group leaders gave the views of their respective groups. There was support for progressing the 20mph zones and reducing the backlog of traffic regulation orders as these were regularly raised by parish councils and the public. In response to a challenge on the use of reserves to further development of the eastern river crossing business case, cabinet members noted that the project would not be looking at the route previously considered.

**It was resolved that:**

**a) Cabinet note the earmarked reserves balances held at 31 March 2022 as at Appendix 1; and**

**b) Approve the following movements in reserves to fund the following projects:**

- Implementation of countywide 20mph speed limit zones £1.2m;**
- School travel plan support £0.31m;**
- Building retrofit and supply chain development £0.58m;**
- Further development of the Eastern River crossing business case £1m;**
- Reducing the backlog of Traffic regulation orders and carrying out further signing and lining £0.66m**

#### **155. QUARTER 1 BUDGET & PERFORMANCE REPORT**

The leader of the council introduced the report and highlighted some of the key achievements of the first quarter of 2022/23. Pressures on the budget were also noted including the impact of inflation, pay awards and national difficulties in supply chains. The efforts of the leadership team and officers to adjust and rework programmes accordingly were recognised.

Cabinet members highlighted key points in the report relating to their portfolios.

Group leaders gave the views of their respective groups. In response to queries raised it was noted that:

- Recovery plans had not shown much impact yet but should start to bite soon;
- An additional grant had been given to Beryl bikes, the cabinet member would provide further detail in writing;
- The cost of all raw materials had increased so even basic maintenance cost more;
- Cabinet and the scrutiny management board were working to explore all options to manage the challenges posed.

**It was resolved that:**

**Cabinet, having reviewed performance and financial forecast for the year 2022/23 as set out in the appendices A-E, has not identified any additional actions to be considered to achieve future improvements.**

The meeting ended at 5.30 pm

**Chairperson**



**PUBLIC QUESTIONS TO CABINET – 29 SEPTEMBER 2022****Question 1****From: Mr P McKay, Leominster****To: Cabinet Member, Infrastructure & Transport**

Could you kindly provide an update of when we may hope to view the integrated map of 'Highways, public rights of way, and open spaces' online, reference reply to question 26 May, and do you have any news yet as to when the aim to make the anomalies list available online may be achieved, reference reply to question 29 June?

**Response**

The datasets have been shared with the IT project team and they have commenced work on the project to publish the data to the website. As the project is now in progress I am informed that we will be in a position to create the mapping layer by the end of November 2022.

**Question 2****From: Jim Hicks and Merry Albright, Herefordshire Construction Industry Lobby Group****To: Cabinet Member, Infrastructure & Transport**

As you might be aware, Dover Council have recently managed to remove the moratorium on new housing development in the Stodmarsh catchment area, on the basis that, like in Herefordshire, new housing development can be shown to have a negligible impact on nutrient levels in the watercourses, owing to its limited proportion of overall land use. Dover Council also successfully put forward a case to show their moratorium disproportionately impacted upon housing development.

This has all been agreed and supported by Natural England and Dover and housing restrictions have been lifted with immediate effect.

Would Herefordshire Council consider making a representation to Natural England on the same basis given that there is strong and scientific evidence to show that new housing in the Lugg catchment is of negligible impact?

**Response**

I thank Merry Albright for her question which she had previously raised last week. My officers have been in touch with Dover District Council who were able to confirm the process they followed to gain the exemption. Dover District Council also advised us that their exemption is based on the fact that impact is down stream of the SAC and did not challenge its integrity. Through Cabinet Commission we will consider whether there is anything further that can be done. However, I would also add that clarity is needed at a national level on how they intend to develop or replace the rules pertaining to Nutrient Neutrality. The Council has recognised the difficulties faced by developers which is why it has voluntarily chosen to commence a programme of delivery of Integrated Wetlands the first of which is now nearing completion.

**Supplementary question**

Thank you for your answer.

We appreciate the specifics for Dover are unique, but also feel that there is merit in asking for the Herefordshire neutrality criteria to be reassessed by NE, in light of the now agreed negligible impact from new housing and the disproportionate weight of demonstrating neutrality for housing as identified in the Dover case.

HCILG acknowledge the progress relating to wetlands with thanks. However the wetland initiative is unlikely to make much difference to the majority of developments held or paused, many of which have been waiting for more than 3 years and face desperate future circumstances through no fault of our own. The demand for credits outstrips all projected supply and the costs and timescales are of grave concern.

We would also like to ask that HC are clear in their wider communication that the wetlands - although facilitated by HC - are being paid for entirely by local house builders, who have been willing partners/customers from the beginning and stepped up and agreed to pay for solutions, not only to enable them to trade and provide much needed homes and jobs, but also to continue to contribute to Herefordshire, and help restore our ravaged ecology.

### **Response from cabinet member infrastructure and transport**

The cabinet member confirmed that in relation to communications the council will make it, and the cabinet member had himself personally made it, very clear how the mitigation has been paid for and where the burden is falling currently.

In relation to the question about the Dover case the council had agreed to go back to Dover and speak to Natural England around the points raised to see if there were things which could also be applied in Herefordshire's case. The cabinet member cautioned that the case in Dover was quite different and that Dover was below the area that was protected and therefore perhaps was inaccurately put into the moratorium area. The cabinet member gave assurance that the council would investigate and report back.

### **Question 3**

**From: Ms Reid, Hereford**

**To: Cabinet Member, children and families**

Leeds City Council transformed its Children's Services using Family Group Conferences (FGCs) etc., reduced costs and number of Looked After Children (Final Report, Independent Review, p100). Herefordshire has high rates of LAC and care proceedings compared with its "statistical neighbours" (per LAIT). The council's Family Meeting Practice Guidance, states the circumstances in which FGCs should be convened inter alia when a child is subject to public law (care) proceedings.

The below questions ask about FGCs etc. under the auspices of Herefordshire Council for the period 1st April 2021 to 31st March 2022.

- How many care proceedings were commenced ie "letter of issue" issued?
- How many of the families affected by these care proceedings were offered a FGC?
- How many of the families affected by these care proceedings participated in a FGC?
- How many FGCs took place for whatever reason?

### **Response**

The service does indeed have a higher rate of children in our care than the England average and statistical neighbours, although the rate at which children come into our care has been reducing

steadily since the start of this year as a consequence of improved practice and increased management oversight.

Care proceedings were commenced for 99 children (63 families) in the year 2021/22

The service does not have a dedicated Family Group Conference service or offer, as Leeds City Council had, and the development of an offer is being explored along with other initiatives to build on family strengths and to prevent some children coming into our care so that all families in pre-proceedings might in the future be offered a Family Group Conference.

The ECHo (Edge of Care and Home) team was introduced in April 2020 and does have a small dedicated resource of 1.2 FGC coordinators. All families supported by ECHo are offered a FGC which equates to 19 families in 2021-22 but few families in pre-proceedings or proceedings are able to be offered support by the ECHo team and so for statistical purposes the answer to the questions regarding numbers of families in proceedings and FGC is zero.

### **Supplementary question**

Firstly, Leeds City Council's Children's Services assessed as "Outstanding" in March 2022 does still offer Family Group Conferences (FGCs) including when requested by families.

Reiterate: "How many FGCs took place for whatever reason?"

The 2022 rates of care applications per 10,000 children were:

- Herefordshire: 18.5
- "Statistical Neighbours": 10.74
- England: 9.6

The low number of FGCs is disappointing as they are recommended by statutory guidance and the government-commission Independent Review recommended mandating them. Per the council's guidance they should be convened when children are on the threshold or subject to care proceedings etc.

The Family Rights Group etc could be commissioned for the rapid routine use of FGCs which would soon recoup its costs and save money by less care proceeding and children in care. In principle, would the Cabinet support this including allocating budget and setting target date(s)?

### **Response from cabinet member, children and families**

The cabinet member confirmed that she understood that family group conferences were recommended and why. They are an important tool for supporting children and families and the cabinet member will be following up on this. The cabinet member explained it is a very specific model and before the council bring it in, it would need to be sure that everything was in place to do it properly. The council should make sure that it is exploring every possible option for the child and the fact that the council is not doing the particular model called family group conferences does not mean that it is not doing that.

The cabinet member confirmed that as this an important matter she would continue to push on this and provide an update.





## COUNCILLOR QUESTIONS TO CABINET – 29 SEPTEMBER 2022

### Question 1

**From: Councillor Jeremy Milln, central ward**

**To: Cabinet Member, commissioning, procurement and assets**

Paragraph 36 of the report for agenda item 8 reads: ‘Since 2015/6 the council has invested over £678k at the Town Hall campus.

How, by reference to a breakdown in the form of a table identifying the works, supplier or contractor, amount and date, has this investment been applied?

### Response

Thank you for your question, the table below provides the breakdown of the £678k.

Summary of Capital works at Town Hall									
Cost centre	Description	Supplier	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	Total
CM7180	Town Hal Improvement Works	Integral	365,855.85						365,855.85
CM7245	Stone Work Repair	Integral			14,954.00				14,954.00
CM6032	Stonework Repairs & associated works	Stone Edge Ltd				135,217.87	101,894.86		237,112.73
CM6032	Stonework Repairs & associated works	Internal Recharges for Staff Time or Fees					6,507.83		6,507.83
CM6032	Boiler & other capital works	Hoople Ltd		4,575.27					4,575.27
CM6032	Boiler & other capital works	Wyehost Ltd		260.00	130.00				390.00
CM6032	Boiler & other capital works	Westcom Business Communications Ltd		640.00					640.00
CM6032	Boiler & other capital works	Mercia Radiotelephones Ltd		100.00					100.00
CM6032	Boiler & other capital works	Internal Recharges for Staff Time or Fees		171.00			7,163.80	324.09	7,658.89
CM6032	Boiler & other capital works	Altdigital Networks Ltd		209.00	1.00				210.00
CM6032	Boiler & other capital works	BBLP					56,072.98	- 22,904.50	33,168.48
CM6032	Boiler & other capital works	Integral		7,453.31					7,453.31
			365,855.85	13,408.58	14,825.00	135,217.87	171,639.47	- 22,580.41	678,366.36

### Supplementary question

Thank you for your response.

I accept ‘stonework’ is mentioned (although the Town Hall is largely brick & terracotta) and ‘boiler’ (which with how many people does it take to change a lightbulb efficiency is attended by no less than eight contractors), but the response doesn’t answer my original question which was for a breakdown identifying the works. The words ‘improvement’, ‘associated’ and ‘capital’ are not identifiers of the works. Can you provide this information please?

### Response

The cabinet member confirmed that the requested information would be provided.

### Question 2

**From: Councillor Helen I’Anson,**

**To: Cabinet Member, commissioning, procurement and assets**

I understand that the St.Owen’s St. house next to Shire Hall, which is the operational base for Your Voice Matters, is for sale. Can you guarantee that no potential sale will

proceed until a suitable alternative premises is secured for Your Voice Matters and our Herefordshire young people?

### **Response**

Thank you for your question. The Programme Management Office (PMO) and Property Services are working with Children's Services to establish an accommodation brief for Post 16 services to determine the right location and facilities required to deliver an outstanding service. This will be completed during October. What property need is highlighted as a result of this review will determine the next course of action.

### **Supplementary question**

Are we looking at a potentially similar situation to the one that we face in Ledbury? Here our young people were evicted from their drop-in centre in 2019 and still have nowhere where they can meet, despite there being a building built as a youth centre by Herefordshire Council in Ledbury and yet it is currently unavailable to our Ledbury youth. So my question again is 'is the centre in St Owen Street for sale, why is it for sale and if so why was a suitable location not found to house Your Voice Matters before this decision was made?'. Also, bearing in mind the young have lost the services of no wrong door in Hereford and why is the review being undertaken only now?

### **Response from cabinet member, commissioning, procurement and assets**

The cabinet member confirmed that the property is not currently for sale. Conversations are ongoing with children's services to make sure that the accommodation for young people satisfies all requirements. Your Voice Matters will be contacted to clarify the situation.

In relation to Ledbury, the cabinet member is aware of the situation and will follow up with the ward member to find out the latest position.



# Title of report: Hereford Transport Hub - approval of outline design, specification and cost plan

**Meeting: Cabinet**

**Meeting date: Thursday 27 October 2022**

**Report by: Cabinet member Infrastructure and transport;**

## Classification

Part exempt:

The report includes financial information which if revealed could compromise the procurement of services required in the delivery stages of the Transport Hub project.

This report is open but an appendix is exempt by virtue of the paragraph(s) of the Access to Information Procedure Rules set out in the constitution pursuant to Schedule 12A of the Local Government Act 1972, as amended.

- 3 Information relating to the financial or business affairs of any particular person (including the authority holding that information)
- 5 Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.

## Decision type

Key

This is a key decision because it is likely to result in the council incurring expenditure which is, or the making of savings which are, significant having regard to the council's budget for the service or function concerned. A threshold of £500,000 is regarded as significant.

Notice has been served in accordance with Part 3, Section 9 (Publicity in Connection with Key Decisions) of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012.

## **Wards affected**

Aylestone Hill; Central; College; Eign Hill; Widemarsh;

## **Purpose**

This report presents an update on the Hereford Transport Hub project, and seeks approval for the cost plan. It takes forwards steps identified in the 22 July 2021 cabinet report for the Transport Hub.

To approve for the Hereford Transport Hub project:

- The cost plan
- To proceed from Planning and Design (Stage 2) to Delivery (Stage 3)

## **Recommendation(s)**

That:

- a) **Cabinet approves the cost plan for the Hereford Transport Hub design; and**
- b) **Cabinet approves that the project proceeds from Planning and Design stage (stage 2) to Delivery stage (stage 3);**
- c) **Recommend to Council the inclusion of the additional amount of £6.33m into the capital programme.**
- d) **All operational decisions to be delegated to the Corporate Director for Economy and Environment in consultation with the Cabinet Member for Infrastructure and Transport and Section 151 officer.**

## **Alternative options**

1. Not to proceed – this will not allow progression to the next stage of the project and would prevent the completion of the Hereford Transport Hub. This is not recommended as it would result in some package objectives / targets as set out in the 2015 Marches Local Enterprise Partnership (LEP) business case not being achieved. This could result in clawback of monies paid to date and would not be consistent with the council's adopted delivery plan.
2. Not to proceed – this will not allow an update of the 22 July 2021 cabinet decision which authorised the engagement of professional design services to enable cost certainty to be given.
3. Not to proceed – this will mean that the proposed Hereford Transport Hub project will not be delivered and the quality of interchange facilities at Hereford railway station remains poor with negative impacts on the integration of transport modes, connectivity and sustainable travel/access between the city centre, and the railway station.

## Key considerations

4. The Hereford Transport Hub will provide an integrated modern public transport interchange, in the forecourt area of Hereford Railway Station. It will enable passengers to switch easily between different modes of transport (bus, rail, cycle & taxi).
5. This decision will allow officers to progress the Transport Hub project including commissioning of the design team to the council's delivery stages and contractor procurement. All procurements relating to this decision will be in accordance with the council's contract procedure rules and the Public Contract Regulations 2015.
6. The key objectives of the Transport Hub are to support economic growth, improve accessibility and encourage active travel in line with the adopted policies of the council, the Marches LEP and Central Government.
7. The Transport Hub will improve the public realm around the railway station and create better walking, cycling and public transport infrastructure which will allow for improved integration of the new developments with the historic city core; Improve access to Hereford railway station and the new interchange infrastructure; Help address the decline in Hereford's traditional role as a regional economic hub, and meet the national agenda for economic growth; Encourage the transport mode shift away from car use by facilitating travel by public transport and active travel; Enable attractive, seamless transfer between different modes of travel; and welcome visitors to the city and establish an attractive environment for visitors and commuters.
8. [The 22 July 2021 cabinet decision](#) noted that the delivery of the design and consultation would require the procurement of further professional services. A multi-disciplinary design consultancy team was commissioned in April 2022 to carry out design and key stakeholder consultation with different design options (Appendix 3). A "*Drive in Reverse Out*" Option (Appendix 4) was selected, design developed and cost estimates provided (see exempt Appendix 1).
9. Consultation has taken place with key stakeholders, including technical operators: Network Rail (NR), Transport for Wales (TfW), Rail & Bus for Herefordshire RBfh, Taxi operators, Bus and coach operators, Hereford City Council, Hereford Masterplan design team, Hereford BID, Cabinet Members/ Ward Members and the Marches Local Enterprise Partnership (LEP).
10. The "*Drive in Reverse Out*" (DIRO) option and the public realm space in the forecourt of the Hereford railway station incorporates as much greenspace as possible and

provides the best separation of people from vehicle movements, retains the best view and enhances the setting of the Grade 2 listed station building.

11. This project is co-ordinated with other developments in the City with the overall aim of removing barriers to public transport, making it easy for pedestrians and cyclists, and improve public spaces
12. Engagement will continue with key stakeholders, and extend to residents and organisations in the local area including the medical centre, the Royal National College for the Blind, the wider community and the general public. There is a plan for media communication at key points throughout the project.
13. Regular reporting of the Transport Hub and the project outputs has taken place with the Marches LEP. The Marches LEP are aware of the 22 July 2021 Cabinet decision, the appointment of the design team and that further funding will be required to complete the Transport Hub. The next meeting is scheduled for 7 November 2022.
14. This decision enables the variation of the LEP Hereford City Centre Transport Package (HCCTP) funding agreement. The outputs in the funding agreement delivered to date include; are detailed in the table below:

The outputs are on track, and some have overachieved:

Output/Outcomes /Activity	Contracted- re-profiled outputs	Actual Claimed to Date	Variation
Jobs Created*	803	803	
Housing Units	800	240	2014-18 – 107 2019/20 - 133 2020/21 - 151 2021/22 – 355 <b>746 – Total as at April 2022.</b>
Length of Newly Built Road (km)	0.8	0.8	

Table 1: HCCTP Outputs/Outcomes to date

## Community impact

15. The Local Transport Plan 2016 – 2031 sets out the council's strategy for supporting economic growth, improving health and wellbeing and reducing the environmental impacts of transport. It also highlights that reducing congestion and emissions and switching to walking and cycling will improve public health, fitness and wellbeing. By improving public transport infrastructure and providing a more pedestrian and cycle friendly environment; it is intended that there will be less congestion and a benefit to a wider range of people and groups within the business and resident community. The Transport Hub contributes to the delivery of significant improvements to the transport network as part of that overall strategy.
16. The Transport Hub also contributes to the County Plan 2020 – 2024 which outlines the ambitions for the council over the next four years and how they will be delivered.

Deliver the **Hereford Transport Strategy** and **City Centre Masterplan** (supporting objectives EN2 & EN4)

## **Environmental Impact**

17. This decision will support the delivery of the council's environmental policy commitments and aligns to the following success measures in the County Plan.
  - Increase the number of short distance trips being done by sustainable modes of travel – walking, cycling, public transport
  - Work in partnership with others to reduce county carbon emissions/ Improve the air quality within Herefordshire
  - Improve residents' access to green space in Herefordshire
18. The environmental impact of this proposal has been considered and includes appropriate requirements on the design team/contractor to zero waste targets, reduce energy usage and adopt the Councils carbon reduction targets, utilising local suppliers, improve local air quality, active and sustainable transport options, zero waste targets and to consider opportunities to enhance biodiversity. There is a score measuring this criteria in the sifting analysis of the design options (see Appendix 3)
19. The environmental impact will be managed and reported through contract management. The development of this project has sought to minimise any adverse environmental impact and will actively seek opportunities to improve and enhance environmental performance.

## **Equality duty**

20. Under section 149 of the Equality Act 2010, the 'general duty' on public authorities is set out as follows:

A public authority must, in the exercise of its functions, have due regard to the need to

  - a) eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under this Act;
  - b) advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;
  - c) Foster good relations between persons who share a relevant protected characteristic and persons who do not share it.
  - d) The public sector equality duty (specific duty) requires us to consider how we can positively contribute to the advancement of equality and good relations, and demonstrate that we are paying 'due regard' in our decision making in the design of

policies and in the delivery of services. Our providers will be made aware of their contractual requirements in regards to equality legislation.

21. Wider community engagement and public consultation will be undertaken as the transport hub design is developed further and as part of the statutory planning process.
22. Consultation has taken place with the Equality Team. There are no negative impacts on the Protected Characteristics identified in the Equality Act 2010 while acknowledging that changes in the public realm has the potential to have a high impact on those with protected characteristics.
23. The proposed design provides a large, connected public realm through landscape layouts and forms which lead pedestrians safely through from City Link Road to the station and bus exchange. The design deliberately prevents any road crossing to provide a safe public space for all users. The planting strategy has focused on providing maximum overview and transparency which supports parenting on site and make it possible for adults to maintain visual contact to younger users throughout the public realm area.
24. While redesigning the public realm around the Transport Hub, we are committed to working with user groups to ensure the design improves access for all. Through careful design of layouts, materials and the use of measures such as tactile paving helps make to easier to move around and access shops and services.
25. Structured workshops have been held with key stakeholders and representatives of key user groups to stimulate a focused and collaborative environment allowing the design team to refine the design to achieve a design solution that optimises the benefits to all within the remit of the schemes. An online platform has been created for further feedback after the workshops.
26. To ensure that consultation is accessible to all, easy read material and any other materials or assistance considered appropriate will be produced and made available including an online platform - commonplace.

## **Resource implications**

27. The January 2021 [Cabinet Member decision report](#) reduced the forecast for the transport hub and public realm to £5.172m, within the approved budget of £40.651m for the HCCTP in the council's capital programme.



28. The 22 July 2021 [cabinet report](#) acknowledged that this budget was insufficient to complete the Transport Hub without additional funding. The forecast outturn cost for CLR land acquisition was £17.75m, an increase of £1.5m from the £16.25m in the 22 July 2021 decision.
29. The land budget was updated in the 16 February 2022 [cabinet member decision report](#). £5.7m for the transport hub was reduced by £1.5m to £3.672m with the overall HCCTP budget remaining at £40.651m.
30. Once the final land acquisition payments are made within the £17.75m of total £40.651m budget, the balance will be allocated to the Transport Hub. The final outstanding land payment is a combined CPO claim which the council external advisers are in negotiation with the claimants. Until final agreement is made there is a risk that the final costs will be higher than the £17.75m, which will then reduce the funds for the Transport Hub and subject to a further cabinet member decision.
31. The cost plan of the recommended “*Drive In Reverse Out*” (DIRO) design option is presented for approval. Only the total cost is included in the table 2 below and details are in the exempt appendix 1. The difference between the cost estimates and existing funds in the capital programme is for inclusion in the budget of the active capital programme and for which funding is still being sought. The approx. £10m is the total investment required to deliver the Transport Hub.

S. no.	Scope of Works Description	Total Costs
1	<b>TOTAL COST ESTIMATE</b>	Approx. £10, 000, 000.00
2	Less Existing funding	£3,672,000.00
3	Balance funds required	<b>£6,328,000.00</b>

**Table 2: DIRO COST PLAN SUMMARY**

32. Medium Term Finance Strategy (MTFS) identifies that further funding is needed for the Transport hub in addition to current budget in of £40.651m. The additional funding of £6.33m in the capital programme is required to deliver the entire Transport Hub project to completion, based on the current design. (See detail breakdown costs in exempt Appendix 1)
33. Application for funding has been submitted for LUF 2 bid. If the request for external funding is unsuccessful then there will be a requirement for council to fund the project from prudential borrowing.

<b>Funding streams (indicate whether base budget / external / grant / capital borrowing)</b>	<b>Previous Years</b>	<b>2021/22</b>	<b>2022/23</b>	<b>Future Years</b>	<b>Total</b>
	£000	£000	£000	£000	£000
<i>Marches LEP</i>	16,000				16,000
<i>Capital Programme/Prudential Borrowing</i>	18,042	989	2,199	3,421	24,651
<i>LUF 2 bid / Prudential Borrowing</i>			1,350	4,978	6,328
<b>TOTAL</b>	<b>34,042</b>	<b>989</b>	<b>3,549</b>	<b>8,399</b>	<b>46,979</b>

Table 3: Funding Streams

<b>Revenue budget implications</b>	<b>2020/21</b>	<b>2021/22</b>	<b>2022/23</b>	<b>2023/24</b>	<b>Total</b>
	£000	£000	£000	£000	£000
<i>Maintenance costs post completion</i>				50	50
<b>TOTAL</b>				<b>50</b>	<b>50</b>

Table 4: Revenue Budget Implications

34. Table 4 includes an estimated annual maintenance cost of £50k to water plants, empty bins, cleaning, lighting, toilet & waiting room etc. This will cause a pressure on the revenue public realm budget and therefore may require an increase to that budget.
35. The Transport Hub Business Case is attached as Appendix 2

## Legal implications

36. This project is in part funded under the terms of a 2015 grant funding agreement between the council and Shropshire Council (as accountable body for the Marches LEP) and therefore the project will need to ensure that it complies with the terms of that grant funding agreement and the required outcomes and objectives as set out in the grant funding agreement. If the terms and conditions of the grant funding agreement are not met Shropshire Council have the ability to terminate the grant funding agreement and clawback monies paid to date.
37. Any variation to the terms of the grant funding agreement will need to be agreed with Shropshire Council.
38. Any contract awards arising from this decision and in the delivery of the project should be in accordance with the council's contract procedure rules and the Public Contract Regulations 2015.

- 39. Any amendment to the capital programme requires a decision of full Council as an amendment to the capital programme is not an executive function.
- 40. There are no other legal implications arising from this report.

**Risk management**

41. Key Risks associated with this decision are outlined in the table below:

**Risk / opportunity**

**Mitigation**

There is a risk that the objectives of the Transport Hub are not met as a result of the reduced budget available for the Transport Hub. This could result in claw back of funding from the Marches LEP.

The revised budget and the scheme objectives will be utilised to shape the further development of the Transport Hub to ensure that these are met.

The cost estimates for the works will continue to be updated as the design develops to monitor and inform further decisions on project funding.

There is a risk that reaching a consensus on the approach to the Transport Hub takes more time and design input as a result of diverging stakeholder aspirations.

The design brief was agreed with members and key stakeholders prior to a consultation exercise by the specialist design team.

There is a risk that agreement with Network Rail on the delivery of the Transport Hub on land in their ownership which is part of the the site cannot be reached or incurs additional costs.

Early discussions have been held with Network Rail regarding the scheme and continue such that their requirements are incorporated into the designs such that agreement can be reached. Application for Network Rail procedural approvals have been submitted.

There is a risk that further land may be required to deliver the aspirations for the Transport Hub.

The land requirements have been identified from the design process and there are ongoing negotiations to enter into an agreement with Network Rail/Transport for Wales.

There is a risk that the balance of the payments for land acquired under the CPO process for the CLR will exceed the current allocation for land costs within the budget. This would impact the available budget for the remaining element.

Extended period to reach settlement on plots that have been identified as potentially exceeding budget has been agreed. Further input from specialist land agents being provided to support the settlement of the remaining claims.

42. The risks are managed in a risk register which is reviewed at the HCCTP Project Board meetings with options to escalate to the Transport & Place Making delivery board where necessary.

## **Consultees**

43. WW+P designed and coordinated the stakeholder consultation strategies. Their programme was founded on and structured around a thorough understanding of the key challenges to be addressed, designed for the audiences it was seeking to engage, using basic simple language and not stray into professional jargon.
44. Consultation was by email or virtually using Microsoft Teams and Zoom with client requirements workshop, design workshops with key stakeholders, technical operators, Hereford City Council, Transport Officers, Taxi, bus and coach operators. Feedback was provided by email, minutes, by consultees who were given access to an online platform for further comments.
45. A summary of their comments on the outline design options were: reduce the proposed Canopy size, improve visibility of Grade 2 listed train station building, Improve visibility of bus stands from station building, provide more internal waiting area, create framed views of the listed building, thin canopy edge down and create a more simplistic design.
46. The recommended design option was revised following the feedback from consultees like reducing the length of the proposed bus canopy.
47. Consultation took place face to face with the relevant ward member for Widemarsh and their views are copied below:
- On the whole very positive about the design and appreciative of the constraints
  - Apple trees should be an absolute no-no due to potential litigation from slips on fallen fruit
  - Shelter must have good weather protection even though we've designed an internal waiting room. A lot of elderly people use buses.
  - Forget the canopy on the station building
  - Better understanding of the financial constraints
48. Political Groups Consultation has been undertaken.

## **Appendices**

Appendix 1: Exempt appendix

Appendix 2: Hereford Transport Hub (HTH) Business Case

Appendix 3: HTH Design Options Sift Analysis

Appendix 4: Drawings of the Proposed recommended design option

## Background papers

None

## Glossary of terms, abbreviations and acronyms used in this report.

s/no.	terms, abbreviations and acronyms	Meaning
1	HCCTP	Hereford City Centre Transport Package
2	NR	Network Rail
3	TfW	Transport for Wales
4	RBfH	Rail & Bus For Herefordshire
5	MTFS	Medium Term Finance Strategy
6	WW+P	Weston Williamson + Partners
7	HTH	Hereford Transport Hub

## Report Reviewers Used for appraising this report:

Please note this section must be completed before the report can be published		
Governance	Sarah Buffrey, Democratic Services Officer	Date 26/09/2022
Finance	Karen Morris, Strategic Capital Finance Manager	Date 09/09/2022
Legal	Alice McAlpine, Senior Lawyer	Date 12/09/2022
Communications	Luenne Featherstone, Communications Manager	Date 12/09/2022
Equality Duty	Carol Trachonitis, Head of Info. Compliance & Equality	Date 05/09/2022
Procurement	Mark Cage, Commercial Services Manager	Date 02/09/2022
Risk	Kevin Lloyd, Performance Lead	Date 02/09/2022
Approved by	Ross Cook, Corporate Director, Economy & Environment	Date 30/09/2022



Document is Restricted





# **[Hereford Transport Hub]**

## Business Case

Date: **[August 2022]**

## Key Details

Senior Responsible Officer: Mark Averill

Author: Christine Ogunkanmi

Project Manager: Christine Ogunkanmi

Service Lead: Ross Cook

Agreed Project Type: Major

Programme Board Allocated: Transport & Place making Delivery Board

## Version Control

Version	Date	Summary of Change	Author
0.1		First issue	Christine Ogunkanmi
0.2	02/09.2022	Second Issue	Christine Ogunkanmi
0.3	05.10/2022	Third issue	Christine Ogunkanmi

The first draft will be 0.1 and each successive draft of the document should be numbered sequentially 0.2, 0.3 and so on. The final version of the document is 1.0. Any incidental changes to the final live version should be numbered sequentially 1.1, 1.2, etc. If any major changes are made, the version number should be changed to 2.0. The person making the changes e.g. PMO Development Manager or SRO should track them (using tracked changes in Microsoft Word) and write a brief description of what has changed – or if there are major changes state “see track changes” in the Version Control Log. The version with the track changes should be saved before any are accepted or rejected. Once saved, the active version will be the next sequential number.

## Approvals

Gateway	Approved by	Role	Date
1 - OBC	SRO	Owner	
	Project Board	Detailed Project oversight	
	Director	Service Director	
	Programme Delivery Board	Programme oversight	
	Corporate Programme Board	Council Programme oversight	
Gateway Review	Director PMO Assurance	Assurance	
2 - FBC	SRO	Owner	02/09/2022
	Project Board	Detailed project oversight	
	Director	Service Director	

	Programme Delivery Board	Programme oversight	
	Capital Programme Manager	Sense check	
	HPMO	Sense check	
	Assurance Board	Sense check	
	Corporate Programme Board	Council Programme oversight	
	Cabinet	Corporate fit	
	Full Council	Approval (capital programme)	
Gateway Review	Director PMO Assurance	Assurance	
3 - Delivery	<i>Project Board / Director / Programme Board</i>	<i>Note major changes and approvals during delivery</i>	
Gateway Review	Director PMO Assurance	Assurance	
4 – Handover & project review	Project Board	Detailed project oversight	
	Director	Service Director	
	Programme Board	Programme oversight	
	Assurance Board	Assurance	
	Corporate Programme Board	Council Programme oversight	
Gateway Review	Director PMO Assurance	Assurance	
5 – Project Closure	Capital Programme Manager/ Head of PMO	Governance	
Gateway Review	Director PMO Assurance	Assurance	

Note: You don't need an actual signature but you should have an e-mail agreement or alternative method of audit trail to refer to.

### Distribution

This document has been distributed to

Name	Role	Date of issue	Version
Mark Averill	Interim Service Director,	5 <sup>th</sup> August 2022	1.0

	Transport & Highways		
Ross Cook	Corporate Director , Economy & Environment		

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## **1.0 PROJECT DESCRIPTION**

1.1 Herefordshire Council wishes to deliver an integrated Transport Hub at Hereford Railway Station with associated public realm as part of a wider commitment to the regeneration of an area formally known as the Edgar Street Regeneration Grid, and the City Link Road (CLR).

1.2 The Hereford Transport Hub is an integrated modern public transport interchange, in the forecourt area of Hereford Railway Station. It will enable passengers to switch easily between different modes of transport (bus, rail, cycle & taxi).

## **2.0 STRATEGIC CASE**

The design is required to merge with other Hereford City Centre Improvement (HCCI) projects as an integrated package of movement and connectivity linking the Transport Hub with the City Centre.

This project is co-ordinated with other City Link Road activities with the overall aim of removing barriers to public transport, pedestrian, cycle movements, to improve public realm and meet the Council's overall stated ambition of "Greening the City".

### **2.1 Project aims and objectives**

The key objectives of the Transport Hub are to support economic growth, improve accessibility and encourage active travel in line with the adopted policies of Herefordshire Council, the Marches LEP and Central Government.

In particular the project will:

- i. Enable the delivery of the Edgar Street Grid (ESG) regeneration area, a major mixed-use development, and support delivery of housing, particularly affordable housing within the city;

- ii. Improve the public realm around the train station and create better walking, cycling and public transport infrastructure which will allow for improved integration of the new development with the historic city core;
- iii. Help address the decline in Hereford's traditional role as a regional economic hub, and meet the national agenda for economic growth.
- iv. Encourage transport mode shift away from car use by facilitating travel by public and active travel.
- v. Enable attractive, seamless transfer between different modes of travel.
- vi. To welcome visitors to the city and establish an attractive environment for visitors and commuters.

## **2.2 Strategic Drivers**

### **2.2.1 National and Regional**

Improve accessibility and encourage active travel in line with the adopted policies of Herefordshire Council, the Marches LEP and Central Government.

Contribution towards Resolving Wider Problems:

The Transport Hub has also been developed to help support the delivery of a number of strategic policies and objectives outlined in a range of local and regional (Marches) strategy documents.

These documents include:

- Hereford Local Plan Core Strategy (2011 – 2031), adopted in October 2015; · Herefordshire Local Transport Plan;
- Marches LEP SEP (2014); · Hereford City Centre Air Quality Management Plan (AQMP); and
- Marches LEP Local Transport Body Initial Major Scheme Priorities and associated Growth Deal, signed between the Marches LEP and central government on 16 January 2015.
- The Transport Hub forms part of the medium to long term strategy to accommodate the growth planned for Hereford and wider Herefordshire, and also forms a key part of the.....

### **2.2.2 Local**

County Priority – please select from	Tick <input checked="" type="checkbox"/> below where applicable	Delivery Plan Reference(s)
Community		
Economy		
Environment	<input checked="" type="checkbox"/>	Deliver the <b>Hereford Transport Strategy</b> and <b>City Centre Masterplan</b> (supporting objectives EN2 & EN4)

The objective of the Transport Hub project is to provide a design which meets the aims of the Council as a gateway location for users to Hereford City and meet technical requirements of Network Rail, Transport for Wales, bus companies, and taxi operators in providing a fully integrated hub taking into account health and safety matters, vehicle movements, pedestrian movements, user welfare/safety requirements, urban design, orientation, lighting, reduction of carbon embodiment in the construction process, decarbonisation of the transport network, whole life costings, maintenance public realm improvements and linkages.

## Community impact

The Local Transport Plan 2016 – 2031 sets out the council's strategy for supporting economic growth, improving health and wellbeing and reducing the environmental impacts of transport. It also highlights that reducing congestion and emissions and switching to walking and cycling will improve public health, fitness and well-being. By improving public transport infrastructure and providing a more pedestrian and cycle friendly environment; it is intended there will be less congestion and a benefit to wider range of people and groups within the business and resident community. The Transport Hub project contributes to the delivery of significant improvements to the transport network as part of that overall strategy.

The Transport Hub also contributes to the County Plan 2020 – 2024 which outlines the ambitions for the council over the next four years and how they will be delivered. These are:

- Environment – Protect and enhance our environment and keep Herefordshire a great place to live



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- Community – Strengthen communities to ensure that everyone lives well and safely together
- Economy – Support an economy which builds on the county’s strengths and resources

### **Environmental Impact**

This project will support the delivery of the council’s environmental policy commitments and aligns to the success measures in the County Plan.

## **2.3 Background and Rationale in Project Mandate**

Sub-Optimal Interchange provisions:

The Transport Hub will provide enhanced quality facilities for interchange, including: ·  
Improved pedestrian walk routes;

- New, better quality and higher capacity facilities for bus users and operators (enabling additional bus services to operate via the station); and
- A re-organised traffic circulatory system as part of the Transport Hub, reducing conflict with pedestrians and cyclists.

The CLR has already provided improved vehicular access to the station from the north and the west. In combination these measures will improve access to rail services, particularly by sustainable modes of transport and are integrated with the HCCTP measures to enhance walk and cycle access to/from the city centre.

## **2.4 Scope**

<b>Item</b>	<b>Purpose</b>	<b>Notes</b>
<b>Transport Mode interchange</b>	Passengers to switch easily and safely between different modes of transport	Potential for collaboration with technical operators
<b>Refreshments (e.g. roadside access to the station Café)</b>	Make café accessible to all users of the Transport Hub outside the revenue protected areas.	In agreement with technical operators.
<b>Covered/weather proof waiting facilities</b>	Offer waiting space to users of all modes of transport	The existing waiting room on the ground floor is small and only accessible only to train passengers.

<b>Toilets</b>	Toilets accessible to all Transport Hub users	Existing facilities only accessible on the train platforms.
<b>Wi-Fi</b>	To enable passenger communication for pick up etc.	Transport for wales (TfW)???? .
<b>Reconfiguration of Station Entrance doors</b>	Widen the single narrow doors into the station building	In agreement with Network Rail. To allow rail passengers and other users of the Transport Hub
<b>Safe &amp; direct pedestrian access.</b>	From station to the city centre.	Step free access , Road Crossings
<b>Cycle parking</b>	Covered facilities to encourage commuter cycle parking and lockers for overnight storage to serve incoming passengers	Increase current capacity/numbers using the train station
<b>Beryl Bikes</b>	(marked public stand-free bike hire)	No physical structures required but under cover desirable
<b>Taxi car parking areas/ranks</b>	Servicing needs in the TH	Capacity to allow for taxi queuing in busy periods
<b>Bus stands and layover / charging.</b>	On market days and for electric vehicles	Street bus stops also required
<b>Short term car parking</b>	For drop off /pick up	Inclusive/disabled car parking required
<b>Bus drivers welfare matters</b>	For lay over on market days	Day stay no likely overnight stay
<b>Enhanced commuter parking facilities on the existing car park</b>		
<b>Review the outhouse in student accommodation</b>	Consider relocation	To remove obstruction to the attractive façade of the Hereford Train Station building
<b>Staff car parking</b>	NR, TfW and other agreed operators	As per current capacity
<b>Landscaped areas around the train station</b>	To enhance sense of place.	Consider sustainable hard & soft options
<b>Drainage</b>		Consider sustainable drainage options
<b>Review junction on City Link road (CLR) road including issues identified in 1st year Evaluation report</b>	Review layout and signalling issues to enhance active travel access	link to interim evaluation report on council website: <a href="https://www.herefordshire.gov.uk/downloads/file/21474/hcctp-interim-traffic-flow-evaluation-report-november-2020">https://www.herefordshire.gov.uk/downloads/file/21474/hcctp-interim-traffic-flow-evaluation-report-november-2020</a>

<b>Identify associated public realm improvements</b>	Identify potential to include associated measures	
<b>Whole life costing approach</b>	Planned, affordable facility management including maintenance.	To ensure maintenance is sustainable.
<b>Stakeholder Consultation to commence asap in RIBA stage 2</b>	To ensure their buy in throughout	There will be a key reference group initially in the design process.
<b>Methods of construction</b>	to limit on-site construction and decrease maintenance risks, as well as allowing for station operations to continue throughout the bus terminal construction	Modern methods of construction

## 2.4.1 In Scope

### 2.4.1 Transport Hub elements:

Accessibility, Real Time information, Refreshments (e.g. roadside access to the station Café), Covered waiting facilities, Toilets, Wi-Fi, CCTV, Mode Interchange potential for collaboration, Safe & direct pedestrian access from the city Centre, Cycle parking (short term & lockers), Beryl Bikes (public stand-free bike hire), Taxi ranks, Bus stands and layover / charging, Short term car parking, Bus driver welfare matters and Enhanced commuter parking facilities on the existing car park.

## 2.4.2 Out of Scope

### 2.4.2.1 Upgrades to the station car park

### 2.4.2.2 Refurbishment of the Hereford Train Station Building

### 2.4.2.3 Traffic modelling & signalling at the Station Road Junction

## **2.5 Benefits**

### **The anticipated benefits of the proposed project are:**

#### **2.5.1 Cashable benefits**

To support economic growth, In particular the package of measures will:

- i. Enable the delivery of the Edgar Street Grid (ESG) regeneration area, a major mixed-use development, and support delivery of housing, particularly affordable housing within the city;
- ii. Improve the public realm around the train station and create better walking, cycling and public transport infrastructure which will allow for improved integration of the new development with the historic city core;
- iii. Enhance links between the railway station, the city centre and the ESG regeneration area;
- iv. Improve access to, and interchange infrastructure at, Hereford railway station; and
- v. Help address the decline in Hereford's traditional role as a regional economic hub, and meet the national agenda for economic growth.

#### **2.5.2 Non-cashable benefits**

##### **General:**

- Encourage transport mode shift away from car use by facilitating travel by public and active travel.
- Encourage interaction and collaboration between transport operators by making travel information options available.

**Place making:**

- Enable attractive, seamless transfer between different modes of travel.
- Provide facilities that make public and active travel more attractive.
- To welcome visitors to the city and establish an attractive environment for visitors and commuters.
- Create clearly navigable routes and facilitate use public transport and active travel modes of travel.

**2.6 Risks**

**Risk / opportunity**

There is a risk that the objectives of the Transport Hub are not met as a result of the reduced budget available for the Transport Hub and public realm. This could result in claw back of funding from the LEP.

There is a risk that reaching a consensus on the approach to the Transport Hub takes more time and design input as a result of diverging stakeholder aspirations.

There is a risk that agreement with Network Rail on the delivery of the Transport Hub on their element of the site cannot be reached or incurs additional costs.

There is a risk that further land may be required to deliver the aspirations for the Transport Hub and public realm.

**Mitigation**

The available budget and the scheme objectives will be utilised to shape the further development of the Transport Hub and public realm works to ensure that these are met.

The cost estimates for the works will continue to be updated as the design develops to monitor and inform further decisions on project funding.

The design brief will be agreed with members and key stakeholders prior to a consultation exercise by the specialist design team.

Early discussions have been held with Network Rail regarding the scheme and these are to continue such that their requirements can be incorporated into the designs such that agreement can be reached.

Designs to be developed to deliver the remaining elements within the existing land ownership areas.

Should further land be identified as of significant benefit to the schemes

following the design development the impact of this on the budget to be assessed and considered in a further decision?

There is a risk that the balance of the payments for land acquired under the CPO process for the CLR will exceed the current allocation for land costs within the budget. This would impact the available budget for the remaining element.

Extended period to reach settlement on plots that have been identified as potentially exceeding budget has been agreed.

Further input from specialist land agents being provided to support the settlement of the remaining claim.

## 2.7 Constraints and Dependencies

### Constraints:

There is a target date requirement that the Transport Hub is operational by August 2023.

The consultant shall programme works so as to achieve the above date, including being ready to commence works on the project as soon as practicable after the award of the contract.

The Cost Plan for the construction of the scheme once agreed should include inflation, risk and contingency. Some surveys have been carried out on land owned by the Council but not on land owned by Network Rail these will have to be carried out through a licence from NR.

Compliance is required with Network Rail and other technical operator's standards and requirements as they pertain to this type of development:

[NR/GN/CIV/100/03 \[ Issue: 1 \] Station Capacity Planning](#)

[NR/GN/CIV/100/07 \[ Issue: 1 \] Masterplanning at Stations](#)

Ongoing Projects such as but not limited to:

1. Network rail or technical operator's projects around the likely time of construction need to be taken into consideration like the **bridge replacement works north of Hereford station (Burcott Road) June 22 - March 23 with the bridge removal over Christmas in December 2022.**
2. **Hereford Council tree planting works on the CLR from January 2022 to March 2022**

The design solution which fulfils all requirements and is fit for purpose may require additional land to the initial project site boundary.

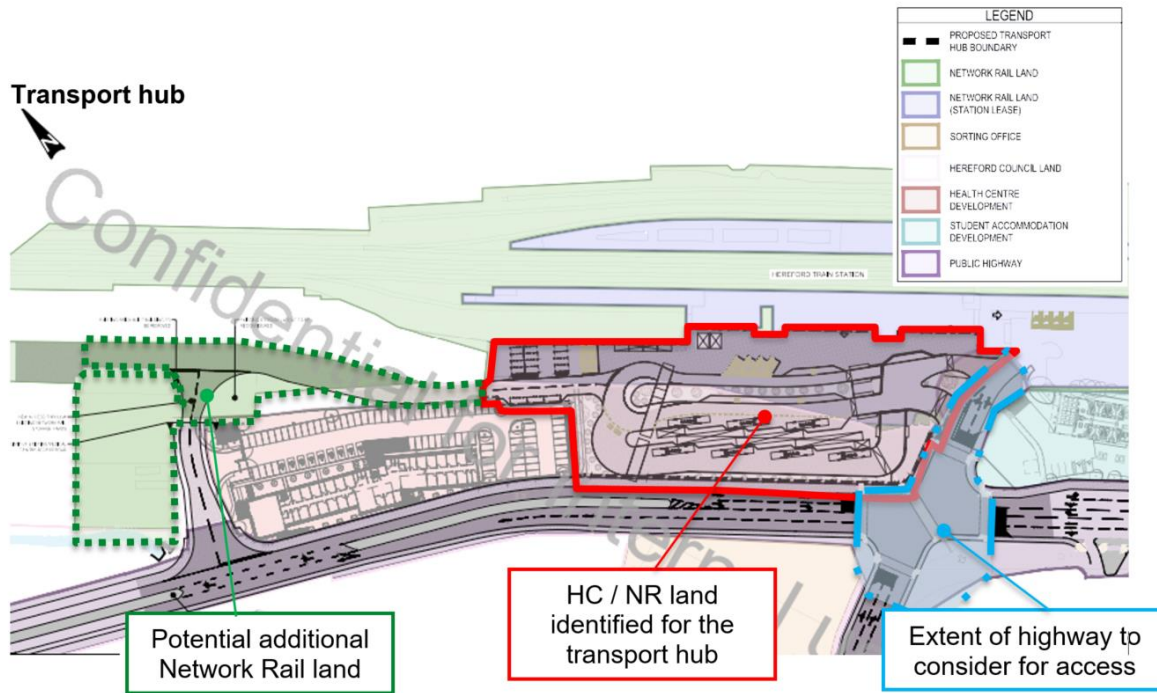


Figure 5: Drawing showing Landownership around the proposed Hereford Train station

The design solution will need to assess its impact on one of the objectives of the City Link Road (CLR) and the traffic signalling at relevant junctions.

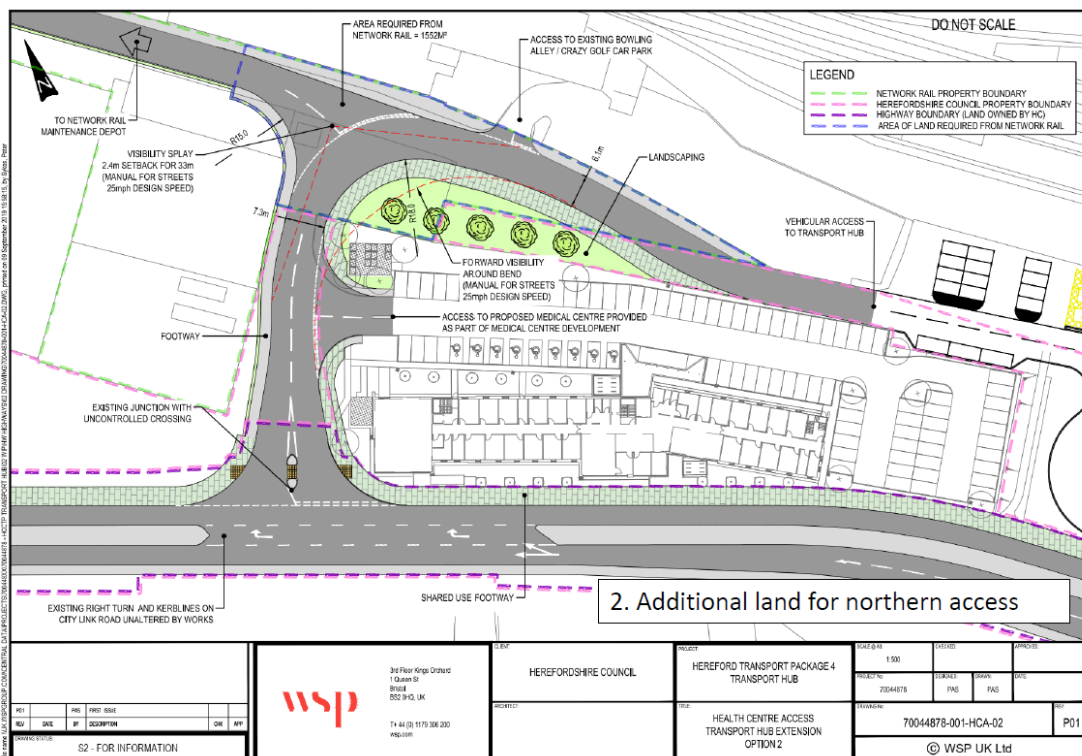


Figure 6: Drawing showing an option with alternative Access

## 2.8 Stakeholders

- Taxi operators
- Local businesses / organisations – including Wye Valley Trust, NMITE, HCA etc.
- Local Enterprise Partnership (LEP)

Cabinet Members
Councillors
Rail & Bus For Herefordshire
Hereford Business Board
Hereford City Council
Hereford BID
NMITE
Hereford College of Art
NHS - Hereford-County Hospital
Network Rail
Local Residents Group/Neighbourhood Watch
Transport for Wales
Hereford Partnership & Climate Board
GP Medical Centre
Morrison's
Post Office Parcels
Hereford Football Club
Civic Society
Herefordshire Transport Alliance
Taxi Operators Representatives
Bus Operators Representatives
Student Representatives from Colleges
Royal National College for the Blind



### 3.0 ECONOMIC CASE

- The scheme is expected to provide a net benefit in terms of journey times to business users in Hereford.
- It should be noted that the proposed scheme will also provide benefits to transport providers such as bus, rail and taxi operators, as the scheme improves access to Hereford city centre by bus, and improves connectivity between the city centre, the Transport Hub and the railway station. However these benefits have not been quantified as part of this Economic Case.

### 3.1 Critical success factors

Transport Hub specific objectives:

Provide enhanced interchange facilities for public transport users, through provision of:

- A new integrated facility for bus and taxi operators and users adjacent to Hereford railway station;
- Improved pedestrian walk routes between the railway station and the surrounding road network.
- Improve access to Hereford railway station for all modes including walking and cycling through delivery of the CLR, public realm and Transport Hub measures outlined above.
- The objectives will be monitored to assess whether the forecast benefits have been realised. An assessment of the objectives and their outputs and outcomes will be undertaken to draw out any discrepancies

### 3.2 Options and Do Nothing Option

#### 3.2.1 Long-List of options

Option	Short-list Y/N	Reasons
Do Nothing	N	The quality of interchange facilities at the railway station will remain poor with adverse impacts in terms of integration of transport modes and encouraging sustainable access to/from rail services

Design Option 1 – Island option	Y	
Design Option 2 – “Drive In Reverse Out “ (DIRO)	Y	
Design Option 3 - Sawtooth	Y	

### 3.2.2 Table of Short-list of options

See details of Design Option in the Sifting Analysis document below:



Copy of Hereford - Option Sifting rev03.x

### 3.2.3 The preferred option

The preferred option is the “Drive In Reverse Out “DIRO (Design option 2)

## 4.0 COMMERCIAL CASE

Significant development is underway or planned for the ESG redevelopment area. Development recently constructed includes 310,000 sq. ft. retail and leisure (3.7 hectares total). Additional planned development comprises of 9.7 hectares of housing (800 homes including 35% affordable), 4.7 hectares of Commercial, 4.5 hectares of Retail and Leisure, and 0.8 hectares of Public Realm.

As presented in the SOBC, it is estimated that the full redevelopment (including the elements already constructed and the proposed developments) will generate 1,910 net additional jobs and result in £50.9m Gross Valued Added (GVA) into local economy.

The scheme will unlock the residential development of 800 dwellings and integrate the ESG area with Hereford city centre and railway station. The additional dwellings will provide additional revenue for the council through council tax receipts, of circa £1.0m per year.

### 4.1 Required services

1. Any bus interchange must be of a high quality with the ability to accommodate the needs of all users, especially those with particular needs and should consider some or all of the following design features:
2. A passenger building/facility, separated from bus movements, which contains high quality waiting facilities.

3. Appropriate enclosure and roof for shelter for passengers;
4. Closed circuit television system to enhance the perception of, and actual, security.
5. A fully accessible interchange layout and information provision, in full accordance with the Equalities Act 2010;
6. A high degree of pedestrian legibility including the consistent use of tactile paving, visitor signage including RTI
7. Accessible raised kerbs at all boarding points, in order to provide near-level boarding to low-floor buses and easier boarding to step-entry vehicles
8. 24 hour pedestrian access routes, demonstrating legible, signed, safe, and efficient pedestrian links to the rest of the city centre and the railway station with careful consideration of pedestrian desire lines;
9. Comprehensive passenger information facilities;
10. Secure cycle parking provision with CCTV coverage. This should be located as close as possible to the main pedestrian entrance to the interchange, be easily accessed from all nearby roads and cycle routes,
11. A drop off / pick up point for taxis and private cars
12. The interchange should provide a well-lit, safe and secure environment, and aim to engender a spacious and open atmosphere, thus creating an attractive, safe environment for bus users;
13. Where possible the interchange should aim to avoid need for pedestrians to cross the busways
14. Where it is necessary for pedestrians to cross busways and/or roads to access the interchange, clear and efficient pedestrian crossing points should be provided, with careful consideration of pedestrian desire lines

## **4.2 Potential/Agreed risk transfer**

The key element of the risk management process is the preparation of a Risk Register which gives an overview of risks facing a scheme at a particular stage of development. The Risk Register lists any identified risks that are likely to impact upon the delivery and operation of the scheme.

The Risk Register for the scheme has been developed through a series of risk workshops.

The risk workshops sought to identify all potential risks under the main classification of: Construction, Design and Appraisal, Funding, Key Stakeholders, Land and Procurement including the possible impact of the identified risk on the final cost of the scheme and/or the timescale for completion. These risks were captured in the Risk Register.

The Risk Register has also identified the way the risk is proposed to be managed including who owns the identified risk and, where possible, to whom the risk is transferred.

The Risk Register sets out the assessment of the impact of each risk, or combination of risks, should they be realised. This quantitative assessment is based on the cost outcomes of the

risk, considering both the upper and lower extremes of the possible range, taking into account any reasonable constraints. The assessment uses empirical evidence wherever possible, along with the experience of specialist consultants.

Having identified the risks and assessed the potential range of cost outcomes, the likelihood of occurrence for each of the possible outcomes has been assessed. This was based on experience of past events, taking account of any foreseeable changes or developments.

In line with Green Book [HMT, 2003] guidance, a risk mitigation plan has been identified within the risk register. This details the response to the identified risks and involves a combination of tolerating, treating, transferring or terminating the activity giving rise to the risk.

As the risk register is a live document, it is reviewed regularly in the monthly Transport Hub Project Board meetings, Transport & Place Delivery Board meetings. The aim of this is to review the status of existing risks on an on-going basis as the scheme progresses through the life cycle of the project, to add any new risks that arise and remove any risks that are closed.

Upon appointment of the construction contractor, a risk workshop will be held to review the Risk Register and identify any additional risks. The Risk Register will be updated to reflect changes to risk. The maintenance and updating of the Risk Register will form part of the construction contract. It will be a requirement that the Risk Register be reviewed at the monthly site progress meetings and updated as necessary.

#### **4.3 Proposed/Agreed charging mechanism**

Not applicable

#### **4.4 Proposed/Agreed contract lengths**

Not applicable

#### **4.5 Proposed/Agreed key contractual clause**

Not applicable

#### **4.6 Personnel implications (including TUPE)**

Not applicable

#### **4.7 Procurement Strategy and implementation timescales**

The contractor procurement will be through an open competitive procurement process in line with the council's Contract Procedure Rules.

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Soft market testing /early engagement will be via Procontract and an initial virtual group engagement session inviting all interested organisations and then on a 1:1 basis with any provider that expresses an interest.

We will also get a slot on the council’s general market engagement event in October 2022.

### Procurement Options

Two open competitive procurement options (traditional & Design and build) were considered with the traditional route providing more control over quality in design and construction. **General contracting** is the traditional procurement method by which the contractor agrees to build the design that is provided by the employer. The contractor only has responsibility for construction and not for design.

In line with the councils policy of an open competitive tender process and for time considerations existing frameworks may be the recommended route.

## 5.0 FINANCIAL CASE

Capital cost of project	Previous years	2021/22	2022/23	Future Years	Total
	£000	£000	£000	£000	£000
<i>Total Cost Estimate</i>					10,000
<b>TOTAL</b>					10,000

## 5.1 INSERT FUNDING TABLE

Funding streams (Indicate revenue or capital funding requirement)	Previous Years	2021/22	2022/23	Future Years	Total
	£000	£000	£000	£000	£000
<i>Marches LEP</i>	16,000				16,000
<i>Capital Programme</i>	18,042	989	2,199	3,421	24,651
<i>LUF 2 bid/Prudential borrowing</i>			1,350	4,978	6,328
<b>TOTAL</b>	<b>34,042</b>	<b>989</b>	<b>3,549</b>	<b>8,399</b>	<b>46,979</b>

## 5.2 Impact on the Council's income and expenditure account (revenue account)

Revenue budget implications	2022/23	2023/24	2024/25	Total
<i>note any impact on revenue budget, good or bad</i>	£000	£000	£000	£000
<i>Maintenance costs post completion</i>		50	60	110
<b>TOTAL</b>		50	60	110

The table above shows that there will be an estimated annual maintenance cost of £50k, to water plants, empty bins, cleaning, lighting, toilet & waiting room etc. This will cause a pressure on the revenue public realm budget and therefore may require an increase to that budget.

## 6.0 MANAGEMENT CASE

### 6.1 Project Management Arrangements

A Senior Responsible Officer leads the delivery of the project including commissioning technical Consultants to progress the specific transport measures, project management oversight with the support of Project Managers from the corporate project management office and dedicated project management resource.

Senior Responsible Officer – **Mark Averill**

Senior Project Manager – **Christine Ogunkanmi**

Senior Project Manager - **Laurence Butterworth**

Programme Co-ordinator Capital – **Sarah Osborne**

Governance:

- Transport Hub Project Board which meets monthly.
- Transport & Place Delivery Board which meets every other month

## 6.2 Use of Consultants

The multi- disciplinary Consultancy team is made up of:

- Architects and Master planners : **Weston Williamson + Partners,**
- Engineers **ARUP,**
- Conversation Specialists **Alan Baxter's**
- Quantity Surveyors **Gleeds.**
- Planning Consultants **ARUP**

WW+P are Lead consultant for the design, planning and stakeholder engagement of the Transport Hub project covering the following aspects:

- Urban Design expertise with regard to public places around transport interchanges
- Conservation Architecture
- Landscape Architecture
- Mechanical & Electrical Engineering design services
- Civil/Structural Engineering
- Project Management
- Planning Consultancy
- Building Information Modelling (BIM)
- Commercial Management
- Cost Consultancy/Quantity Surveying
- Sustainability and Carbon Modelling
- Public Transport Expertise-rail/bus, cycling and walking
- Data and movement flow modelling
- Health and safety
- Secure by design
- Social and economic value

## 6.3 Arrangements for benefits realisation

Benefits Realisation Strategy

- The Transport Hub will primarily provide benefits by enabling the delivery of the Edgar Street Grid (ESG) area regeneration programme.

- The Transport Hub and the delivery of associated road infrastructure are required to enable the full development of associated brownfield sites that are currently undevelopable due to access issues.
- Significant development is underway or planned for the ESG redevelopment area.
- Development recently constructed includes 310,000 sq. ft. retail and leisure (3.7 hectares total). Additional planned development comprises of 9.7 hectares of housing (800 homes including 35% affordable), 4.7 hectares of Commercial, 4.5 hectares of Retail and Leisure, and 0.8 hectares of Public Realm. As presented in the SOBC, it is estimated that the full redevelopment (including the elements already constructed and the proposed developments) will generate 1,910 net additional jobs and result in £50.9m Gross Valued Added (GVA) into local economy. Of the 800 additional dwellings, 550 are forecast to be dependent upon the delivery of the HCCTP.
- The Economic Case, (over 60 years and subject to discounting), the social value of housing and the external impact of housing development is estimated to be around £147.4m. This exceeds the transport-related dis-benefits (total £ £65.4 million) by around £82.0 million. This shows the economic impact of the scheme dependent new housing is more than sufficient to compensate for the transport dis-benefits associated with the new development.

## 6.4 Arrangements for post project evaluation

Successful project completion will constitute the completion of the construction of the Transport Hub linked to associated public realm improvements within time and on budget to the required quality.

The following elements will be the key measures of success of the project:

- Value for money
- Innovation.
- Operators, principals, stakeholders, and public acceptability of preferred design.
- Future proofing and Carbon Baseline/Modelling

## 6.5 Timeframes

Stage/Milestone	Indicative Date	Comments
Stage 0 - Project Mandate approved	<i>Insert Date</i>	



Stage 1 - Outline business case completed	<i>Insert Date</i>	
Stage 2 - Full business case completed	<i>Insert Date:</i> <i>5<sup>th</sup> August 2022</i>	
Full Council approval	<i>Insert Date:</i> <i>October 2022</i>	
Approval to spend obtained	<i>Insert Date</i> <i>October 2022</i>	
Stage 3 - Delivery	<i>Insert Date</i> <b><i>October 2022</i></b>	
Stage 4 – Handover	<i>Insert Date</i> <i>30<sup>th</sup> November 2023</i>	
Stage 5 - Project Closure	<i>Insert Date</i>	

## 7.0 THE ENVIRONMENTAL CASE

The Council wishes to refine its transport strategy to better reflect its key transport outcomes being to:

- Reduce congestion and delay and provide access to development;
- Reduce emissions of CO<sub>2</sub> through behaviour change and provide facilities for sustainable transport including public transport; and
- Improve health outcomes by reducing accidents and noise and by encouraging physical activity.

## **8.0 LEGAL IMPLICATIONS**

- This project is in part funded under the terms of a 2015 grant funding agreement between the council and Shropshire Council (as accountable body for the Marches LEP) and therefore the project will need to ensure that it complies with the terms of that grant funding agreement and the required outcomes and objectives as set out in the grant funding agreement. If the terms and conditions of the grant funding agreement are not met Shropshire Council have the ability to terminate the grant funding agreement and clawback monies paid to date.
- Any variation to the terms of the grant funding agreement will need to be agreed with Shropshire Council.
- Any contract awards arising from this decision and in the delivery of the project should be in accordance with the council's contract procedure rules and the Public Contract Regulations 2015.
- Any amendment to the capital programme requires a decision of full Council as an amendment to the capital programme is not an executive function.
- There are no other legal implications arising from this report. .

## **9.0 EQUALITY IMPACT IMPLICATIONS**

It is considered that there are no negative impacts on the Protected Characteristics identified in the Equality Act 2010 as part of this project however it is noted that changes in the public realm have the potential to have a high impact including the potential for negative impacts on those with protected characteristics.

It will be essential that the needs of users are reflected in the design process as the remaining elements of the scheme develops. Further Equality Impact Assessments (EqIA) will be carried out during their development process to understand potential positive and negative impacts the scheme may have on each of the nine protected characteristics and on any other vulnerable groups.

Considerable consultation will be undertaken during the development of the Transport Hub as a part of the statutory planning process as well as part of the wider community

engagement process. Further public consultation will be undertaken as the Transport Hub design is developed.

When redesigning the public realm in the Transport Hub we are committed to working with user groups to ensure the design improves access for all. Through careful design of layouts, materials and the use of measures such as tactile paving we can help make it easier to move around and access shops and services.

Structured workshops are holding with key stakeholders and representatives of key user groups which will stimulate a focused and collaborative environment allowing the design team to refine the design to achieve a design solution that optimises the benefits all within the remit of the schemes.

To ensure that consultation is accessible to all, easy read material, online platforms and any other materials or assistance considered appropriate will be produced and made available

The proposed design provides a large, connected public realm that through landscape layouts and forms leads pedestrians safely through from City Link Road to the station and bus exchange. The design deliberately prevents any road crossing to provide a safe public space for all users. The planting strategy has focused on providing maximum overview and transparency which supports parenting on site and make it possible for adults to maintain visual contact to younger users throughout the public realm area.

## **10.0 HEALTH & SAFETY IMPLICATIONS**

This project will be carried out under Construction & Design Management Regulations (CDM Regs) and the Principal Contractor (It is a defined term under the CDM regs) will provide on site supervision and manage all risk based elements.

## **11.0 SOCIAL VALUE IMPLICATIONS**

The main strategic Transport Hub objectives comprises of its ability to:

- Improve access to the Hereford City centre and the ESG area thereby unlocking development land, supporting housing growth, enabling regeneration and supporting economic growth;
- Provide improved facilities for active travel, including public transport, that improve health outcomes by encouraging physical activity and that reduce the extent of car dominance in Hereford city centre;
- Reduce emissions of carbon dioxide, through behaviour change and providing facilities for active travel including public transport.

## **APPENDICES - SUPPORTING EVIDENCE**

List of Appendices

Appendix 1 – Transport Hub RIBA 3 design presentation

Appendix 2 – Transport Hub Communication Strategy


Appendix 3 – Hereford Multi-Modal Transport Model - Model Development and Validation Report

Appendix 4 – Cost Estimate (exempt)

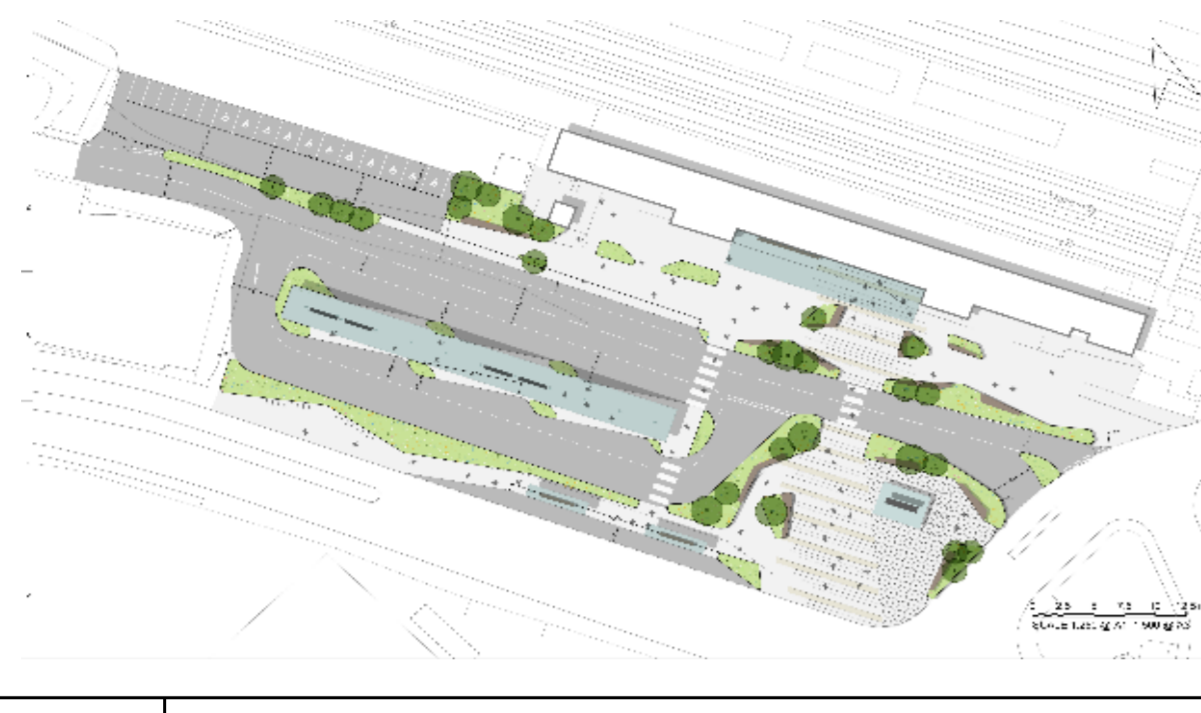
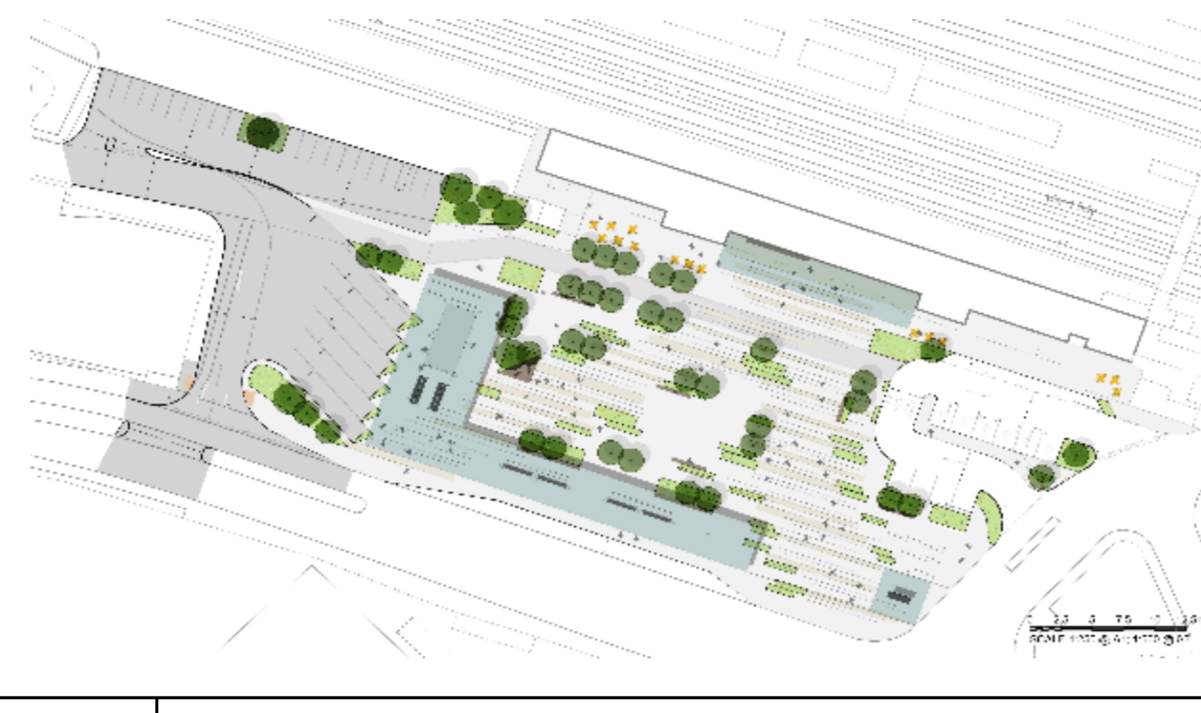
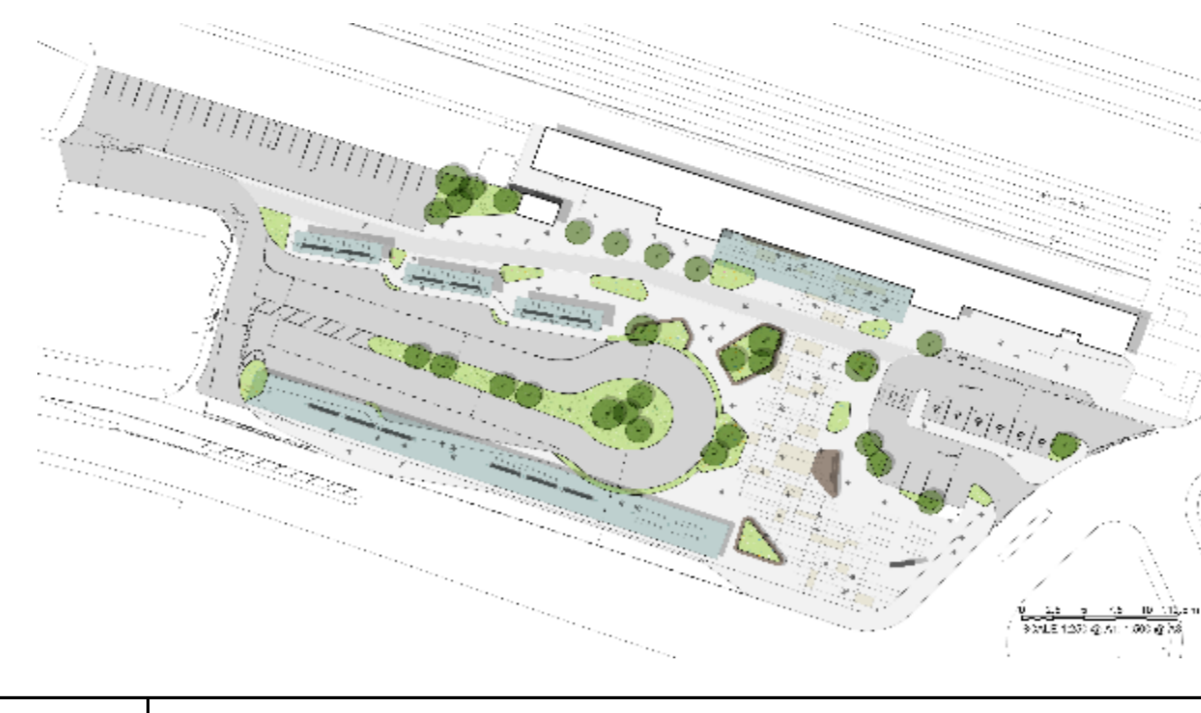
Appendix 5 – Risk Register

**Appendix 6 – Section 151 Officer Confirmation Letter**

Appendix 7 – Delivery Programme

<b>HEREFORD TRANSIT HUB OPTION SIFT</b>			
<b>Project Number</b>	964		
<b>Project</b>	Hereford Transit Hub		
<b>Rev &amp; Date of Issue</b>	Rev02 14/10/2022		

**AUTHOR/ATTENDEES:**

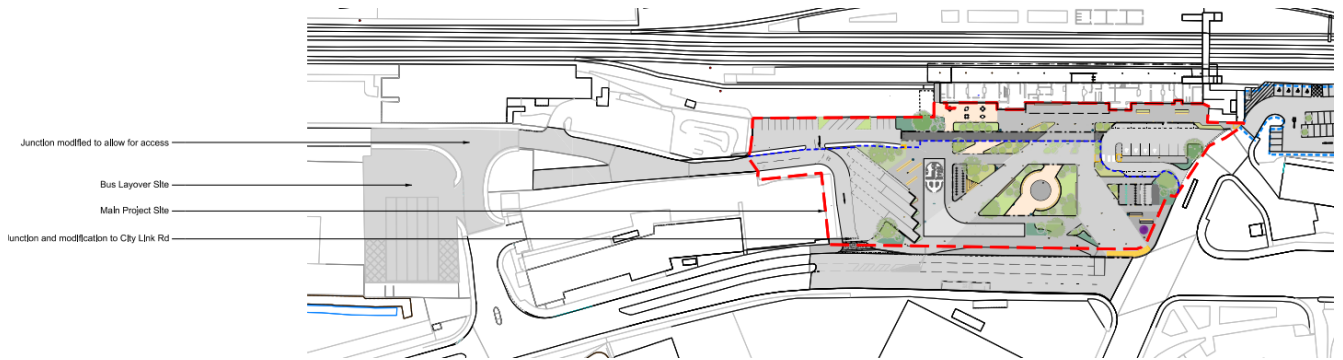
CRITERIA	Option 1 - Island	Option 2 - DIRO	Option 3 - External Sawtooth
			
	<b>Ranking</b>	<b>Ranking</b>	<b>Ranking</b>
	<b>COMMENTS</b>	<b>COMMENTS</b>	<b>COMMENTS</b>
<b>BRIEF OPTION DESCRIPTION</b>			
Accessibility & Inclusivity Passenger Movement	3 PR-: Commuters will have to cross vehicular routes to access any bus stop associated to the station. PR-: Lack of direct movement corridor between station entrance and the direction of the town centre doesn't result in a welcoming / open area. T+: Good potential to group waiting facilities T-: Passengers required to cross two way traffic to reach bus stops on island T+: All stops accessed from island in close proximity to one another T+: Accessible parking and pick-up location likely to be at existing staff parking area T-: Buses and car drop off/parking kept mixed, may create potential conflict	1 PR+: most accessible and safest passenger movement across the site uninterrupted by vehicular movement. PR+: Corridor space allows intuitive movement towards town centre. T+: Good potential to group waiting facilities T+: All bus stops can be reached without crossing traffic T+: Stops located in focussed area in close proximity to each other T+: Accessible parking and pick-up location likely to be split between forecourt and TTW car park T+: Buses and car drop off/parking kept separate, mitigating potential conflict	2 PR +: uninterrupted pedestrian connection to and from the station and clearly differentiates between areas for vehicle movement and areas for pedestrian use. Intuitive movement towards town centre PR-: Pedestrian movement link from the medical centre to the station is less direct and makes a longer trip for pedestrians . T-: All bus stops can be reached without crossing traffic but distributed stop arrangement may lead to passengers crossing bus area T-: Bus stops distributed around perimeter means longer walks between stops T-: Poor potential to group waiting facilities T+: Accessible parking and pick-up location likely to be split between forecourt and TTW car park T+: Buses and car drop off/parking kept separate, mitigating potential conflict T-: Poor sight line for right turning vehicles turning into bus station in west
Operations & Futureproofing	1 T+: Bus access from both primary station junction and medical centre junction. T+: Flexible facility with capacity to accommodate current, future and event bus services with six bays T+: Primary junction access provides access to existing staff parking area T+: All bus movements in forward gear	3 T-: Bus access from medical centre junction only which is give way. Exit proposed from new give way junction T+: Provides capacity for current, future and event bus services via six bays T-: Medical centre junction access provides access to existing staff parking limiting alternative use for pick-up/accessible parking T-: Requires buses to reverse	4 T-: Bus access from medical centre junction only which is give way. Exit proposed from new give way junction T-: Provides capacity for current services but may limit future and event bus services due to five bay provision T-: Medical centre junction access provides access to existing staff parking limiting alternative use for pick-up/accessible parking T-: Requires buses to perform tight turn
Commercial / Community Opportunities	3 PR-: Less commercial space due to less public realm area.	1 PR+: Large open space for commercial and community use	3 PR-: Offers some opportunity for use of commercial and community space but less than option 2
Heritage Impact	3 H+: Canopy is less obstrusive on key of station H-: Minimal Urban realm does note provide as much activation of heritage façade	1 H-: Canopy may interrupt some views of station, but key site lines from veils retained. Canopy reduction could also be provided. H-: Urban realm provides maximum activation of existing station building	3 H-: Multiple canopies may interrupt some views of station, but key site lines from veils retained. Canopy reduction could also be provided. H-: Urban realm provides some activation of existing station building
Construction Impact	3 C-: Less potential to phase construction works as new infrastructure is located on existing C+: Existing junctions with City Link Road retained without alteration. No additional junctions. C+: Less impact likely on Sewer and associated easement than other options	2 C+: More potential to phase construction works as new infrastructure is located away from existing C-: Construction of new junction with City Link Road. C+: Less impact likely on Sewer and associated easement than other options	4 C-: Less potential to phase construction works as new infrastructure is located on existing C-: Construction of new junction with City Link Road. C-: Canopy crosses sewer and easement, likely to have issues with DCWW
Environmental Impact & Landscaping	3 PR-: Constraints with regards to connected landscape surfaces - segregating biodiverse connectivity	1 PR+: Opportunity for a more coherent ecosystem and connected green areas	2 PR-: Less connected green areas than option 2 segregating biodiversity by hard surfaces decreasing connectivity and opportunity for green corridors
Cost incl. Land-take	1 C+: £6,676,000	3 C-: £7,265,000	2 C+: £7,001,000
Maintenance	3 PR+: Materials and planting have been chosen with a focus on low maintenance species and material that is sustainable and with high durability A: constrained access to canopy roof due to island arrangement	1 PR+: Materials and planting have been chosen with a focus on low maintenance species and material that is sustainable and with high durability A: Canopy can be easily accessed for maintenance from urban realm	1 PR+: Materials and planting have been chosen with a focus on low maintenance species and material that is sustainable and with high durability A: Canopy can be easily accessed for maintenance from urban realm
Safety, Security	<b>Any safety issues can be managed and mitigated</b> PR+: Bicycle parking has been placed in central open spaces with maximum opportunity for surveillance and activity surrounding the stands to avoid theft. PR+: Lockers have been placed underneath the shelters where commuters will often be around to discourage theft. A/T-: Centralised waiting facility positive for personal security but at times of very low use not open to public realm areas T-: All Vehicles can get close to station building, so higher risk.	<b>Any safety issues can be managed and mitigated</b> PR+: Bicycle parking has been placed in central open spaces with maximum opportunity for surveillance and activity surrounding the stands to avoid theft. PR+: Lockers have been placed underneath the shelters where commuters will often be around to discourage theft. A/T+: Centralised waiting facilities positive for personal security and accessible to public realm T- Vehicle stand off from station building is much greater, therefore less risk	<b>Any safety issues can be managed and mitigated</b> PR+: Bicycle parking has been placed in central open spaces with maximum opportunity for surveillance and activity surrounding the stands to avoid theft. PR-: Some lockers have been placed close to the switch room in a more isolated location which could potentially create a risk for theft. A/T-: Waiting areas divided which may lead to personal security concerns but accessible to public realm. T-: Buses can get close to station building, so higher risk.
<b>OVERALL ASSESSMENT</b>	<b>20.00</b>	<b>13.00</b>	<b>21.00</b>

<b>Key</b>	
PR+	Public Realm Positive Impact
PR-	Public Realm Negative Impact
A+	Architecture Positive Impact
A-	Architecture Negative Impact
T+	Transport Positive Impact
T-	Transport Negative Impact
C+	Cost Positive Impact
C-	Cost Negative Impact
H+	Heritage Positive Impact
H-	Heritage Negative Impact





**Appendix 4: Drawings of the Proposed recommended design option**



**Site Wide Approach**



**View from Station Exit**



**View from City Link Road**



View from “*Drive in Reverse Out*” (DIRO) Bus Stop





# Title of report: Peterchurch Primary School Rebuild

**Meeting: Cabinet**

**Meeting date: Thursday 27 October 2022**

**Report by: Cabinet member children and families;**

## Classification

Open

## Decision type

Key

This is a key decision because it is likely to result in the council incurring expenditure which is, or the making of savings which are, significant having regard to the council's budget for the service or function concerned. A threshold of £500,000 is regarded as significant.

Notice has been served in accordance with Part 3, Section 9 (Publicity in Connection with Key Decisions) of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012.

## Wards affected

Golden Valley North;

## Purpose

To approve the rebuilding of Peterchurch Primary School on its existing site.

## Recommendation(s)

**That:**

- (a) Planning permission be sought for the rebuild of Peterchurch Primary School on its current site;**
- (b) Subject to securing planning consent, the rebuild of Peterchurch Primary School, at a capacity of 140 pupils plus 26 nursery places, and to include provision of a nurture hub be approved within a budget of £10.853m including fees and contingency;**

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Further information on the subject of this report is available from Michael Griffin, Jennifer Hilton-Trout, Karen Knight, Quentin Mee, Tel: 01432 383400, Tel: 01432 383042,, email: Michael.Griffin2@herefordshire.gov.uk, Jennifer.HiltonTrout@herefordshire.gov.uk, kknight@herefordshire.gov.uk, Quentin.Mee@herefordshire.gov.ukl

- (c) A period of 12 months is allowed for the school and Parish Council to seek a viable arrangement to fund and maintain a new replacement swimming pool, with delegated authority given to the Section 151 Officer in consultation with Corporate Director, Children and Young People and Cabinet Members for Commissioning, Procurement and Assets and Children's and Family Services, and Young People's Attainment, to consider and decide any business case put forward;**
- (d) In the absence of a viable business case in recommendation (c), the demolition and making good of the swimming pool site be approved within the budget;**
- (e) Delegated responsibility for award of procured contracts for the lifecycle of the project, is given to the Corporate Director, Children and Young People; and**
- (f) The Service Director, Education, Skills and Learning, be authorised to take all operational decisions necessary to implement the above.**

### **Alternative options**

1. Do nothing – not recommended, A programme of maintenance work will need to be carried out over the next three years at a cost of approx. £600K, which is a significant amount of the modest maintenance grant supplied by government. In addition to planned work the council would expect to incur further costs for reactive work in line with the previous three years. Given the extent of the dilapidation at the school, further health and safety issues could arise for which the council could be held liable. Children will continue to learn in an unsuitable environment.
2. Close the school – not recommended. The council would have to follow the statutory process as defined in the Education and Inspections Act 2006, which has additional requirements when considering the closure of a rural school. This is a long 5 stage process which will include a published consultation with clear rationale for the closure, alternative options and the impact on the community to name just a few matters that would need to be addressed. There is no capacity in the neighbouring schools to accommodate all the children currently on roll at Peterchurch Primary School, additional capacity would therefore need to be provided – at a cost. The nearest five primary schools are 4.9, 5.3, 6.8, 7.2 and 7.6 miles away from Peterchurch which would involve providing transport to enable the children to attend, this would again come at a cost and would have an impact on the environment. Given the above, it would be hard to justify that Peterchurch Primary School is no longer required and the only option is the closure of the school.
3. Acquire a new site adjacent to Fairfield High School and rebuild Peterchurch Primary School there – this option has been explored in great detail and has been deemed as unviable. A study identified that significant transport and drainage infrastructure would be required. In addition, there was a lack of support from the local parish and schools.
4. Build the school as a full form of entry (30 per year group, 210 capacity) - This is not recommended at this time. There are capital cost benefits to building the extra capacity now compared to the future. For example, to build it now would cost £741k compared to 5 years' time when it is estimated it will cost £873k. However, this additional capacity is not projected to be required in the Golden Valley in the near future. Should the additional classrooms be built and the school not fill, this would become a financial burden on the school as it would have to pay business rates on the unused space and keep the additional space maintained. In the alternative, if the space was to fill, due to parental preference for example, this could make other schools in the Golden Valley unviable.

5. The Nurture Hub is not included in the initial rebuild - Although this would save £328k in construction costs, this is not recommended. The proposed Nurture Hub would offer a resource to offer intensive early intervention for children in the Golden Valley with social, Emotional and Mental Health (SEMH) needs. The aim would be to use the model currently being piloted in other geographical areas of the county. The nearest hub currently is in Ross-on-Wye and the travel costs to get children to Ross-on-Wye would exceed the cost of the Nurture Hub provision.
6. There are a number of options for the swimming pool:
  - I. Do nothing –this is not recommended. The existing pool suffers from a number of functional, maintenance and condition issues. Due to the lack of building and pool insulation, the pool can only be used seasonally (3 months a year). The existing slab is cracked and in poor condition in several areas. Visually, the pool is located on the front aspect of the school and would look very much out of place next to the modern new school.
  - II. Replace the roof and update changing area – this is not recommended, it doesn't demonstrate best value for money in comparison to a new build. This option would not bring the pool up to passivhaus standards and the pool could still only be used seasonally (slightly longer at 4-5 months), as the pool will remain poorly insulated.
  - III. Demolish the pool – this should be considered in the absence of a viable business case. The existing swimming pool was, prior to COVID, used seasonally by Peterchurch Primary School, and four other local schools. However, the other schools have not returned since restrictions were removed, therefore the viability of a pool needs to be fully explored, by the school, so that it doesn't become a financial burden.

## Key considerations

1. Peterchurch Primary School is in a central position in the village of Peterchurch, on the B4348 – the main road running through the Golden Valley. The school currently operate an admission number of 15 (capacity 105 pupils) and has an on-site nursery. The site is approx. 1.1 hectares – sufficient to accommodate a school of the recommended size, according to the Department for Education's Building Bulletin 103 – Area Guidelines For Schools.
2. The existing buildings comprise the original small Victorian school and associated teacher's house; a purpose built extension; some buildings inherited from the community centre when the hall was relocated to another site on the opposite side of the road; various modular classrooms; and a covered swimming pool.
3. The school buildings have been recognised as highly problematic for some years. The school occupies buildings which are in poor condition and which are unsuitable in many respects for the provision of primary education.
4. The inadequacy of the building in terms of both its condition and suitability led to the decision of Council on 18 December 2015 to include £5.5m provision within the capital programme for the replacement of the school. This decision was subject to working with the schools in the Golden Valley and the community to develop the most appropriate option for education in the area, including exploring options across primary and secondary provision. This required significant work over a period of time. It was concluded that any refurbishment/rebuild of Peterchurch Primary School would need to be on the current Peterchurch Primary School site.
5. [In December 2018](#), Cabinet gave approval to commission a feasibility study to inform the next steps for Peterchurch Primary School on its current site. The feasibility study concluded that a new build project would deliver the best value for money both in the short and longer term.

6. Informed by the feasibility study, a business case was submitted to full Council for an uplift in the capital programme allocation for the rebuilding of Peterchurch Primary School. In February 2020, Council agreed a new budget of £10.853m.
7. Following this, [in November 2020](#), cabinet gave approval to commission a RIBA stage 3, developed design, for a new build school.
8. The brief for the developed design included points raised, by Cabinet, during the approval process:
  - a. The build must achieve a green building certificate. As a *minimum* it should receive Passivhaus certification and a net gain in biodiversity on the site.
  - b. The build must be adaptable beyond, and able to move from, an admission number of 20 to 30. It needs to be able to meet the future needs of the Golden Valley and/or County if required. Be that the addition of a specialist setting for example or growing the school into a 'campus' should the land behind the school be purchased. In these circumstances the school still needs to flow and not look like a hotchpotch as it has in the past.
  - c. Although the amount of capital funding set aside to rebuild Peterchurch Primary School is in the public domain, the build cost should come in significantly below this without compromising quality. To achieve this all methods of construction should be considered beyond just a traditional bricks and mortar build.
9. Point's a. and b. have been achieved in the design. A summary of the environmental and energy strategy can be found in the Environmental Impact section below. The design of the building has been done in such a way that the infrastructure is in place so that it can easily be expanded to a full form of entry (30 per year group), in the future, with little disruption to the operation of the school.
10. In addition, a Nurture Hub has been added within the design (as an optional extra) as a flexible space that can be adapted to support the needs of the Golden Valley and the wider county. The hub can be used, as outlined in a recent scrutiny [committee report](#), to give dedicated support to additional learners, for example, with social, Emotional and Mental Health (SEMH) needs and/or low level autism.
11. Cost remains an issue however. Although the project remains within the budget envelope agreed by full Council, the continued impact of the pandemic remains, with labour shortages, high demand for raw materials, soaring energy prices and, since the commissioning of this design, the geopolitical situation in Ukraine and its consequent impact on oil and gas supplies are all serious causes for concern. A statement on product availability from the Construction Leadership Council (21 April 2022) noted that increased energy and raw materials costs currently remain key factors driving rising prices for construction in the UK.
12. In addition to the increasing prices for construction, inflation is the highest it has been for over 40 years, hitting over 10% in August 2022. To put both into context for this project, the cost consultant for the design has estimated that the cost to deliver the project has increased since November 2020 by £1.3m.
13. Given the volatility in the market, and in a bid to continue to deliver value for money effectively, a suitable contingency is vital in order to ride the waves of uncertainty and avoid further cost inflation by decision delay.

14. The existing swimming pool suffers from a number of functional, maintenance and condition issues:
  - The existing corrugated polycarbonate cover and changing rooms are in a poor condition, with no thermal insulation or space heating.
  - The lack of showers and sinks currently limits the use of the pool by local community groups, particularly for parent and baby groups.
  - The existing pool appears not to have a balance tank or be connected to its own drainage and it is understood that it is manually drained down annually.
  - The existing slab is cracked and in poor condition in several areas.
15. Two options to try address these issues were explored, refurbish the current pool or a new build. There are advantages and disadvantages for each option. The cost to refurbish is estimated at £237k compared to £369k for a new build. Improved thermal performance to pool enclosure in the refurb option may enable prolonged seasonal use. A new build would allow year-round use, but in doing so would have a higher annual energy consumption to heat the pool, but would allow for greater revenue generation opportunities in doing so.
16. Given the difference in capital cost versus opportunities, the design has proved that a new build would demonstrate best value for money, compared to a refurbishment, should a swimming pool be retained on site.
17. As well as other benefits, swimming is an essential survival skill and therefore forms an important part of the curriculum. The cost to provide a new on-site swimming facility for the children and wider community needs to be robustly explored by the school and Parish, taking into account capital cost, annual running costs and maintenance. This should be compared to revenue opportunities and the cost of (financially and time spent) commuting to and use of a public swimming pool, the nearest being approx. 11 miles away.
18. It is expected that procurement would commence in January 2023, with a successful contractor appointed in March 2023. The construction will be completed for the school to open in September 2025.
19. All procurements undertaken to deliver the school will be in accordance with the council's contract procedure rules and the Public Contracts Regulation 2015.

## **Community impact**

20. These activities support the council's County Plan Ambition to strengthen communities to ensure that everyone lives well and safely together and the Children & Young People's Plan Pledge of helping all children and young people succeed – be amazing.
21. The County Plan outlines the council's priorities. The rebuild of Peterchurch Primary School supports three of these: Ensure all children are healthy, safe and inspired to achieve, Protect and improve the lives of vulnerable people, and Invest in education and the skills needed by employers.
22. The project is included in Herefordshire council's delivery plan which highlights the key activity planned for 2022-23.

23. The children and young people's directorate schools capital investment strategy itemises 11 principles. The rebuild of the school would align with principles 1, 2, 7, 8, 10 and 11.
1. High quality learning environments are more likely to deliver the best outcomes for all children and young people.
  2. A high quality learning environment is one where:
    - The building is in good condition with an affordable and planned programme of maintenance;
    - The building has the right number of suitable places;
    - The building supports the delivery of a suitable curriculum and learning;
    - There is sufficient suitable outdoor space including playing fields and all weather surfaces;
    - Children are not taught in temporary classrooms;
    - The building is energy efficient;
    - The school has full disabled access;
    - The school meets all health and safety requirements.
  7. As a whole across Herefordshire, there should be no more than 10% surplus school places. This margin is designed to reflect population variations and trends over time.
  8. The council will be increasingly responsible for taking steps towards protecting the environment and will expect all schools to work towards achieving and displaying energy certificate rating of C or above and a silver eco schools rating along with reducing energy consumption located near community assets.
  10. Any financial investment must represent best value for investors and could come from a variety of sources, including:
    - Specific grants and one off government schemes;
    - The planned release of sites to sell and reinvest;
    - External funding such as from The Education Funding Agency, the Diocese and section 106 agreements with housing developers.
  11. The council will carry out detailed consultation on any changes or investment proposals.
24. As with all school provision, improvements to the quality of education is vitally important in improving the life chances of children and young people in the care system. The rebuild of Peterchurch Primary School will improve the quality of education, and the educational experiences for all of the pupils on roll, including those who are in care and therefore the responsibility of the corporate parenting board.
25. The proposed project would retain the pre-school and provide improved accommodation. The proposed project would support the Peterchurch Parish Council's preference for the school to be retained on its current site in the heart of the village as part of its overall vision for the village.
26. The detailed design will address how the safety of pupils, parents, staff and the community can be assured throughout the construction period. This will include separation of school and contractor spaces, management of vehicle movements, and control of machinery and materials which may pose any health and safety risk.

## Environmental Impact

27. The developed design of the school has sought to minimise any adverse environmental impact and will actively seek opportunities to improve and enhance environmental performance through a dedicated environmental and energy strategy.
28. The council and school have made a commitment to pursue energy performance over and above the minimum requirements of the building regulations, by targeting more stringent industry standards and will achieve a high standard of environmental performance.
29. A key part of the council's brief for the new school was for the new school to achieve Passivhaus standards. Passivhaus means that the building must achieve a consistent good level of thermal comfort with very little energy consumption.
30. The approach to achieving a high environmental performance and reducing energy consumption and carbon emissions on the site will be led firstly by passive measures, then energy and carbon efficiency.
31. Passive measures have been included to reduce the building's energy consumption in the first instance. These include improving the u-values of the fabric, optimising window sizes to maximise daylight while limiting the potential for overheating and using a passive summertime comfort strategy to eliminate the need for active cooling. These measures ensure that the energy demands are minimised over the lifetime of the building and therefore form the fundamental basis of the energy strategy.
32. Energy and carbon efficiency then become the focus of the design. All equipment and plant included in the design has been selected based on high efficiency performance and quality, prioritising the reduction of carbon emissions.
33. Employing passive design measures will minimise both heat loss in the summer and heat gain in the winter from the outset. It is the most effective way of ensuring a low energy impact of the building over its entire lifetime.
34. In keeping with this 'passive first' approach, the proposed new fabric is highly thermally efficient and careful consideration has been paid to the airtightness and thermal lines to prevent uncontrolled airflow and its associated heat loss.
35. Most occupied spaces within the new school building will be provided with a good level of natural daylight to create a bright and enjoyable environment.
36. Part of the design for maximising daylight involves finding a good balance with limiting solar gain. The building orientation and envelope have been optimised while creating the daylighting and summer comfort strategies.
37. Throughout the year the building will be kept cool naturally via large opening windows and/or high-level ventilation openings in the roof in all occupied spaces. In larger spaces, such as classrooms and the hall, a mixture of high- and mid- level openings at either end of the space encourages high rates of air movement through the space via cross ventilation.
38. The proposed passive measures will minimise heat loss through the fabric and significantly reduce the need for active equipment. The following systems have been specified to ensure

that where active equipment is required, its energy demand and associated carbon emissions are as low as possible:

- Mechanical Ventilation with Heat Recovery (MVHR) - The building uses MVHR systems throughout to minimise the ventilation heat loss during winter months. One central unit ventilates most occupied spaces, while smaller locale units ventilate toilet blocks. Both types of unit have highly efficient heat recovery (>80%). Simple controls will ensure an easy and intuitive user interface allowing the system to operate efficiently.
- Air Source Heat Pumps - Heating to the new school building will be provided by electrically driven air source heat pumps. By using ambient air as a heat source, heat pumps avoid the need to burn fossil fuels on site to create energy and are up to three times as efficient as boilers.
- Hot Water Generation – Given the limited demand for hot water in the building, hot water will be generated locally via point of use electric water heaters. This eliminates the energy lost by circulating hot water throughout the building.
- High Efficiency Lighting - High efficiency LED light fittings will be specified throughout. Communal spaces will be controlled via presence/absence detection to ensure unoccupied spaces are unlit. All spaces with windows will also be provided with daylight dimming to limit the amount of time that the artificial lighting is used.
- Water Efficiency - Low flow water outlets will be used to minimise the water usage. This includes low flow taps for wash hand basins and classroom sinks.
- On Site Generation - As a final measure, on site electricity generation has been maximised to partially offset any energy consumed by the new school building. The single storey nature of the building provides abundant space for PV panels. Panels have been mounted wherever possible on the flat roof, with consideration to shading from parapets/other architectural elements to maximise scope for electricity generation. Any energy generated on site will feed directly back into the grid, ensuring all electricity produced, regardless of the building's occupancy or usage, will be useful.

39. Key building performance criteria such as thermal performance, insulation, daylighting, ventilation and on-site energy generation has been carefully considered and remained integral part of the design development process throughout.

## **Equality duty**

40. Under section 149 of the Equality Act 2010, the 'general duty' on public authorities is set out as follows:

A public authority must, in the exercise of its functions, have due regard to the need to –

- a) eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under this Act;
- b) advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;



- c) foster good relations between persons who share a relevant protected characteristic and persons who do not share it.
- 41. The public sector equality duty (specific duty) requires us to consider how we can positively contribute to the advancement of equality and good relations, and demonstrate that we are paying 'due regard' in our decision making in the design of policies and in the delivery of services. Our providers will be made aware of their contractual requirements in regards to equality legislation.
- 42. The new school building is intended to serve all members of the local community in Peterchurch and the Golden Valley, including those with protected characteristics under the Equality Act 2010.
- 43. The principle equalities impact of the decision to rebuild Peterchurch Primary School related to the design and layout of the building. The current buildings are deficient in many respects. The new building would conform to all current legislative requirements and would meet the needs of disabled pupils and their families, as well as staff and other users of the buildings.

## **Resource implications**

- 44. By taking the decision to proceed to implementation of the project, the project will follow the council's Programme Management Office process. There will be no call on IT, property services and human resources within the council for this project. Internal support will be required by procurement and legal services, these services are accounted for in the budget plan.
- 45. The procurement process will be carried out in line with the council's contract procedure rules. The costs shown are estimates only and may vary once tenders are received.
- 46. There are no future revenue implications to the council as any ongoing maintenance costs will be funded from the school's budget.
- 47. The capital costs of the decision are set out below. All project costs to be incurred, from the decision to proceed point, have been included. Funding sources have been itemised, and include the year during which they will be required.
- 48. The funding to support the decision is included in the capital programme that was approved at full Council in February 2022.

Capital cost of project	Spend in prior years	2022/23	2023/24	2024/25	Total
	£000	£000	£000	£000	£000
Feasibility Design cost (up to RIBA stage 3)	228	22	0	0	250
Construction			3,123	3,000	6,123
Construction Contingency/Risk			200	204	404
Inflation			400	200	600
Nurture Hub			200	128	328
Swimming pool demolition				20	20
Enabling works			460	0	460
Other Project costs			50	180	230
Professional fees and surveys		90	250	190	530
Internal Fees and charges		14	70	49	133
<b>SUB TOTAL</b>	<b>228</b>	<b>126</b>	<b>4,753</b>	<b>3,971</b>	<b>9,078</b>
HC retained risk Contingency			944	831	1,775
<b>TOTAL</b>	<b>228</b>	<b>126</b>	<b>5,697</b>	<b>4,802</b>	<b>10,853</b>

Funding streams (indicate whether base budget / external / grant / capital borrowing)	Spend in prior years	2022/23	2023/24	2024/25	Total
	£000	£000	£000	£000	£000
Capital Receipts reserve	228	126	2,899	2,412	5,665
Prudent borrowing			2,798	2,390	5,188
<b>TOTAL</b>	<b>228</b>	<b>126</b>	<b>5,697</b>	<b>4,802</b>	<b>10,853</b>

## Legal implications

49. The school is a community school thus forming part of the council's property portfolio. The council has duties under health and safety legislation to ensure that all of its buildings remain fit for occupation and safe for use. Additionally the council has specific duties under the Education Act 1996 and the School Premises Regulations 1999 to ensure that school buildings meet minimum standards and to maintain school premises under the Schools Standards and Framework Act 1998.

## Risk management

Risk / opportunity The project could cost more than the provision in the capital programme.	Mitigation The design stage has given greater cost certainty with regular reviews of the market and inflation. In addition, a suitable retained contingency, with delegated authority to the
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The project could expand to include works not originally intended.	S151 officer gives better decision making ability and scrutiny. The recommendations specify as precisely as possible what the project is intended to achieve. This was in consultation with the school. Any additional extras to the design could be achieved at the school's cost.
There could be unforeseen costs in relation to the site or off-site planning requirements.	Major risks, such as the issues around the high voltage overhead cables have already been identified and outline costs obtained. There is a construction contingency which will be used for such unknowns.
There could be community concerns.	Discussions have already taken place with representatives of the parish council, the ward councillor, the school and the children to identify and mitigate any concerns raised. Further discussions on the design detail will include the school and Parish.
There could be planning or similar regulatory requirements that add to costs.	These have been anticipated and are being mitigated by involvement of planning, Sports England and public realm colleagues at RIBA stage 3, with amendments to the design being made where appropriate.
The work of the school could be disrupted by any resulting building works.	This possibility is anticipated and the architect is asked to address and suggest mitigation strategies for such potential disruptions.
Timescales may slip, if for example, governance, procurement and post pandemic related issues occur.	Timescales within the control of the council will be closely monitored. Should any unexpected delays happen, these will be escalated by exception to mitigate any impact.

50. Risks will be managed in accordance with the council's policy on risk management. Overall the risks at the design stage are low, however the developed design may identify issues which need to be addressed before the main project can go ahead.

## Consultees

51. Peterchurch Parish Council has previously been consulted on the current proposal to rebuild the school on its current site. It strongly supported that approach. The parish council takes the view that the current position is preferable because it is in the 'heart of the village', close to many of the other village amenities. It has requested that the swimming pool be retained if possible. It supports the proposal to put the electricity cables underground. It would be interested in having a joint use agreement for the management of the playing field/open space that may be provided on land adjacent to the school site to the east which is part of the Hawthorn Rise proposed development. This land would be provided to the community under a Section 106 planning agreement should the development go forward.

52. The governing body and headteacher of Peterchurch Primary School are supportive of rebuilding on the current site. The school leaders and the children and have been involved with the developed design from the outset.
53. The ward member has been consulted and is supportive of the proposed new build school and welcomed the addition of the Nurture Hub and the benefits it will bring for the children of the wider Golden Valley. , She further raised that she would welcome a safer crossing to be included as part of the project. Regarding the swimming pool, the ward member stated there is a big desire in the community to retain this facility. However, she acknowledged the cost of providing this at a standard which would complement the new build (ie neither making good, nor retaining as is) would both push the build cost uncomfortably high and with the energy market as it is, is likely to put an unachievable financial burden on the school for heating and maintenance, but she said that she would work with the community to help identify alternative funding opportunities were available for a facility which could provide for the wider community than the current pool allows.
54. This proposal has been discussed with the cabinet member for children's and family services and young people's attainment and the cabinet member for commissioning, procurement and assets. Both were supportive of a new build with the inclusion of a Nurture Hub. Both acknowledged the importance of swimming lessons, but were concerned of the financial burden and viability of a swimming pool at the school.
55. An updated political consultation presentation took place on 3 October 2022 which was attended by Councillors from the Liberal Democrats, Independents for Herefordshire (IFH), and the Green Party. A number of comments were received.
- There was an acknowledgement that prices have gone up and that they will likely rise again. Therefore, the school now needs to be built at pace (IFH) and avoid budget creep (lib dems) with the green party stressing how important it is that we now get on with this project.
  - There were supportive comments for the addition of the Nurture Hub with the IFH stating that it is brilliant to see and that it should be non-negotiable and that in the past we have been short-sighted in our planning of school buildings so it is good to see that it is going ahead. The green party added that it is an excellent development.
  - There was collective agreement that the swimming pool needed further consideration and needed involvement with the talk communities' hub (green party), parish and the school (IFH) with a fully costed business case (Lib Dems).
  - The issue of getting the children safely to school was raised with the absence of any crossings a real concern (IFH and the green Party) because the alternative means some local parents are opting to drive.
  - A question was asked about what will happen in regard to teaching while the construction is taking place (green party). It was confirmed that the current school would remain in use until the new build was completed.

## Appendices

### Appendix 1 - Peterchurch Primary School - Proposed Site Plan

#### Background papers

#### Links in key considerations

### Report Reviewers Used for appraising this report:

**Please note this section must be completed before the report can be published**

Governance	Sarah Buffrey	Date 26/09/2022
Finance	Karen Morris	Date 30/09/2022
Legal	Alice McAlpine	Date 27/09/2022
Communications	Luenne featherstone	Date 26/09/2022
Equality Duty	Carol Trachonitis	Date 26/09/2022
Procurement	Mark Cage	Date 28/09/2022
Risk	Chris Jones	Date 26/09/2022

Approved by Darryl Freeman Date 07/10/2022

**Please include a glossary of terms, abbreviations and acronyms used in this report.**

SEMH – Social, Emotional and Mental Health  
S151 – Section 151 Officer  
PV – Photo Voltaic  
MVHR – Mechanical Ventilation with Heat Recovery  
IFH – Independents for Herefordshire





Check all dimensions on site. Do not scale off drawings without prior consultation. Any discrepancies to be reported to architects before execution of relevant works. This drawing has been produced for Herefordshire Council for the works at Peterchurch Primary School and for that application alone and is not intended for use by any other person or for any other purpose. Drawings remain copyright of Hayhurst and Co. and may not be reproduced without written consent of licence.

0m 5m 10m



Stage 3 Issue	18.08.2022
Issue/Revision 1	Date 1 Rev 1
Hayhurst & Co Architects 26 Fournier Street, London, E1 6QE +44 (0) 20 7247 4028 mail@hayhurstand.co.uk www.hayhurstand.co.uk	
Project:	School Redevelopment
Address:	Peterchurch Primary School, Peterchurch, Hereford, HR2 0RP
Subject:	Proposed Site Plan
Date:	11.07.2022
Scale:	1:250
Original size:	A1
Drawing no:	292 A114







# Support for Ukraine

**Meeting: Cabinet**

**Meeting date: Thursday 27 October 2022**

**Report by: Cabinet member health and adult wellbeing;**

## Classification

Open

## Decision type

Key

This is a key decision because it is likely to result in the council incurring expenditure which is, or the making of savings which are, significant having regard to the council's budget for the service or function concerned. A threshold of £500,000 is regarded as significant.

This is a key decision because it is likely to be significant having regard to: the strategic nature of the decision; and / or whether the outcome will have an impact, for better or worse, on the amenity of the community or quality of service provided by the authority to a significant number of people living or working in the locality (two or more wards) affected.

Notice has been served in accordance with Part 3, Section 9 (Publicity in Connection with Key Decisions) of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012.

## Wards affected

(All Wards);

## Purpose

To seek approval for the spend plan which details how funding from the Government for the Homes for Ukraine Sponsorship Scheme will be spent.

The Government is providing funding at a rate of £10,500 per person to councils to enable them to provide support to families to rebuild their lives and fully integrate into communities. This funding is paid to the council as a section 31 grant as set out in the Local Government Act 2003 and is un-ring-fenced.

The Homes for Ukraine scheme was launched on 14 March 2022 by the Secretary of State for Levelling Up, Housing and Communities. The scheme allows individuals to sponsor named people from Ukraine. The number of people who can access this scheme is uncapped and is dependent on

the capacity of the sponsors who come forward. Guests will be able to live and work in the UK for up to 3 years and have access to benefits, healthcare, employment, and other support.

The government is providing additional, separate funding to councils to provide education services for children from families if they have arrived through the Homes for Ukraine scheme.

## **Recommendation(s)**

**That:**

- a) The planned support for Ukraine and associated spending as set out in the report and Appendix A is approved.**
- b) That authority is delegated to the Corporate Director for Community Wellbeing to take all operational and budgetary decisions in relation to their proposals and the implementation, including the use of contingency sums and budget variations within the overall approved budget.**

## **Alternative options**

1. Not to provide or commission a range of support for Ukrainian people, utilising the government funding available. This option is not recommended; participation in the Homes for Ukraine Sponsorship Scheme is mandatory for all councils across England. Both the Homes for Ukraine grant funding and the related education funding come with grant determinations that state how they should be used. The spending plan outlined in this decision reflects government guidance and has been developed in consultation with council teams and wider stakeholders.
2. To develop and provide a different range of support services for Ukrainian people, with less emphasis on community and voluntary groups and the community grant scheme. This option is not recommended as the proposals have been the subject of general engagement and support within the council and with external stakeholders. The proposed approach will enable the council to make the best use of the funding available for the benefit of guests and sponsors, enabling them to resettle into Herefordshire and sustain the sponsorship arrangements for as long as possible.

## **Key considerations**

3. The Homes for Ukraine scheme was launched by the UK government on 14 March 2022. Sponsors are expected to provide guests with accommodation for a minimum of six months and will receive a 'thank you' payment of £350 per month for up to 12 months.
4. The number of people who can access this scheme is uncapped and is dependent on the capacity of the sponsors who come forward. Those arriving need to meet standard security checks prior to being issued with a visa. There is no end date set for arrivals under the scheme.
5. Guests are able to live and work in the UK for up to 3 years and access benefits, healthcare, employment, and other support.
6. The Government issued guidance to councils explaining the role that they should play in the Homes for Ukraine Scheme including a number of safety and safeguarding checks as well as the provision of support to both the sponsor and Ukrainian guests. The guidance broadly sets out how the funding should be used including an initial payment of £200 per person from the Ukraine upon arrival.

7. Sponsors and guests have to apply to participate in the Homes for Ukraine Sponsorship Scheme through a dedicated government online Foundry system. This information is shared with councils. As of 3<sup>rd</sup> October 2022, there were 678 unique guests on the system; of this number 499 have already arrived to 185 sponsors. Approximately 37% of all arrivals are children and young people under the age of 18. Based on current arrival numbers this means approximately 185 children and young people will need nursery, school and college places.
8. The government is providing funding at a rate of £10,500 per person to councils to enable them to provide support to families to rebuild their lives and fully integrate into communities. An initial payment of £200 from this sum is made to each guest, leaving a sum of £10,300 for the council to use to support the scheme.
9. This funding is un-ring fenced, with a number of conditions attached, and matches the tariff offered under the first year of the Afghan Citizens Resettlement Scheme (ACRS) and Afghan Relocations and Assistance Policy (ARAP), although the role of councils is different. For example, councils have not been asked to source initial accommodation under this scheme as this is provided by the sponsor.
10. The Government have issued councils with guidance that indicates that the following activities are in scope:
  - a) Accommodation checks
  - b) Safeguarding checks including DBS checks for sponsors
  - c) Interim payments for guests – an initial cash payment of £200 on arrival
  - d) Bank Accounts – signposting and guidance
  - e) Education and Childcare
  - f) Service Referrals e.g. social care, mental health
  - g) Work and benefits – signposting and guidance
  - h) Homelessness Assistance
  - i) Community integration
  - j) Thank you payments for sponsors
  - k) Identifying where rent is being charged
  - l) Distribution of funding
11. An operational team has been established in order to ensure that the council are able to deliver all of the actions and activities outlined above. Enhanced DBS checks are carried out for all sponsors and anyone in their household aged 16 and over; this is being done by Hoople Ltd.
12. In addition to the operational team, the Homes for Ukraine Scheme has had a significant impact on a number of other council teams for whom additional resources have also been needed and are included in the proposals; Housing Solutions, English as an additional language (EAL) team, School admissions team, Safeguarding, Early Help, Talk Community, Community Commissioning and Finance. Decisions to allocate these additional resources have already been taken under delegated authority and recorded in Record of Officer Decisions in order to ensure timely provision of services.
13. From 15 July 2022, the Homes for Ukraine Scheme was expanded to eligible children who had already applied for visas through the scheme. The checks that are completed before a child arrives are the same as those for all Homes for Ukraine sponsors but will be supplemented by a pre-application (and pre-arrival for applications made before 15 July 2022) council-led assessment of the suitability of the prospective sponsorship arrangements for the eligible child. All children applying to the Homes for Ukraine Scheme, who are not travelling with or joining a parent or legal guardian, must provide evidence of parental or legal guardian consent. Should the sponsorship arrangements breakdown, the council may have to accommodate a child under the duty at section 20 of the Children Act 1989 or take further necessary action such as

taking the child into care, while arrangements are being decided for the onward care of that child.

14. The government is providing additional funding to councils to provide education and childcare services for children from families arriving from Ukraine under this scheme. The Department for Education (DfE) are allocating funding, pro-rata on a per pupil basis for the 3 phases of education based on the following annual rates:
  - a) Early years (ages 2 to 4) - £3,000
  - b) Primary (ages 5 -11) - £6,580
  - c) Secondary (ages 11-18) - £8,755

These tariffs include support for children with special educational needs and disabilities (SEND). Separate funding has also been made available to the NHS.

15. Over 135 Ukrainian children and young people have now been placed in primary and secondary schools across Herefordshire. This has prompted a need for additional capacity in the English as an additional language (EAL) team, who are in the process of recruiting two additional teaching staff to support schools across the county. Additional resource has also been agreed for the schools admissions team due to the extra demands made of this service. Many of the children and young people placed in schools are eligible for free school transport under the existing council policy and this is placing additional pressure on the budget for school transport. It is proposed that some of the grant funding is used to offset these costs.
16. In addition to schools, Ukrainian children and young people are accessing education through nurseries and colleges cross the county. The education funding outlined above will be distributed to these settings as required.
17. The Government have stated that councils should play a key role in supporting the integration of Ukrainian families into their local communities. The Government have given very little direct guidance about how this could be delivered, but have suggested that integration support might include the organisation of community events, the use of community champions and interfaith networks, increasing local authority contact/interaction with people from Ukraine, access to translation services and working with local voluntary sector organisations and faith groups to help signpost advice and support. In response to this the council has developed a grant scheme to support new and existing projects and activities in communities across Herefordshire that support the ongoing integration of Ukrainian guests into the community. Projects can be large or small and cover just one area or the whole county. The grant scheme is being administered by the councils delegated grants team and supported by Talk Community. The grant scheme opened to applications in early September 2022.
18. At the same time as the Homes for Ukraine Sponsorship Scheme was launched, the Government also launched the Ukraine Family Visa Scheme. This visa route did not attract the same package of funding as the Homes for Ukraine Scheme, nor have councils been asked to have any involvement in the regulation of this scheme. This means that anyone arriving in Herefordshire through the family scheme is not eligible for any support e.g. no initial payment, no thank you payment for hosts and no education payments for schools who take Ukrainian children and young people arriving through this route.

## Community impact

19. The proposals set out in this paper and appendix A, fit with the County Plans ambition to strengthen communities to ensure everyone lives well and safely together, specifically the proposals will protect and improve the lives of vulnerable people and ensure all children are healthy, safe and inspired to achieve.
20. The grant scheme aims to facilitate community integration in line with the findings of the Joint Strategic Needs Assessment which states that Living in a strong, diverse and cohesive community can provide a sense of identity, purpose and belonging. Strong local support networks can help prolong independent living. This strengths based approach links directly with Talk Community; the council's strategic approach to prevention, enabling people to get the assistance they need whilst managing demand for more specialist services.
21. Voluntary, charity and faith sector organisations across Herefordshire were very quick to respond to the needs of the Ukrainian community both in terms of providing aid and in providing local support networks for potential sponsors and their guests once they started to arrive in April 2022. Many of these support networks, groups and activities have now been running for 6 months, most of them are largely dependent upon existing staff and / or volunteers.
22. Some organisations have contacted the council to explain that they are running out of capacity and need paid support to continue their activities. The council have developed the community integration grant scheme in order to support these organisations as well as to encourage more organisations to develop community integration activities across the county, bringing together people from all communities to build relationships and foster understanding.
23. Demand for English for speakers of other languages (ESOL) lessons has rapidly increased with the arrival of Ukrainian guests. The council's existing ESOL contract for refugee communities across the county came to an end in July 2022. A new specification for this service was developed taking into account the increased demand and the budget was increased with an allocation of funding from the Homes for Ukraine Sponsorship Scheme grant. The new contract was awarded in September 2022 and ESOL will be delivered across Herefordshire for the next three years, benefiting both our existing refugee communities and hundreds of Ukrainian guests.
24. Sponsors and their guests are located throughout Herefordshire, some in very rural areas. Access to transport is an ongoing challenge to many of the Ukrainian families living in Herefordshire. Utilising existing networks and providers, a package of transport measures is proposed in order to support these families to access education, work healthcare and community integration opportunities.
25. Whilst the priority is to ensure as many sponsorship relationships as possible are sustainable and can support guests for six months and longer, in a minority of cases this will not be possible. Where there has been a breakdown of the sponsorship arrangements, the council will work with voluntary, community and faith sector partners to rematch Homes for Ukraine guests with new sponsors if at all possible.
26. When the Homes for Ukraine Sponsorship Scheme was launched many sponsors thought that the arrangement would only be for six months. The £350 thank you payments for sponsors are currently available for up to 12 months, but the cost of living crisis is impacting on some sponsors ability to maintain sponsorship arrangements. As the cost of living continues to increase and as sponsorship arrangements come to the end of the initial 12 month term, it is forecast that the threat of homelessness will increase. A significant amount of the grant funding

has been requested to put a range of measures in place to prevent homelessness including additional staff resources, welfare payments, rent top ups and landlord incentives.

## **Environmental Impact**

27. In developing these proposals, care has been taken to make the very best use of existing resources, contracts and networks in order to ensure that the proposals do not contribute towards an increase in carbon emissions or wider pollution in line with the Council's Environmental Policy.
28. Some of the proposals include the commissioning of services. The environmental impact of each service will be considered through the service specification and include appropriate requirements on the contractor/delivery partner to minimise waste, reduce energy and carbon emissions and to consider opportunities to enhance biodiversity. This will be managed and reported through ongoing contract management. One example of this would be commitment to the local delivery of ESOL in a range of locations across the county, rather than expecting all participants to travel to Hereford.
29. Investment is requested to encourage use of public and community transport networks. Many Ukrainian families have been supported to access free bicycles donated by the community and are using this as a means of transport.
30. Herefordshire Council provides and purchases a wide range of services for the people of Herefordshire. Together with partner organisations in the private, public and voluntary sectors we share a strong commitment to improving our environmental sustainability, achieving carbon neutrality and to protect and enhance Herefordshire's outstanding natural environment.

## **Equality duty**

Under section 149 of the Equality Act 2010, the 'general duty' on public authorities is set out as follows:

A public authority must, in the exercise of its functions, have due regard to the need to –

- a) eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under this Act;
  - b) advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;
  - c) foster good relations between persons who share a relevant protected characteristic and persons who do not share it.
31. The proposals outlined in this decision seek to offer people fleeing the war in Ukraine the opportunity to live, work and integrate into the community in Herefordshire. People arriving in Herefordshire from the Ukraine are entitled to all of the services and support that is available to UK citizens, including those with protected characteristics.
  32. The community integration grant scheme seeks to foster good relations between people already living in Herefordshire and people from the Ukraine as they resettle. The aims of the grant scheme are to:
    - a. Ensure that Ukrainian guests feel welcome, safe and supported in Herefordshire.
    - b. Support hosting individuals and families to feel confident in supporting their guests.

- c. Build strong relationships in and across communities through community integration activities.
  - d. Sustain the relationship between hosts and guests
  - e. Create opportunities for education, training and employment.
  - f. Promoting better understanding of refugee experiences.
33. Some of the activities proposed will be commissioned. The public sector equality duty (specific duty) requires us to consider how we can positively contribute to the advancement of equality and good relations, and demonstrate that we are paying 'due regard' in our decision making in the design of policies and in the delivery of services. Our providers will be made aware of their contractual requirements in regards to equality legislation.

### Resource implications

34. The final budget for the Homes for Ukraine is not yet established as the council receives the funding upon arrival and there is no end date to the scheme at present, so it is anticipated that people from the Ukraine will continue to arrive into at least the next financial year. All guests receive grant funding for twelve months from the date of their arrival. This means that for the majority of guests the funding will be distributed across two financial years. The spend plan is therefore indicative, with the final budget for each year being based on the actual number of arrivals.
35. A forecast maximum of 900 guests has been used in order to establish a budget for 2022/23 and 2023/24 financial years. This has been profiled by estimated arrival numbers and when it is predicted that the costs of support are most likely to be incurred. A project board has been established and the scheme has been added to Verto in order to ensure effective management of resources.
36. The increasing demand on existing council resources has been carefully considered to ensure that additional capacity is made available where it is needed as outlined in the text above and in the spend plan in appendix A. Whilst the budget below has been initially profiled across two financial years this profiling is subject to change as the scheme develops. Any increasing rates of inflation will need to be managed within the overall budget.
37. Any procurement undertaken will comply with the council's contract procedure rules.

Revenue or Capital cost of project (indicate R or C)	2021/22	2022/23	2023/24	Future Years	Total
This grant is revenue only.	£000	£000	£000	£000	£000
Initial payment to guests - £200 per guest, up to 900 guests		120	60		180
Operational Costs -		1106	1107		2213
Housing Initiatives -		579	2000		2579
Education Initiatives		100	344		444
Transport Initiatives		179	500		679
Community Integration Initiatives		495	2000		2495
Contingency		0	860		860
<b>TOTAL</b>		<b>2579</b>	<b>6871</b>		<b>9450</b>

<b>Funding streams (indicate whether base budget / external / grant / capital borrowing)</b>	<b>2021/22</b>	<b>2022/23</b>	<b>2023/24</b>	<b>Future Years</b>	<b>Total</b>
	£000	£000	£000	£000	£000
<i>Homes for Ukraine Sponsorship Scheme grant funding from Department for Levelling Up, Homes and Communities. Based on up to 900 guests.</i>		2579	6871		9450
<b>TOTAL</b>		2579	6871		9450

<b>Revenue budget implications</b>	<b>2021/22</b>	<b>2022/23</b>	<b>2023/24</b>	<b>Future Years</b>	<b>Total</b>
	£000	£000	£000	£000	£000
<i>There will be no impact on the revenue budget from the Homes for Ukraine Sponsorship scheme as all of the costs are covered by the Government Grant as outlined above.</i>					
<b>TOTAL</b>					

## **Legal implications**

38. There are no specific legal implications but there are mandatory grant conditions as set out in relevant Government guidance that must be complied with.

## **Risk management**

39. There are a range of risks and opportunities linked to this scheme as outlined below:



Risk / opportunity	Mitigation
<p>Risk - Lack of funding for the Ukraine Family Scheme means that not all costs (schools / housing etc) will be covered and not all families resettling in Herefordshire will have equality of opportunity as a result. As well as a financial risk, there is also a reputational risk for the council as it could be perceived that this inequality is the result of a council decision or policy.</p>	<p>There is no clear mitigation for the lack of funding for the Ukraine Family Scheme. However, all Ukrainians are entitled to access services, benefits and work opportunities. Clear communication about the two schemes may help to reduce the reputational risk to the council.</p>
<p>Risk - Lack of funding to deliver the activities in the spend proposal in Appendix A.</p>	<p>The spend proposal has been carefully considered and can be delivered in a way that is proportionate to the budget as it increased as more guests arrive. A baseline of 450 guests was initially set, so there is certainty that the proposals can be delivered now that the number of guests has exceeded this baseline.</p>
<p>Risk - It is anticipated that some sponsors may seek to end their sponsorship arrangements for affordability reasons due to the cost of living crisis, increasing the risk of homelessness among Ukrainian guests.</p>	<p>A significant budget has been allocated to prevent homelessness. This includes budgets for additional staff resources, rent top ups and landlord incentives.</p>
<p>Opportunity - The community integration grant scheme has been developed to enhance opportunities for Ukrainian guests to integrate into life in Herefordshire through training, work and social activities. In addition the grant scheme offers the opportunity to enhance existing projects and develop new activities. The grant scheme is also focused on enabling Ukrainian guests to share their experiences of resettling in Herefordshire with the aim of fostering a better understanding in the community and for services to learn more about the challenges for people resettling in the county.</p>	
<p>Opportunity - Ukrainian guests will make a contribution to the community and the economy as they settle into life in the county.</p>	

40. Risks will be managed through the established project board via a risk register and will be escalated as required.

## Consultees

41. The spend plan outlined in appendix A has been developed through engagement with a wide range of Council services and through wider consultation with voluntary and community organisations including HVOSS, Kindle Centre, Hereford City of Sanctuary and faith organisations. These groups are already working with Ukrainians in Herefordshire and have informed the spend proposal and specifically the development of the community integration grant scheme.
42. The proposal has been reviewed through internal governance processes and at a Cabinet Briefing held on the 28<sup>th</sup> July 2022.
43. A political group consultation was carried out on Tuesday 27<sup>th</sup> September. The following matters were raised and discussed:
  - a. In relation to funding it was confirmed that the proposals are fully funded by the Homes for Ukraine Grant.
  - b. A query was raised regarding increasing rates of inflation, these will be accounted for within the existing budget and a contingency sum has been included.
  - c. A question was raised regarding the implications on Council Tax for sponsors? The Government issued new regulations in April 2022 to protect sponsors' council tax discounts for single persons and limit the impact on council tax payments for those sponsoring a family in a second property.
  - d. Councillors expressed concern about the mental health and wellbeing of Ukrainian guests and their families. Ukrainian guests are able to access mental health services in Herefordshire and the Community Integration Grant Scheme includes a clear focus on mental health and wellbeing.

No objections were raised with regard to the proposed spend plan.

## Appendices

Appendix A – Homes for Ukraine Spend Proposal (Excel)

### Background papers

- [Homes for Ukraine Guidance for Councils](#)
- [Ukraine Community Integration Grant Scheme - Talk Community Directory](#)

## Report Reviewers Used for appraising this report:

Please note this section must be completed before the report can be published		
Governance	Sarah Buffrey, Democratic Services Officer Date 06/09/2022	
Finance	Kim Wratten	Date 15/09/2022

Legal	Samantha Evans	Date 15/09/2022
Communications	Luenne Featherstone	Date 04/09/2022
Equality Duty	Carol Trachonitis	Date 06/09/2022
Procurement	Mark Cage	Date 08/09/2022
Risk	Jo Needs	Date 13/09/2022

Approved by	Hilary Hall – Corporate Director Community Wellbeing	Date 04/10/2022
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**Please include a glossary of terms, abbreviations and acronyms used in this report.**



Item	Maximum Spend Forecast – 900 guests
	£
Initial payments for Guests	180,000
Support for Ukraine Operations Team	787,480
Mandatory Sponsor DBS Checks - Hoople Ltd	41,580
Translation and Interpreting Costs	308,000
Early Help Team - Children's Services	773,280
Children's Safeguarding	60,000
Housing Solutions Team additional capacity	105,000
Talk Community Support additional capacity	30,000
Grant administration additional capacity	77,500
Commissioning and finance Support	30,000
Emergency Accommodation - for use in the event of sponsor/guest arrangement breakdown.	126,450
Key finder fee / landlord incentive scheme to assist in sourcing private rented accommodation	300,000
Homes for Ukraine Rent Top Up Scheme (to support move on into own tenancy) and damages fund.	1,225,000
Rent in advance scheme	130,000
Household goods fund	250,000
Tenancy sustainment and support	547,500
School Admissions additional capacity	7,498
English as an Additional Language Team - additional capacity to support schools	213,618
ESOL (English for speakers of other languages) Service	196,346
Qualification recognition service enabling transfer of skills	26,730
Grants for Community Transport Schemes	77,000
Free Bus Travel Initiative	188,100
School transport budget - to offset increased number of children and young people eligible for free school transport.	414,000
Wellbeing help and support for guests and sponsors.	24,960
Community support and integration grant scheme	2,470,000
Contingency Sum	859,958
<b>Total</b>	<b>9,450,000</b>

