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Date: 3rd September 2020

Dear Sir/Madam,

A digital meeting of the **Cabinet** will be held via Microsoft Teams on **Wednesday, 9th September, 2020** at **10.30 am** to consider the matters contained in the following agenda. You are welcome to use Welsh at the meeting, a minimum notice period of 3 working days is required should you wish to do so..

This meeting will be recorded and made available to view via the Council's website, except for discussions involving confidential or exempt items. Therefore the images/audio of those individuals present and/or speaking at Cabinet will be publicly available to all via the recording on the Council website at www.caerphilly.gov.uk

Yours faithfully,

A handwritten signature in black ink, appearing to read 'Chrissy', enclosed in a large, loopy oval shape.

Christina Harrhy
CHIEF EXECUTIVE

AGENDA

- | | Pages | |
|---|-----------------------------------|--|
| 1 | To receive apologies for absence. | |
| 2 | Declarations of Interest. | |

Councillors and Officers are reminded of their personal responsibility to declare any personal and/or prejudicial interest(s) in respect of any item of business on the agenda in accordance with the Local Government Act 2000, the Council's Constitution and the Code of Conduct for both Councillors and Officers.

A greener place Man gwyrddach

Correspondence may be in any language or format | Gallwch ohebu mewn unrhyw iaith neu fformat



To approve and sign the following minutes: -

- | | | |
|---|---------------------------------|--------|
| 3 | Cabinet held on 22nd July 2020. | 1 - 6 |
| 4 | Cabinet held on 30th July 2020. | 7 - 12 |

To note the Cabinet Forward Work Programme.

- | | | |
|---|---------------------------------|---------|
| 5 | Cabinet Forward Work Programme. | 13 - 14 |
|---|---------------------------------|---------|

To receive and consider the following reports on which executive decisions are required: -

- | | | |
|----|---|----------|
| 6 | UK Resettlement Scheme (UKRS). | 15 - 24 |
| 7 | COVID-19 Business Rental Holiday (Tredomen Campus). | 25 - 30 |
| 8 | Cardiff Capital Region Housing Investment Fund - Viability Gap Fund Sites. | 31 - 46 |
| 9 | Private Sector Housing - Proposed Empty Homes Team to Deliver Empty Homes Programme, Including Valleys Task Force Initiative. | 47 - 58 |
| 10 | Caerphilly Homes Innovative Development Proposals - Llanfabon Drive, Trethomas; The Crescent, Trecenydd and Oakdale Comprehensive School. | 59 - 184 |

Circulation:

Councillors C.J. Cuss, N. George, C.J. Gordon, Mrs B. A. Jones, P.A. Marsden, S. Morgan, L. Phipps and Mrs E. Stenner

And Appropriate Officers

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Agenda Item 3



CABINET

MINUTES OF THE REMOTE MEETING HELD VIA MICROSOFT TEAMS ON WEDNESDAY, 22ND JULY 2020 AT 10.30 A.M.

PRESENT:

Councillor P. Marsden (Leader) - Chair

Councillors:

C. Cuss (Social Care and Wellbeing), N. George (Environment and Neighbourhood Services), C.J. Gordon (Corporate Services), B. Jones (Education and Achievement), S. Morgan (Regeneration, Transportation and Sustainability), L. Phipps (Homes, Places and Tourism), and E. Stenner (Finance, Performance and Planning).

Together with:

C. Harry (Chief Executive), R. Edmunds (Corporate Director – Education and Corporate Services), M.S. Williams (Interim Corporate Director – Communities).

Also in Attendance:

S. Harris (Acting S151 Officer), R. Hartshorn (Head of Public Protection, Community & Leisure Services), G. Mumford (Acting Senior Environmental Health Officer), S. Richards (Head of Education Planning and Strategy), R. Tranter (Head of Legal Services and Monitoring Officer), A. West (21st Century Schools, Admissions and Exclusions Manager), M. Williams (Interim Head of Property Services) and C. Evans (Committee Services Officer).

1. APOLOGIES FOR ABSENCE

There were no apologies for absence received.

2. DECLARATIONS OF INTEREST

M.S. Williams (Interim Corporate Director – Communities) declared an interest as a Member of the Committee for Penallta Rugby Club and left the meeting on Agenda Item 7- 21st Century Schools Band B Programme – Update.

3. CABINET – 24TH JUNE 2020

RESOLVED that subject to an amendment in relation to Minute number 6 – Council Response to the Coronavirus Pandemic, paragraph 23, which should state “The Cabinet Member for Regeneration, Transportation and Sustainability, in noting the incredible report and the awesome response by the organisation, and expressed his

great appreciation to all staff for their efforts during this time”, the minutes were approved as a correct record.

4. CABINET – 1ST JULY 2020

RESOLVED that the minutes of the meeting held on 1st July 2020 were approved as a correct record.

5. CABINET FORWARD WORK PROGRAMME – TO NOTE

Cabinet were provided with the Cabinet Forward Work Programme, which detailed the scheduled reports from 22nd July 2020 to 28th October 2020. Members were reminded that the Cabinet Forward Work Programme is a working document and therefore subject to change.

Cabinet were asked to agree a report on Agile/ Flexible Working to be considered in September and it was noted that whilst the main focus has been the response to the current pandemic, it is anticipated that following August Recess, the Cabinet Forward Work Programme will provide a further horizon scan of upcoming reports to Cabinet.

Following consideration and discussion, it was moved and seconded that the Forward Work Programme be noted. By a show of hands this was unanimously agreed.

RESOLVED that the Cabinet Forward Work Programme be noted.

MATTERS ON WHICH EXECUTIVE DECISIONS WERE REQUIRED

6. STRENGTHENING TEAMCAERPHILLY

The report provided Cabinet with an update on a series of whole authority reviews to the existing TeamCaerphilly Programme that will further support the delivery of a new operating model for the Council.

Cabinet noted that in the Summer of 2019, ‘TeamCaerphilly – Better Together’ Strategy was adopted as a means of creating and implementing a new operating model for the Council.

The whole organisation transformation programme was essentially based on three main pillars: Service Reviews; Commercialisation and Place Shaping as well as a range of additional programmes intended to create the culture and environment to deliver the overarching concept of ‘TeamCaerphilly – Better Together’.

It was noted that since the COVID-19 lockdown began in March 2020, many of the principles that TeamCaerphilly sought to embed have been on show daily. Staff have successfully operated in an agile way, officers from across the Council have come together to deliver a range of new services and residents and businesses have complemented those staff in going above and beyond through the variety of volunteering roles.

Having seen the impact of TeamCaerphilly, the opportunity now exists to embed many of the new approaches that have been employed in recent months as well as accelerating some of the wider work that will support these new models. The report set out a programme of Corporate Reviews that will help the Council achieve this aim.

The Chief Executive, in outlining the principle and issues identified within the report, drew Cabinet’s attention to the wider context and some of the issues facing the organisation and community such as Climate Change, Brexit, Recession, Pandemic and local issues faced by

local businesses and the community. It was noted that the response to the COVID-19 Pandemic has been all consuming, and the organisation has been turned on its head in order to respond and maintain service delivery to those most in need. In addition, preparation work has been underway should there be a second spike in the virus. It has therefore emerged that the community is reliant on the Local Authority, and as a result, 10 reviews are being proposed that will shape the Council and continue to provide an effective and efficient service.

Cabinet thanked the Officer for the report and discussion ensued.

A Cabinet Member noted that the report sets out a brave and ambitious set of service reviews which will assist to do more with less and afford Officers more ownership in their areas of work, leading to a leaner and more efficient Council. Commercialisation has been a key focus within the report, and it will provide a cultural change for many working and living in the Borough. As a result, a Member sought further information on the communication plans in place in order to deliver a clear message to all those involved and reassure those reluctant to change. Officers explained that the main aim to assure that this process is something that will be done with and not to them, consultation and communication is fundamental, however there could be decisions required that some aren't happy with. Co-Production is critical and there will be detailed information provided on the Caerphilly website, engaging Communities and groups going forward. In addition, in respect of Commercialisation, this is something that has previously been agreed to, and assurances were given that the aim is not for profit, but to reinvest into services, enabling them to be more self-sufficient. Cabinet were assured that this process will seek to use Welsh Government support and funding where available.

The Leader reiterated that Co-Production is really important in the process and will help to reshape Caerphilly County Borough Council as we know it, whilst ensuring that service delivery to the Community remains.

Following consideration and discussion, it was moved and seconded that the report be approved. By a show of hands, this was unanimously agreed.

RESOLVED that for the reasons contained in the officer's report: -

- i) The Corporate Reviews set out within the report be endorsed and included within the TeamCaerphilly -Better Together Programme;
- ii) It be noted that Members of the Council's Leadership Team will lead the Corporate Reviews and will be supported by an appropriately resourced project team.

7. 21ST CENTURY SCHOOLS AND COLLEGES BAND B PROGRAMME - UPDATE

The report provided Cabinet with an update on the 21st Century Schools and Colleges Band B Programme and sought Cabinet approval to proceed to consultation in respect of the phase 1 projects which includes Trinity Fields Special School and Ysgol Gymraeg Cwm Gwyddon.

Cabinet noted that the report provided an update on the current position of the Band B (£78 Million) 21st Century School and Colleges Capital Programme, and the priority schemes identified for Phase 1 of the Band B programme are an expansion of provision at Trinity Fields School and relocation and expansion of Ysgol Gymraeg Cwm Gwyddon on the former Cwmcarn High Site.

It was noted that both projects have recently received approval from the Welsh Government (WG) to proceed to Full Business Case stage subject to Cabinet approval to undertake a full consultation which is scheduled for the Autumn Term 2020.

Cabinet were asked to note that both projects are in the early development stage and officers will ensure that Members are updated on a regular basis in relation to all aspects of the proposal e.g. financial, business case, consultation process etc.

Cabinet thanked the Officers for the report and discussion ensued.

In noting the positive report, a Cabinet Member explained that it is clear that Cwm Gwyddon is in need of an upgrade as the site has been outgrown. In respect of Trinity Fields, the school is a phenomenal success, and with the growth in the area of need and proximity to the hospital, the development is key. Clarification was sought on the collaborative work with the Health Board on these projects. Officers assured members that the aspiration is not one-sided, and commitment has been received from both the Health Board and the Local Authority to support the development. It is the ambition that there will be a link between Social Services and Education, and with the site being adjacent to the hospital, with the facilities on offer, collaboration is paramount.

The Cabinet Member for Education applauded the Officers on the remarkable report and outlined the work that is coming into fruition as a result of the project. Members were urged to visit the Trinity Fields site if they haven't already done so, to see the exceptional work and service provision to the most vulnerable children within the borough. The Officer added that both sites, and their facilities are also a community asset for the children of the borough, as are all 21st Century Schools.

Following consideration and discussion, it was moved and seconded that the recommendation in the report be approved. By a show of hands this was unanimously agreed.

RESOLVED that for the reasons contained in the officer's report: -

- i) The report be noted;
- ii) Consultation on both projects be approved, the consultation will be undertaken in line with the Welsh Government School Organisation Code;
- iii) The additional contribution to each project, as outlined in paragraph 5.2.6, 5.3.7 and Section 10 of the report be approved.

8. CONSTRUCTION OF A REPLACEMENT PLAY AREA, PONTLLANFRAITH

The report sought Cabinet approval to construct a new play area off the Courthouse car park on the B4251 in Pontllanfraith, to replace a play area that will be decommissioned when construction of the Chartist Gardens development commences, and further seeks Cabinet approval to utilise reserves to fund the works.

Cabinet noted that the proposed Chartist Gardens development was given planning consent in July 2020 and the development will include a recreation area, but this will not be a like for like replacement, for an existing play area, which is typically used by families arriving by car and will be decommissioned when construction commences in 2021. In order to ensure that the public access play provision in the Pontllanfraith area is not diminished it is proposed that a replacement play area will be constructed adjacent to the Courthouse car park on the B4251 in Pontllanfraith.

Cabinet were asked to note that the estimated cost if constructing the new play area is £90,000 to £110,000 and it is proposed that Capital Earmarked Reserves are utilised to fund the project.

Cabinet thanked the Officer for the report and discussion ensued.

A Cabinet Member, in noting the proposal sought further information on the site and whether the play equipment would be an upgrade. Officers explained that the land does have some size constraints, however, it is the intention to provide new equipment and updated and improved facilities.

Cabinet felt that the final proposal should benefit from some screening and it was agreed that this would be considered and discussed with relevant cabinet members outside of the meeting at a later date.

Following consideration and discussion, it was moved and seconded that the recommendation in the report be approved. By a show of hands this was unanimously agreed.

RESOLVED that for the reasons contained in the officer's report: -

- i) The proposed construction of a new play area be approved;
- ii) The review, as part of the wider scrutiny of car parking charges, of parking charges for the Courthouse car park and in particular that consideration is given to making the first three hours of parking free of charge be approved;
- iii) That the use of up to £110,000 of Capital Earmarked Reserves be approved to fund the project.

9. PUBLIC SPACES PROTECTION ORDER – DOG CONTROL ON SPORTS PITCHES

The report sought Cabinet approval to consult on the amendment to the Public Spaces Protection Order 2017 (PSPO) to include the exclusion of dogs from marked sports pitches.

Cabinet noted that Public Spaces Protection Orders were introduced by the Anti-Social Behaviour, Crime and Policing Act 2014, and can be used to regulate activities, in particular public places to ensure that the law-abiding majority can use and enjoy public spaces safe from anti-social behaviour. As such, these orders provide an opportunity to enhance the Council's enforcement ability to respond to public opinion regarding dog fouling.

It was noted that in September 2017, Cabinet approved and adopted the Public Spaces Protection Order 2017; the Order includes the following restrictions: -

- Excluding dogs from all enclosed children's play and multi-use games areas
- Requiring dogs to be kept on leads in enclosed memorial gardens
- Requiring dog owners to remove dog faeces in public places
- Requiring dog owners to carry an appropriate receptacle for dealing with the waste that their dogs produce (that is to always have the means to pick their dog faeces)
- Requiring dog owners to put their dogs on a lead when directed to do so by an authorised officer on any public land where the dog is considered to be out of control or causing harm or distress to prevent a nuisance.

In addition to the decision to proceed with the above proposals, Cabinet also resolved at an earlier meeting held on 18th January 2017 that the proposal to exclude dogs from all council owned sports/playing pitches on a seasonal basis should be omitted at that stage of the process, and be reviewed after a period of 12-months or once the impact of the above provisions can be established.

Consequently, the report presented a review of the current position regarding dog fouling since implementation of the Order including the results of an informal consultation undertaken with sports clubs across the county borough; (the results of which were detailed within the report) with 88% agreeing that dogs should be prohibited from marked sports pitches. An

overview of the consultation responses (summary report) was attached at Appendix 1 of the report.

A portfolio of all marked council sports pitches was included at Appendix 3 of the report.

Cabinet thanked the Officer for the report and discussion ensued.

A Cabinet Member, in noting the number of complaints received and actions taken, as outlined at 5.7 of the Officers report, sought what further action has been taken to address the issue. Officers explained that routine patrols are undertaken and complaints are noted and responded to, with targeted patrols with enforcement action undertaken where possible. It was noted that a campaign has been underway to promote responsible dog ownership, in the hope to educate offenders and prevent further enforcement requirements.

In supporting the consultation, a Member expressed concerns for the impact on local sports teams where games have had to be cancelled as a result of dog fouling on sports pitches, and queried the form of consultation that will be undertaken and the inclusion of sports clubs. Officers explained that online consultations will be undertaken, as well as informal consultation options, in order to target as many users as possible. It was noted however that the current order lapses in October, and as a result of Covid-19, it has not been possible to bring an earlier cabinet report in relation to the existing PSPO. In the interim period the existing PSPO provisions could be extended under the scheme of delegation by the Head of Public Protection. This time limited extension could then be replaced by new provisions which cabinet would consider after this consultation process.

Discussions took place around the impact of fouling on sports pitches and the potential health issues. Officers explained that, even following removal of faecal matter, there is still a contamination, in particular of roundworm eggs, which can cause to significant health issues and can last up to 3 years in the soil, therefore, in the interest of health and wellbeing, a ban of dogs on sports pitches is more beneficial.

Following consideration and discussion, it was moved and seconded that the recommendation in the report be approved. By a show of hands, this was unanimously agreed.

RESOLVED that for the reasons contained in the officer's report: -

- i) It be agreed to undertake a 10-week public consultation exercise on the proposal to amend the Public Spaces Protection Order 2017 to include a provision to exclude dogs from marked sports/playing pitches when it becomes possible to carry out meaningful consultation with the public and relevant stakeholders;
- ii) It be agreed that the Public Space Protection Order will last for a three-year period.

The meeting closed at 11.45am.

Approved and signed as a correct record subject to any corrections made at the meeting held on 9th September 2020.

CHAIR



CABINET

MINUTES OF THE REMOTE MEETING HELD VIA MICROSOFT TEAMS ON THURSDAY 30TH JULY 2020 AT 10.30 A.M.

PRESENT:

Councillor P. Marsden – Chair

Councillors:

C. Cuss (Social Care and Wellbeing), N. George (Environment and Neighbourhood Services), C.J. Gordon (Corporate Services), Mrs B.A. Jones (Education and Achievement), S. Morgan (Regeneration, Transportation and Sustainability), L. Phipps (Homes, Places and Tourism) and E. Stenner (Finance, Performance and Planning).

Together with:

C. Harry (Chief Executive), D. Street (Corporate Director - Social Services and Housing), and R. Edmunds (Corporate Director – Education and Corporate Services).

Also in Attendance:

R. Tranter (Monitoring Officer and Head of Legal Services), R. Hartshorn (Head of Public Protection, Community and Leisure Services), S. Harris (Interim Head of Business Improvement Services and S. 151 Officer), S. Richards (Head of Education Planning and Strategy), S. Ellis (Lead for Inclusion and ALN), K. Peters (Corporate Policy Manager) and A. Dredge (Committee Services Officer).

1. APOLOGIES FOR ABSENCE

Apologies for absence had been received from M. S. Williams (Interim Corporate Director - Communities).

2. DECLARATIONS OF INTEREST

R. Tranter (Head of Legal Services and Monitoring Officer) declared an interest in relation to Agenda Item 4 - Gwent Contact Tracing Service, in that his wife is currently working for Torfaen Track and Trace Service. As he is not a decision-maker he did not leave the meeting when the report was presented

3. CABINET FORWARD WORK PROGRAMME

Cabinet were provided with the Cabinet Forward Work Programme, which detailed the scheduled reports from 30th July 2020 to 30th September 2020. Members were reminded that the Cabinet Forward Work Programme is a working document and therefore subject to change.

Following consideration and discussion, it was moved and seconded that the Forward Work Programme be noted. By a show of hands this was unanimously agreed.

RESOLVED that the Cabinet Forward Work Programme be noted.

MATTERS ON WHICH EXECUTIVE DECISIONS WERE REQUIRED

4. GWENT CONTACT TRACING SERVICE

URGENT ITEM - NOT SUBJECT TO CALL-IN

In accordance with the Council's Constitution the Mayor had agreed that the decision proposed was reasonable in all the circumstances and should be treated as a matter of urgency and therefore exempt from Call-in.

Members were asked to note that the report was deemed urgent as the staff currently providing this service were redeployed from other local authority services. As the lockdown is eased they will be required to return to their substantive roles. It was therefore necessary to agree the operational delivery structure, governance and finance arrangements to allow recruitment of staff into the Gwent Contract Tracing Service so that it is properly resourced and able to respond to any increase in Covid 19 cases.

Members were advised that Contact Tracing is a key element of Welsh Government's Test, Trace, Protect strategy and response to the Covid-19 pandemic. Welsh Government has asked Local Authorities and Health Boards to jointly put in place contact tracing services in their regions. In Gwent, contact tracing has been in place since the beginning of June of this year undertaken by staff redeployed into local contact tracing teams within the 5 Local Authorities and Aneurin Bevan University Health Board. Welsh Government has now confirmed funding arrangements for contact tracing services through to the end of the financial year.

The report sets out proposals for the next phase for the Gwent Contact Tracing Service moving from a redeployed workforce to a fully employed model to ensure that there is capacity for successful delivery. From the 1st of June to the 15th July 2020, 109 cases have been referred into the service, 108 have been successfully contacted generating 316 contacts. As the lockdown is eased services are being reintroduced and the redeployed staff will be required to return to their substantive roles. Whilst coronavirus cases in the region are currently relatively low, it is proposed to recruit and train the staff needed to ensure that the Service is able to meet the demands of any potential increase in cases.

Cabinet were referred to the draft Business Case (appended to the report) which sets out the proposed operational delivery structure, governance, and finance arrangements for the service. The 5 Local Authorities together with the Health Board will each employ local contact tracing teams consisting of Contact Tracers, and Contact Advisors. The service operates 7 days a week and local contact tracing teams are supported by local authority Environmental Health Officers across the region and by Clinical Leads, Consultants in Health Protection, and Consultants in Communicable Disease from ABUHB and Public Health Wales.

It is proposed that G10 will be the Strategic Board for the service. G10 is a voluntary collective of public sector organisations providing a strategic leadership forum to achieve better outcomes for the people of Gwent. It was noted that the Leader and Chief Executive are the Council's representatives. It is recognised the Service must be very responsive should community transmission increase and be able to be scaled up quickly and effectively to ensure successful and effective contact tracing. When fully staffed the service would consist of approximately 350 staff in Gwent of which approximately 100 would be working in the Caerphilly team.

Cabinet considered the report and further clarification was sought in relation to redeployed staff within Caerphilly County Borough Council returning to their substantive posts. Officers advised that there are approximately 30 staff currently redeployed and there is no pressure in their service areas for them to return. It is intended that some staff will return to their roles throughout September. An example was provided of some staff within Leisure Services being retained within the Contact Tracing Service subject to the Welsh Government announcement on reopening of Leisure Centres. Managers within Leisure Services are satisfied that Leisure Centres can reopen in a measured way whilst staff remain redeployed in the Contact Tracing Service. Members were assured that subject to Cabinet approval, recruitment would be undertaken immediately, and training would be carried out over the next month or so.

Councillor P. Marsden placed on record her thanks to the Head of Public Protection, Community and Leisure Services for the Strategic Role he and his Team have taken in setting up this fantastic brand-new service in such a short space of time, across the Gwent area.

Following consideration and discussion, it was moved and seconded that the recommendation contained in the report be approved. By a show of hands this was unanimously agreed.

RESOLVED that for the reasons contained in the Officer's report:

- (i) the operational delivery structure, governance, and finance for the Gwent Contact Tracing Service as detailed in the report and draft Business Case at Appendix 1, subject to an agreed Memorandum of Understanding, be approved;
- (ii) the Interim Corporate Director for Communities to agree any amendments to the draft Business Case subject to consultation with the Cabinet Member for Environment and Neighbourhood Services, Legal Services, and the Section 151 Officer, be authorised;
- (iii) the Interim Corporate Director for Communities to enter into a Memorandum of Understanding regarding the Gwent Contact Tracing Service subject to Consultation with the Cabinet Member for Environment and Neighbourhood Services, Legal Services, and the Section 151 Officer, be authorised;
- (iv) the Leader and Chief Executive are the Council's representatives at G10 and that deputies are the Cabinet Member and Corporate Director respectively, be noted.

5. COMMUNITY RESPONSE - COMMUNITY CONNECTION - BUDDY SCHEME

The report provided Cabinet with an update on the community response to the COVID crisis, focussing on the Council's buddy scheme to support older and vulnerable residents to stay safe at home by providing extra help where they have no support network. The report sets out the next steps for the scheme and how the Council can use its positive legacy to support some of the most vulnerable residents over the longer term.

The operation of the buddy scheme in action has been publicised via the Council's social media channels and two Cabinet Members have been acting as 'buddies' in their local communities. It was explained that the staff's response to the request to support people has been phenomenal, with 385 stepping up immediately to volunteer, and later, services offering up staff to be redeployed in the buddy role. At its peak 1560 vulnerable people were being supported and 590 staff were helping with food shopping, picking up prescriptions and general friendly support. Cabinet were referred to Appendices 1 and 2 of the report which summarise the benefits to the staff, and the supported people have gained from the buddy scheme. Councillor E. Stenner extended her personal thanks to all those involved, and this sentiment

was echoed by Cabinet.

Cabinet noted that the situation for older and vulnerable residents is now much better than it was in the early stages when food shortages and queues were the norm. Many people registered on the scheme have since been able to arrange their own access to food and medicines. However, the scale of the request for support highlights the numbers of vulnerable people in the community who do not have a support network around them.

The report makes a number of proposals to transition the scheme to a support network 'closer to communities' so that it can become a longer-term sustainable project to alleviate loneliness and isolation. Part of this will be working more closely with the many established community support groups and establishing a cohort of community volunteers working in partnership with the Gwent Association of Voluntary Organisations (GAVO).

The report makes a recommendation to establish a Corporate Volunteering scheme, by allowing staff to continue in the buddy role as part of the leave of absence scheme with an expectation that they will commit at least an equivalent amount of their own time. A further report will be provided evaluating the scheme after six months with a view to establishing a wider Corporate Volunteering scheme to benefit the communities in the County Borough. The proposal is to transition the scheme from the Corporate Policy Unit to the Community Regeneration Team with a recommendation to fund two posts from Social Services reserves for a period of two years.

Cabinet discussed the content of the report and a Member sought clarification in respect of the approximately 100 school based staff currently involved with the scheme and asked if those members of Staff would be likely to continue to provide volunteering support. Members were referred to a recent report brought to Cabinet where Officers will be shortly considering a Corporate Review. The Corporate Volunteering Scheme is one strand that will form part of the review, where school-based staff could be considered by the established body as part of the Corporate Volunteering Scheme throughout the Authority. It is unlikely at this stage that the school-based staff will be able to continue providing the service. In terms of working with Community Groups, Officers feel this is an exciting opportunity to go further than the 'buddy scheme' which has been established due to the Covid crisis. It is hoped when the infrastructure is in place this will provide wider opportunities of working with community groups.

Members provided individual accounts of the gratitude shown from residents within their communities from the services provided to them by the Council and the volunteers undertaking the service.

Councillor P. Marsden emphasised that sustainability is key, and this situation symbolises what Local Authorities need to do in terms of helping and supporting communities and added that this is a fantastic opportunity for the Community Regeneration Team. She thanked all staff involved and Councillor S. Morgan and Councillor L. Phipps for taking part in the 'buddy scheme'. The benefits associated with both the Community and the Volunteers involved were also noted.

Following consideration and discussion, it was moved and seconded that the recommendations in the report be approved. By a show of hands this was unanimously agreed.

RESOLVED that subject to the reasons contained in the Officer's Report: -

- (i) the information contained within the report, be noted;
- (ii) the allocation of £130,262 of funding from Social Services earmarked reserves, as outlined in the financial implication 10.1 to 10.6 in the report, be agreed. This budget would cover the proposed appointments for a period of 2 years;

- (iii) a precursor be established for Corporate Volunteering, building on the goodwill evidenced in Appendix 1, by supporting staff to continue in the buddy role by adding a category to the Leave of Absence Policy of up to 2 days per annum in hours, pro rata. The expectation being that this would be matched with an equivalent period of their own time. Evaluate the results after 6 months by surveying the staff and managers involved with a view to establishing a wider Corporate Volunteering Scheme;
- (iv) a further report will be presented relating to the Corporate Review on Corporate Volunteering.

6. EDUCATION OTHER THAN AT SCHOOL (EOTAS) STRATEGY

The strategy, appended to the main report, had been considered by the Education Scrutiny Committee on the 24th February 2020. The views of the Scrutiny Committee were set out in covering report. Cabinet were advised that the strategy has been developed in consultation with schools and will be aligned to the Service Improvements Plan and other strategic documents. The aim is to provide a good quality service to young people, with an ambition that they should feel important and safe within their learning environment.

The strategy contains a Passport and Guidebook for each child to support them to obtain both their formal qualifications and also ensure they have emotional and wellbeing support. The ambition is to provide these children with the same outcomes as any other child. There is already a good provision with a range of options from the Learning Centre, Home Schooling, Innovate Bases at Blackwood and Rhymney as well as the Learning Progress Centres based at Heolddu Comprehensive and Lewis School Pengam. The strategy outlines a collaborative approach with schools through outreach work and a Centre for Vulnerable Learners Hub and spoke Model.

Cabinet were advised that Caerphilly Council is committed to ensuring that all learners have equality of opportunity and recognise the right of all children and young people to receive high quality education. The Council are ambitious on behalf of learners and Officers would like to see the Education Other Than At School provision across Wales giving pupils the same access to education entitlements as their peers. Offices want to ensure that even where children may require access to provision outside of schools this is of a high standard and that links are maintained with schools and communities as a means of ensuring that children continue to feel that they belong. .

Councillor Mrs B. A. Jones emphasised that the Authority must seek to build on the existing good practice and develop the right provision to secure this vision. This means ensuring a range of appropriate, high quality opportunities are available for children and young people across Caerphilly based on their needs. The centre for vulnerable learners will be at the heart of this vision and will be supported by a range of satellite provisions that are developed to support children with specific needs. This will enable the Council to respond to the individual children and young people with a focus on their wellbeing and mental health, as well as developing their access to the highest quality formal learning opportunities. The approach will also involve developing the workforce to ensure that they have the appropriate skills and training opportunities to meet these needs, and, promoting collaborative working with other agencies.

Cabinet wholly supported the strategy and agreed that providing equality for all learners both inside and outside of the school environment is essential. Some children have experienced some difficult and challenging experiences and it is important that the Authority support these individuals and to support the future ambitions of this area. Cabinet thanked Officers for their hard work and support in working collaboratively and developing this Strategy. This is a new

era for Caerphilly with outreach work and the strategy encompasses all the strands that have come together. Caerphilly acknowledges the changes that are happening in society.

Following consideration and discussion, it was moved and seconded that the recommendation in the report be approved. By a show of hands this was unanimously agreed.

RESOLVED that subject to the reasons contained in the Officer's Report, the Education Other Than At School (EOTAS) Strategy at appendix 1, be agreed.

7. LEARNING CATCH UP

The report sought Cabinet approval to equip all pupils in Years 10 and 11 with core textbooks and revision guides for English or Welsh, Maths and Science. This will enable learners to make sustained progress, as well as mitigating against any potential impact on providing these physical resources will enable around 4000 learners who are at a key stage in their education to regain some of the ground lost to the pandemic.

While schools are scheduled to return in September, the further impact of COVID-19 over the coming months cannot be predicted with any certainty. Should schools be required to close their doors again, either in response to a local or regional lockdown, the Council wishes to be in the strongest position possible to ensure learners are not further disadvantaged. Having a full set of textbooks and revision guides available for each pupil will ensure that learners can continue their education even if physical access to schools has to be restricted at any point in the future.

It was explained that these resources can also be tailored to meet specific learner levels and need, ensuring that no learner is disadvantaged. The textbooks will sit alongside online and digital resources to provide blended learning in a more resilient manner. Making the resources available will also positively impact on teacher workload and provide a huge boost to schools and learners at a key time.

Cabinet fully supported the report and Officers confirmed that it is vital that the Council prepare for the months ahead. Work in ongoing with Welsh Government in relation to Ed Tech in allowing learners to access online resources, using devices. This blended learning will provide learners with the best possible opportunities, which they deserve.

Following consideration and discussion, it was moved and seconded that the recommendation in the report be approved. By a show of hands this was unanimously agreed.

RESOLVED that subject to the reasons contained in the Officer's Report, the use of £302k of one-off funding from the Education and Corporate Services Retained Underspend Reserve to provide every year 10 and year 11 Learner across Caerphilly with a suite of core textbooks and revision guides, be agreed.

The meeting closed at 11.15am.

Approved and signed as a correct record subject to any corrections made at the meeting held on 9th September 2020.

CHAIR

Cabinet Date	Title	Key Issues	Author	Cabinet Member
09/09/20 10:30	UK Resettlement Scheme (UKRS)	To provide an update on the authority's participation in the UK's Vulnerable Persons Resettlement Scheme. and how the resettlement programme is being reformed post 2020	Peters, Kathryn;	Cllr. Stenner, Eluned;
09/09/20 10:30	CCR Housing Investment Fund	To update Cabinet on the Cardiff Capital Region (CCR) Housing Investment Fund (HIF) programme aimed at unlocking housing sites that are currently stalled due to a viability gap.	Kyte, Rhian;	Cllr. Stenner, Eluned;Cllr. Phipps, Lisa;
09/09/20 10:30	Tenanted Units on the Tredomen Campus	To consider the potential for offering a rental holiday to certain businesses in Council owned tenanted units.	Harris, Stephen R;	Cllr. Stenner, Eluned;
09/09/20 10:30	Caerphilly Homes Innovative Development Proposals	To seek approval to proceed with innovative housing development proposals.	Roberts-Waite, Jane;	Cllr. Phipps, Lisa;
09/09/20 10:30	Empty Property Homes - Valleys Taskforce	To approve the participation in the Valleys Taskforce empty properties initiative	Couzens, Shaun;	Cllr. Phipps, Lisa;
30/09/20 10:30	Leaseholder Management Charges	To seek Cabinet approval to increase leaseholder service charges to recover actual costs and avoid ongoing subsidisation by the Housing Revenue Account	Couzens, Shaun;	Cllr. Phipps, Lisa;
30/09/20 10:30	Covid Recovery Framework	To propose the principles of the council's recovery plans to covid	Harry, Christina;	Cllr. Marsden, Philippa;
30/09/20 10:30	Economic Recovery Framework	To provide Cabinet with an overview of the proposed framework for economic recovery in response to the Covid crisis.	Kyte, Rhian;	Cllr. Morgan, Sean;
30/09/20 10:30	Agile/Flexible Working	To propose a flexible working model for the council	Edmunds, Richard (Ed);	Cllr. Gordon, Colin J;

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CABINET – 9TH SEPTEMBER 2020

SUBJECT: UK RESETTLEMENT SCHEME (UKRS)

REPORT BY: CORPORATE DIRECTOR – EDUCATION AND CORPORATE SERVICES

1. PURPOSE OF REPORT

- 1.1 To provide an update on the authority's participation in the UK's **Vulnerable Persons Resettlement Scheme** (VPRS) and its contribution to alleviating the humanitarian crisis affecting millions displaced within Syria and the surrounding countries of Jordan, Turkey, Lebanon and Egypt.
- 1.2 This report also provides an overview of how the resettlement programme is being reformed (post 2020) and requests a steer from Corporate Management Team on future participation in the successor resettlement programme, the **UK Resettlement Scheme** (UKRS), and/or the UK's **Asylum Seeker Dispersal Scheme** (ASDS).

2. SUMMARY

- 2.1 In 2015 Caerphilly CBC became one of the first authorities in the UK to support the VPRS; during the past 4 years the authority has successfully resettled 7 families, comprising 35 refugees. The VPRS was a five-year commitment that is now entering its final stages - refugees are supported for 5 years after settlement taking the maximum time period of the VPRS to 10 years. The UK government has announced plans to continue its support for refugees under a new UK Resettlement Scheme set to start in 2020. The new scheme plans to resettle in the region of 5,000 of the world's most vulnerable refugees in its first year.
- 2.2 This report seeks clarification on the role of the authority in the future resettlement programme as well as recognising alternative approaches, such as the Asylum Seeker Dispersal Scheme, should the authority wish to continue to support the UK Governments efforts in meeting their international obligations to provide humanitarian protection to those most in need.
- 2.3 The WLGA, through the Wales Strategic Migration Partnership, have recently written to the Leader and Chief Executive asking for the level of commitment CCBC is able to give to the UKRS.

3. RECOMMENDATIONS

- 3.1 That Cabinet consider which of the following three Options they would wish to take:

Option 1: Participation in resettlement programmes draws to a conclusion at the end of the current scheme with continued support for families up to the maximum period.

Option 2: CCBC participates in the successor UKRS. There are challenges in terms of

housing availability, Additional Learning Needs (ALN) and general welfare provision, set out in the report.

Option 3: In addition to, or in place of, the new UKRS, CCBC establishes a dialogue with the Wales Strategic Migration Partnership to discuss the ASDS. A further report would be required once the implications of becoming an asylum dispersal area were assessed.

Option 2 is the officer recommended option. Further discussion would be required on participation in the ASDS.

4. REASONS FOR THE RECOMMENDATIONS

- 4.1 To provide options for the authority to consider regarding its future participation in the resettlement of refugees and/or asylum seekers.

Given the funding allocated to the UK Resettlement Scheme and CCBC's already established processes in delivering refugee resettlement, it is recommended that the local authority considers following Option 2. This option allows the LA to resettle future cases at a rate and volume that is discretionary to the authority and partners.

5. THE REPORT

- 5.1 In 2015 the UK Government expanded their existing Syrian resettlement programme and made a commitment to resettle up to 20,000 Syrian refugees over the course of five years. Local authorities and community partners were encouraged to support the national programme, which at that stage had also gained universal backing from the devolved governments
- 5.2 In late 2015 Corporate Management Team and Cabinet approved the authority's participation in the resettlement programme outlining a degree of commitment proportionate to the local capacity of services, for Caerphilly CBC this was an undertaking to try to support three families a year. Since that time all authorities in Wales have received families under the scheme and have outlined a continued commitment going forward. Up until end June 2019 the UK has welcomed over 18,000 refugees (including children) from across the region, this equates to 1,237 refugees relocated into Wales

In July 2017, the decision was taken to further expand the scope of the scheme to include not only Syrian nationals but other refugees fleeing surrounding countries in the Middle East and North Africa (MENA) region. CCBC did not extend to MENA support at this time.

All families in this area are supported by a team of case workers that also assist refugee families in the neighbouring authorities of Torfaen and Blaenau Gwent.

5.3 How are refugee families assessed for relocation in the UK?

The UK Government works closely with the United Nations High Commissioner for Refugees (UNHCR) to identify those most in need of support; women and children at risk, people in severe need of medical care and survivors of torture and violence.

Once eligibility is confirmed the Home Office work with participating local authorities and/or community sponsorship groups to allocate the case for UK resettlement. On arrival Biometric Residence Permits are issued with 5 years' Refugee Leave status. Refugee status is a form of protection that may be granted to people who meet the definition of refugee and who are of special humanitarian concern – this enables those with refugees status to access full work and benefit entitlement and freedom of movement in the UK, in addition refugees can expect to receive the same access to education and health care provision as any other British resident.

5.4 **What funding arrangements are in place?**

The first 12 months of a refugee's resettlement costs are funded by central government using the overseas aid budget (£8,500 per person plus education costs for school aged children – based on the ages of the child on arrival). The UK Government has also provided an additional £10m funding for ESOL classes (English for Speakers of Other Languages) to enhance the English language skills of adults to improve their resettlement and integration experience and employability, this equates to a one off payment to the host authority of £850 per adult over 19 years of age.

For years 2-5 of the programme funding is tapered from £5,000 per person in their second year, to £1,000 per person in year five. There is also an exceptional cases fund to assist the most vulnerable refugees. This is allocated on a case by case basis and is applied for by the host authority, this enables local authorities to support those more complex and vulnerable people as they rebuild their lives in the UK.

5.5 **Caerphilly's partnership approach to delivering the programme**

Prior to the arrival of a case due regard is given to the capacity of all services, as such a partnership approach has been embedded from the early stages of delivering the programme this includes;

- accommodation sourced through a dedicated housing association
- liaising with police colleagues to determine the appropriateness of an identified property and the surrounding area (recognising community cohesion complexities that may cause conflict)
- liaising with Health Board colleagues to ensure the health board has the capacity to support complex medical needs
- liaising with the LEA to check what schools/Early Years provision have availability and which year groups could support new arrivals.

5.6 **How has the Caerphilly supported refugees post arrival?**

The Home Office grant has been used to commission Displaced People in Action (DPIA), a specialist third sector provider, across the three West Gwent authorities. DPIA work with each family, supporting them to orientate to their new communities; each family has an assigned case worker. To establish a strong sense of belonging case workers promote the value in learning English language and scope befriending and volunteering opportunities. Additionally, DPIA in collaboration with partners and community groups (such as community connector services, Jobcentre Plus and Careers Wales), continue to explore volunteering and work-based opportunities relevant to the interests of the individual. This approach has enabled new arrivals to learn skills that are relevant to the local job market in their resettled areas.

The funding has also provided opportunities for collaboration across West Gwent to provide provision that may otherwise be under resourced such as additional ESOL classes. The experiences gained in delivering this programme has emphasised the importance of new arrivals learning English as quickly as possible, Caerphilly CBC are providing 4 hours of home tuition to each family relocated within the borough - this compliments the existing community based ESOL services which are also available but removes barriers often experienced by women refugees, such as access to child care.

Community engagement activities have supported the integration of new arrivals has allowed events for refugees to meet and engage with each other and the wider community. For example, refugees have attended various community led activities such as Christmas parties, summer festivals, trips to places of interests (Caerphilly Castle, Big Pit), attending play groups, employment fairs etc. all of which has supported a strong sense of belonging to the area - all of the above has been fully funded by the Home Office grant.

5.7 **Benefits, challenges and complexities to delivering the programme**

The Home Office funding is a key strength to the Resettlement Programme. This funding avoids any local conflicts or community tensions based on financial concerns and, given the

current challenging economic circumstances of local authorities, without this support there may have been additional barriers in the initial or ongoing engagement in the programme across Wales. Based on the current number of refugees relocated into Caerphilly the authority will receive £718,200 over the five-year period, not including education or child care top up grants.

The funding structure also allows the flexibility for authorities to respond and develop services and integration approaches quickly and in accordance with individual need. For instance in West Gwent funding has supported free access to community services, such as access to public transport over the initial 12 months, which has supported integration and wellbeing. The funding has also provided opportunities for collaboration with other authorities to deliver provision that may be otherwise be under resourced.

Whilst there are benefits to Caerphilly CBC participating in the resettlement programme there are also significant challenges.

Many refugees arrive with health care needs due to pre-existing chronic conditions and injuries suffered during conflict and torture, furthermore the psychological impact of the conflict cannot be underestimated amongst refugees, the extent to which may only present itself post resettlement, in some cases more than a year after arrival. From the experiences of authorities across West Gwent in resettling families, the degree of mental health complexities varies considerably. Whilst the psychological trauma of children has been a common presentation in several cases (although not in all), adult mental health (influenced by previous experiences of torture, sexual violence and bereavement) have provided new challenges, confounded by lengthy waiting lists and in some areas a lack or limited mental health care services. As mental health often influences the community integration of a case and the overall wellbeing of the family this has led to increased draw on case worker support and sometimes the need for local services to step in at short notice.

Whilst the availability of school places has not limited the overall number of resettlements into the region this does need to be considered should Caerphilly CBC decide to continue participating in the resettlement programme. Schools receiving pupils under this programme have encountered challenges, but these have been overcome with support from the case workers, LEA and GEMS (Gwent Education Minority Ethnic Service) although this has been a draw on school resources. The support for Additional Language Needs (ALN) in schools needs to be acknowledged as a concern, increasingly schools who are supporting refugees have recognised ALN provision as essential, particularly in the case of older children entering the exam system, but due to recent changes in resource availability this support will be difficult to access in the future.

Housing remains the biggest challenge to welcoming new arrivals and is an issue that has largely influenced the rate and volume of resettled cases into the West Gwent region, recognising this as a factor is essential in order to develop a sustainable approach to the resettlement programme going forward. The lack of affordable private rented housing in some areas which will favour refugee resettlement, namely communities that are well connected, that have lower crime/Anti-Social Behaviours rates etc., is particularly acute. Furthermore, the benefit cap has limited the amount of Housing Benefit Allowance that families receive which can result in a rent shortfall which then needs to be absorbed by the family.

5.8 Ongoing delivery of the current programme

Caerphilly CBC has successfully resettled 7 families into the borough; the support of those families will remain ongoing for 5 years after arrival. Local families are increasingly demonstrating independence and case worker support is now being tapered off in line with an increased level of resilience. The lead officer role for ongoing management has recently been handed to the Regional Community Cohesion Coordinator, who manages this programme across the West Gwent area. The Coordinator will manage the delivery of DPIA and ESOL contracts holding monthly meetings with the case workers to discuss the progress of each family, this includes evaluating the progress of all resettlement action plans to ensure there

are consistent approaches adopted for each resettled family and that the support is tapered at the appropriate juncture to ensure independence. If any areas of underperformance are highlighted, then appropriate measures are taken and will be monitored.

5.9 Future UK Resettlement Scheme

Whilst the current resettlement programme remains voluntary, in the wake of continued and often cross cutting conflicts in the MENA region, requests for further assistance are being made to local authorities across the UK to continue to support the UK Governments effort.

The current Vulnerable Person Resettlement Scheme (VPRS) will conclude in 2020, and in light of this the Home Secretary recently announced that the UK will continue to resettle thousands of refugees under a new scheme set to start once the current scheme concludes next year. This new scheme, the UK Resettlement Scheme, will resettle in the region of 5,000 of the world's most vulnerable refugees in its first year and will be delivered and funded in the same way as the current VPRS.

The new scheme will aim to resettle refugees at current levels, adding to the nearly 16,000 refugees who have already found safety here since 2015. From 2020, the new resettlement scheme will consolidate the Vulnerable Persons' Resettlement Scheme, the Vulnerable Children's Resettlement Scheme and the Gateway Protection Programme (the latter two programmes run in parallel to the VPRP and are not currently being delivered in Caerphilly) into one global scheme.

The new programme will be simpler to operate and provide greater consistency in the way that the UK government resettles refugees. It will broaden the geographical focus beyond the Middle East and North Africa. New processes for emergency resettlement will also be developed, allowing the UK to respond quickly to instances when there is a heightened need for protection, providing a faster route to resettlement where lives are at risk.

5.10 Asylum Seeker Dispersal

As an aside to the UK's Refugee Resettlement Programmes the Home Office continues to seek the cooperation of local authorities to ensure that the UK is able to discharge its obligations with regard to the accommodation of those claiming asylum, an asylum seeker is a person who has sought protection as a refugee, but whose claim for refugee status has not yet been assessed.

Whilst recognising the pressures that local authorities are faced with across the UK, the country has a statutory duty to provide support and assistance to those who are most in need. The Asylum and Immigration Act 1999, and its provisions, was introduced with the intention of sharing the impact of dispersals of asylum seekers across the UK and to ease over reliance on any one area.

Four local authorities in Wales (Cardiff, Newport, Swansea and Wrexham) have supported asylum dispersal since its introduction in 2000, engaging with the Home Office and its providers to find appropriate accommodation solutions. In consultation with housing providers, the Home Office have recently concluded that the current geography of asylum dispersal needs to be widened.

On 15 March 2016 the Director General of United Kingdom Visas and Immigration (UKVI) wrote to the Chief Executive of all Local Authorities throughout the UK to request their cooperation to ensure that the United Kingdom is able to discharge its obligations regarding the accommodation of people seeking asylum in the UK and that request remains open to any local authority.

Asylum seeker dispersal offers some benefits but also complexities to participating local authorities. For example, once a suitable property has been identified the support and management of cases is the sole responsibility of the Home Office, in Wales this is managed by a company called Clear Springs Management. However, with the ongoing Brexit

complexities community cohesion needs to be considered should the authority deem it appropriate to participate as an asylum dispersal area.

5.11 **WLGA request for decision on continued commitment.**

On the 13th of November the WLGA, through the Spokesperson for Equalities, Welfare Reform and Anti-Poverty, wrote to local authorities asking for their view on participation in the new UK Resettlement Scheme, posing three questions:

- Would you be able provide an indication in the coming weeks as to whether your authority will participate in the UK Resettlement Scheme?
- How many refugees do you envisage being able to resettle in the coming financial year (2020/21)?
- Do you envisage that you will participate in resettlement following the first year of the Global Resettlement Scheme? (Post 2020/21)

5.12 **Conclusion**

Caerphilly CBC has successfully resettled 7 families under the Vulnerable Persons Resettlement Scheme which was expanded in 2015. Local families are resettled in communities and schools and are integrating well. However, in the wake of continued and often cross cutting conflicts in the MENA region, requests for further assistance are being made to local authorities across the UK.

This report requests a decision to either continue through the new scheme, or to draw a conclusion to Caerphilly CBC's participation. Recognising pressures in housing and education provision.

Further that the Asylum Dispersal Scheme has made previous requests to local authorities to consider participation as an asylum dispersal area. This would need to be explored with a further report to CMT on the full implications.

6. **ASSUMPTIONS**

- 6.1 Whilst the availability of school places has not limited the overall number of resettlements into the region the support for Additional Language Needs (ALN) in schools need to be taken into consideration to Caerphilly's future engagement of the programme.

Housing remains the biggest challenge and is an issue that has largely influenced the rate and volume of resettled cases into the West Gwent region, recognising this as a factor is essential in order to develop a sustainable approach to the resettlement programme. It is also important to consider the implications on housing and how participating in the future resettlement programme may compete with other housing priorities such as homelessness.

7. **LINKS TO RELEVANT COUNCIL POLICIES**

7.1 **Corporate Plan 2018-2023.**

The following well-being objectives have a bearing the resettlement of families under the Home Office schemes. While resettled families are not residents until they come to live in the area their support needs are met through service delivery relevant to:

- WBO 1 - Improve education opportunities for all
- WBO 2 - Enabling employment
- WBO 3 - Address the supply, condition and sustainability of homes throughout the county borough and provide advice, assistance or support to help improve people's health and well-being

8. WELL-BEING OF FUTURE GENERATIONS

- 8.1 The participation of Caerphilly CBC in the local resettlement of refugees evidences the authority's commitment to the Well-being of Future Generations legislation. Furthermore, the delivery of the programme has been aligned with the Well-being and Corporate Plans to ensure Caerphilly develops services and integration approaches that support community cohesion and equality of opportunity. Resettlement contributes to the following well-being goals:

A Prosperous Wales

Supporting resettlement actively contributes to develop a more prosperous Wales. Supporting vulnerable people fleeing conflict and providing a safe haven for them to live, grow, learn and contribute to wider society will benefit the local area.

A More Equal Wales

Supporting resettlement will support a more equal Wales. Work with individuals and families to ensure they have access to the services they require to live, grow, learn and be healthy as well as integrate within the community

A Wales of Cohesive Communities

The Council works with its partners to ensure the right placement and services are in place for successful integration supporting stable and cohesive communities. This has already been demonstrated in the delivery of 7 cases. Diversity is a supporting element of cohesive communities.

A Wales of Vibrant Culture and Thriving Welsh Language

The local authority works alongside partners to ensure that appropriate support is in place to enable refugees gain access to a wide range of opportunities including English language learning and the appropriate opportunities for individuals who wish to learn the Welsh language. We also promote opportunities for community activities, play, arts and sport and a guide to Caerphilly

A Globally Responsible Wales

The local authority in supporting resettlement will be actively contributing to a globally responsible Wales enacting upon an humanitarian duty to support vulnerable children and refugees.

The Sustainable Development Principle, otherwise known as the 5 ways of working is considered below:

Long Term - The report recognises the long term implications of continued participation in the resettlement programme, highlighting key impacts on services such as ALN school support and mental health provision. It is also important to consider the implications on housing and how participating in the future resettlement programme may compete with the wider homelessness policies which the local authorities are currently prioritising.

However, the continued participation of Caerphilly CBC in said relocation schemes provides families who have experienced considerable hardship with a long-term safe haven, furthermore, the support which is delivered (and fully funded by the Home Office) to families has enabled refugees rebuild their lives and to resettle into the local community.

Prevention – Should Caerphilly CBC continue to support the resettlement programme we would be working to help prevent vulnerable children and their families from further trauma and suffering in areas of significant conflict and, further, discharging both our moral and humanitarian obligations.

Integration - Supporting these schemes is an extension to existing commitments across the well-being objectives to support vulnerable people, we work with a range of services to ensure partners contribute to a successful resettlement.

Collaboration – Should the local authority consider supporting future participation, we will continue to delivery the scheme in collaboration with wider partners including; ABuHB, Gwent Police, Housing providers, Voluntary Sector and the LEA ensuring the continued successful resettlement of refugees into the borough.

Involvement - In supporting the scheme the local authority has involved the community in the practical resettlement process, we will continue to provide this approach.

9. EQUALITIES IMPLICATIONS

- 9.1 Children and older adults targeted in the Middle East because of their inherent vulnerability have been identified by the UNHCR for resettlement under the VPRP. We recognise the complexities in supporting younger children who have previously experienced trauma. The knowledge we have gained, and the support currently being provided to existing families will be utilised to support future resettlements, but there are implications and a continued draw on services should the authority continue to engage in the programme. For example, there is potential for future cases to include health care needs due to pre-existing conditions and/or injuries suffered during conflict - to mitigate the draw on services we will be fully engaged with partners in the lead up to and post future resettlements, ensuring that all support is tailored and appropriate to the level of need. This includes liaising with the local health board and housing provider to ensure that future properties are suitable for the level of need.

Woman and girls at risk of forced marriage or other forms of exploitation are included in the criteria for resettlement under the current programme. In recognising the existing barriers that are often encountered by woman and girls in engaging in community life and education, we work closely with the DPIA team of case workers to explore ways which are culturally sensitive to nurturing female independence and building lifelong resilience

Refugees targeted based on their religion and/or ethnic backgrounds are recognised by the UNHCR as a qualifying criteria for the UK's resettlement programme. Should the authority wish to continue to participate in the programme we will work with families to ensure that their cultural and/or religious background is positively reflected in the resettlement plans put in place for each family. This has previously included signposting families to multi-faith communities, reputable mosques and churches, all of which support the community orientation process post relocation.

10. FINANCIAL IMPLICATIONS

- 10.1 Home Office provide funding for the host local authorities throughout the 5 year period this includes; adults £8,520, children 5-18 years £13,020, children 3-4 years £10,770 and children under 3 years £8,520. Outside of this support funding, resettled refugees are eligible for welfare benefit support. There is no direct call on local authority budgets other than the officer time to support the Regional Community Cohesion Coordinator and respond to intervention requests at initial settlement and to resolve any difficulties in accessing education support, employment support and health services.

11. PERSONNEL IMPLICATIONS

- 11.1 None

12. CONSULTATIONS

- 12.1 The Chief Housing Officer has commented that there are pressures in the system with a significant housing waiting list. The private rented sector is the best option for refugees and while there has been some success in gaining properties through the dedicated housing association, increasing demand will make this more difficult. As landlords set their own levels of rent these may become unaffordable for refugees.

Author: Chris Hunt (Regional Community Cohesion Coordinator)
Consultees: Stephen Harris, Interim Head of Business Improvement Services and Section 151 Officer
Shaun Couzens, Chief Housing Officer
Keri Cole, Chief Education Officer
Kathryn Peters, Corporate Policy Manager
Paul Cooke, Senior Policy Officer
Sian Wolf-Williams, Policy Officer Lead

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CABINET – 9TH SEPTEMBER 2020

SUBJECT: COVID-19 BUSINESS RENTAL HOLIDAY (TREDOMEN CAMPUS)

REPORT BY: INTERIM CORPORATE DIRECTOR - COMMUNITIES

1. PURPOSE OF REPORT

- 1.1 The report presents details of a proposal to grant a three-month rental holiday to business tenants on the Tredomen Campus, subject to meeting certain criteria.

2. SUMMARY

- 2.1 The Council has a portfolio of industrial and office accommodation across the county borough consisting of predominately industrial/light industrial accommodation, but with some office accommodation. The portfolio has been developed over time as a key component of the Council and its predecessor authority's Economic Development objectives.
- 2.2 Businesses across the county borough have been impacted by the pandemic in differing ways, with many following UK and Welsh Government advice and regulations to adopt different working practices, and through taking advantage of a range of COVID-19 related business support schemes.
- 2.3 The main source of support for business tenants during the lockdown period has been the UK-wide Non-Domestic Rates (NDR) Business Grants scheme, which provided a grant of either £10k or £25k to eligible businesses. A significant proportion of the Council's industrial & office portfolio has a Rateable Value of under £12k, which allowed the ratepayer (tenant) to receive a grant of £10k. The notable exception is the Tredomen Campus, which is operated as serviced office accommodation. This agreement means that the tenants pay an all-inclusive rent that includes Business Rates and has resulted in tenants being ineligible for the grant scheme as the Council is the ratepayer.
- 2.4 A number of business tenants initially requested support from the Council by way of a rent holiday. In response Officers introduced a rent deferral option for business tenants whereby rent due between April and June 2020 was deferred, on request, to be repaid over 3, 6 or 9 months.
- 2.5 The rent deferral period has now come to an end, but a number of businesses continue to suffer the effects of the lockdown with many reporting cashflow, customer demand and supply chain issues. As such, some requests have been made to Officers for rent to be waived as opposed to additional/extended deferment.

3. RECOMMENDATIONS

- 3.1 That Cabinet agrees to waive the rent due from private tenants located within the Tredomen Campus between April and June 2020 where the following criteria are met: -

- The tenant would have been eligible for a NDR Business Grant had they been the registered ratepayer at the qualifying date of the 20th March 2020.
- The tenant has not been able to access funding from the Economic Resilience Fund (ERF).

3.2 Cabinet is also asked to agree that the lost income of up to £75k is funded from specific earmarked reserves that will be established to meet unfunded costs arising from the Covid-19 pandemic.

4. REASONS FOR THE RECOMMENDATIONS

4.1 To support the local business community in their recovery plans as part of the Council's COVID-19 Economic Recovery Plan that is currently in development.

5. THE REPORT

5.1 The Council has a portfolio of business tenants across the county borough consisting of predominately industrial/light industrial accommodation supported by office accommodation at Oakdale Business Park, Woodfieldside Business Park and Tredomen Business Park. Tredomen Business Park includes the following office accommodation:

- Tredomen Business & Technology Centre;
- Tredomen Innovation Centre;
- Tredomen Gateway.

5.2 In total the Council currently has 324 units to let including 67 units at Tredomen Business Park. In terms of rent, the Tredomen Business Park offices are charged at higher rates and therefore contribute a higher proportion of rental income. This is due to Tredomen Business Park being serviced office accommodation whereby tenants pay an all-inclusive rent that includes rent, rates, utilities, security and reception facilities.

5.3 The budgeted annual rent across the whole portfolio is circa £2.3m thus making a positive contribution to the Council's budgets when costs are taken out of approximately £1.3m per annum. Tredomen Business Park is expected to contribute £674k, which is approximately 29% of the total budgeted income.

5.4 In order to respond to COVID-19, the UK and Welsh Governments introduced a range of business support measures including the introduction of a Non-Domestic Rates (NDR) Business Grants scheme designed to help small businesses. As Economic Development is a devolved matter, the Welsh Government established the specific criteria for the NDR Business Grants scheme, which it introduced to support businesses which either fall into the Small Business Rate Relief scheme (i.e. with a Rateable Value below £12k) or who were defined as falling into the Retail, Hospitality and Leisure sector where rateable values of the premises that they occupied fell into a range above £12k and below £50,001.

5.5 A key criterion for identifying eligible businesses for the NDR Business Grants scheme was that the person/organisation applying had to be named on the business rates bill for the property on the Council's business rates records as at the 20th March 2020. In the case of the tenants of Tredomen Business Park, the Council is the named ratepayer for each of the three buildings that form part of the campus. Each tenant pays an all-inclusive rent that covers a contribution towards utilities, security and the business rates due on the building. The unintentional effect of this has been that business tenants at Tredomen Business Park have been ineligible for the rates-related grant scheme awards of either £10k or £25k.

5.6 The ineligibility of serviced office tenants under the NDR Business Grants scheme was

consistent across the UK. As such, the Council lobbied Welsh Government (WG) via the Welsh Local Government Association (WLGGA) to address this gap in grant provision via the Economic Resilience Fund (ERF) grant scheme, which had several phases and associated eligibility criteria and application windows. The ERF was intended to plug the gaps in the support schemes announced by the UK Government, such as the Job Retention Scheme and Self-Employed Income Support Scheme.

5.7 The first phase of the ERF consisted of two main elements: -

- A £100m loan fund that offered loans of between £5,000 & £25,000 at favourable interest rates for businesses experiencing cashflow issues; and
- A £300m grant fund offering: -
 - Grants of £10,000 for micro-businesses (with between 1 & 9 employees);
 - Grants of up to £100,000 for small & medium sized firms with 10-249 employees, and;
 - Support for larger Welsh companies that are of critical social/economic importance to Wales.

The grant element of the scheme was open to businesses who had not received other forms of COVID-19-related grant support. The scheme was incredibly popular and closed to new applications after just ten days.

5.8 The second phase of the ERF was open for two weeks between 29th June and 10th July 2020 and offered an additional £100m of grant funding for Micro Businesses and Small-Medium Enterprises. The application criteria were very specific and required applicants to demonstrate a reduction in turnover of 40% or 60% (depending on size of business) and had specific requirements around elements such as VAT status, annual turnover and Pay As You Earn (PAYE) registration.

5.9 Unlike the ERF, the NDR Business Grants scheme had no specific requirements in relation to the size of company, turnover or status (other than rateable value). As such, tenants of Tredomen Business Park have been inadvertently directed towards grant funds that had restrictive application periods and eligibility criteria unlike tenants in other parts of the portfolio. However, it should be noted that not all properties in the wider industrial & office portfolio benefitted from the NDR Business Grant. Any tenants ineligible for the grant due to the rateable value of the property they occupy would also have been required to apply for grant funding via the ERF.

5.10 Regardless of access to grant funding, the economy is struggling to recover from the lockdown in spite of businesses reopening and people returning to work. Social distancing has resulted in reduced workforces and outputs across many sectors, with manufacturing being particularly hard hit. Since a large proportion of tenants across the industrial and office portfolio are in the manufacturing industry, it is anticipated that there will be an ongoing need for support for business tenants in the short and possibly medium-term.

5.11 As one of the greatest overheads for companies is the cost of their premise, it seems highly likely that tenants will request assistance in terms of their rent. This has already been requested by some tenants, notably from Tredomen Business Park, but across the portfolio as well. Concern has been expressed that additional deferrals will increase debt at an already difficult time as well as increase the outgoings of businesses in the short to medium-term.

5.12 Local Authorities across Wales have taken varying approaches to requests for rental holidays, with between 1 and 3 months being the average duration of such agreements. Whilst blanket rental holidays have been applied in some areas, the most common approach appears to be agreeing to waive rent on condition of a business demonstrating the need as a result of COVID-19.

5.13 For the reasons outlined above Cabinet is asked to agree to waive the rent due from private

tenants located within the Tredomen Campus between April and June 2020 where the following criteria are met: -

- The tenant would have eligible for a NDR Business Grant had they been the registered ratepayer at the qualifying date of the 20th March 2020.
- The tenant has not been able to access funding from the Economic Resilience Fund (ERF).

5.14 Based on the above it is estimated that up to 22 tenants may qualify for the proposed rental holiday. It should be noted that there are some internal CCBC tenants at Tredomen Business Park and their rental agreements will be unaffected by this proposal.

6. ASSUMPTIONS

6.1 The financial pressures on local authority budgets will increase as a result of COVID-19.

6.2 Businesses will take time to recover as economic uncertainty remains over a longer time period than originally forecast at the start of the pandemic.

6.3 It is assumed that the current uncertainty around Brexit will continue to impact on business affecting the economic consequences for industry.

6.4 That there will not be a second lockdown period in the Caerphilly area.

7. LINKS TO RELEVANT COUNCIL POLICIES

7.1 The contents of the report links with *A Foundation for Success (Regeneration Strategy 2018-2023)* objectives in relation to "Support Business": -

- Creating an environment that nurtures business – the proposals in the report will assist local businesses who have had to withstand an unforeseen and unprecedented period of economic instability;
- Boost business support & enterprise – the rent assistance will complement the wider business support activity that is offered by the Authority and the range of measures that have been introduced in response to COVID-19;

7.2 The report supports the *Corporate Plan 2018-2023* under well-being objective 2 of enabling employment by supporting businesses that offer valuable, high quality jobs during this challenging time. Providing businesses with financial support at this time will assist them in job retention in the short-term and provide stronger foundations for future expansion and job creation.

8. WELL-BEING OF FUTURE GENERATIONS

8.1 The Well-being of Future Generations (Wales) Act 2015, sets out seven Well-being Goals which aim to make a positive impact upon the social, economic, environmental and cultural well-being of the area or community concerned. The industrial & office property portfolio aligns with the following Well-being Goals: -

- A prosperous Wales;
- A resilient Wales.

8.2 The Well-being of Future Generations (Wales) Act 2015 sets out the sustainable development principles against which all public bodies in Wales should assess their decision-making. The

aim of the legislation is to ensure the well-being of future generations through maximising the contribution public bodies make towards the well-being goals. The principle is also known as the five ways of working and the following are relevant in relation to this report: -

- Long Term – Assisting business tenants that are facing financial pressures in the immediate aftermath of the COVID-19 crisis will allow these businesses to recover and support the wider economy in the longer-term;
- Prevention – Rent relief in the short-term will support the portfolio's income going forward by alleviating immediate financial pressures and sustaining the current occupancy rate and ongoing income;
- Collaboration – Tenant businesses have expressed concern in respect of their rent obligations and the consideration of the report is considering these concerns and giving them confidence in the Authority as their landlord and will maintain their presence in the County Borough;
- Involvement – As outlined above, tenant businesses have the potential to support the Authority in its wider well-being objectives going forward and it is important to nurture a positive working relationship to collaborate on these objectives in the long-term.

9. EQUALITIES IMPLICATIONS

- 9.1 An EIA screening has been completed in accordance with the Council's Strategic Equality Plan and supplementary guidance. No potential unlawful discrimination and/or low level or minor negative impact has been identified. Therefore, a full EIA has not been carried out.

10. FINANCIAL IMPLICATIONS

- 10.1 The cost of the proposed waiving of rent for those tenants that may be eligible will result in a loss of income of circa £75k.
- 10.2 The lost income will not be claimable from the WG Covid-19 Hardship Fund as it will be deemed to be as a consequence of a local decision.
- 10.3 It is proposed that the lost income is funded from specific earmarked reserves that will be established to meet unfunded costs arising from the Covid-19 pandemic.

11. PERSONNEL IMPLICATIONS

- 11.1 There are no personnel implications in relation to this report.

12. CONSULTATION

- 12.1 The draft report has been circulated to the consultees listed below and all comments incorporated into this version of the report.

13. STATUTORY POWER

- 13.1 The Local Government Acts 1998 and 2003.

Author: Paul Hudson, Team Leader – Business Enterprise Renewal Team

Consultees: Rob J Tranter, Head of Legal Services / Monitoring Officer
Cllr. S Morgan, Cabinet Member for Economy, Infrastructure, Sustainability and Well-being of Future Generations Champion
Anwen Cullinane, Senior Policy Officer
Michael Eedy, Finance Manager
Mark Williams, Interim Head of Property Services
Rhian Kyte, Head of Regeneration & Planning
Allan Dallimore, Regeneration Service Manager
Stephen Harris, Acting Section 151 Officer
Dave Roberts, Principal Group Manager
Richard (Ed) Edmunds, Corporate Director of Education and Corporate Services
Mark S Williams, Interim Corporate Director Communities



CABINET - 9TH SEPTEMBER 2020

SUBJECT: CARDIFF CAPITAL REGION HOUSING INVESTMENT FUND – VIABILITY GAP FUND SITES

REPORT BY: INTERIM CORPORATE DIRECTOR - COMMUNITIES

1. PURPOSE OF REPORT

- 1.1 To update Cabinet on the Cardiff Capital Region (CCR) Housing Investment Fund (HIF) programme aimed at unlocking housing sites that are currently stalled due to a viability gap.
- 1.2 To consider the opportunities this programme offers for unlocking three sites:
 - Windsor Colliery in Abertridwr;
 - Land at Gellideg Heights in Maesycwmmmer; and
 - Land at Heolddu Grove in Bargoed.
- 1.3 To seek Cabinet approval for the Interim Head of Property Services in consultation with the relevant Cabinet Member/s to negotiate and conclude the sale of Windsor Colliery to United Welsh Housing Association (UWHA) if necessary.

2. SUMMARY

- 2.1 This report sets out the details of the Cardiff Capital Region Housing Investment Fund – Homes for all the Region, specifically the Viability Gap Fund (VGF), which will provide funding opportunities for sites that are stalled due to significant infrastructure or remediation costs.
- 2.2 The report seeks Cabinet approval to progress and submit formal funding applications for HIF VGF funding to Cardiff Capital Region (CCR) in respect of three prioritised sites which can demonstrate a gap in their viability due to infrastructure and/or remediation costs.
- 2.3 The three prioritised sites are either housing allocations in the Adopted Caerphilly County Borough Local Development Plan Up to 2021 (LDP), or within the settlement boundary. The sites are:
 - Windsor Colliery in Abertridwr;
 - Land at Gellideg Heights in Maesycwmmmer; and
 - Land at Heolddu Grove in Bargoed.

- 2.4 Windsor Colliery is within Local Authority ownership. Cabinet approval has already been granted for the site to be developed through a 'leased model' of development in order to increase affordable housing provision. However, in order to achieve a viable scheme, it may be necessary for the proposed developer for the site namely United Welsh Housing Association (UWHA) to purchase the land, and this Cabinet report also seeks approval for officers to undertake negotiations on the sale if necessary.

3. RECOMMENDATIONS

- 3.1 That Cabinet acknowledges the opportunities afforded by the proposed CCR HIF VGF programme
- 3.2 That Cabinet agrees that bids for HIF VGF funding be submitted to CCR for the following prioritised sites:
1. Windsor Colliery in Abertridwr;
 2. Land at Gellideg Heights in Maesycwmmmer; and
 3. Land at Heolddu Grove in Bargoed.
- 3.3 That approval be given for the Interim Head of Property Services in consultation with the relevant Cabinet Member/s to enter into and conclude negotiations on the sale of Windsor Colliery to UWHA if necessary.

4. REASONS FOR THE RECOMMENDATIONS

- 4.1 To facilitate the delivery of housing, including affordable housing, within the County Borough, on sites that would otherwise be unviable to develop.

5. THE REPORT

Background

- 5.1 The CCR Regional Cabinet recognises that housing delivery across the CCR has failed to recover to the housebuilding rates achieved prior to the 2007 financial crisis and that there are significant disparities in housebuilding rates across the region, now compounded by the impact of the Covid-19 pandemic on the economy. Furthermore, there has been an under-delivery of affordable housing across the CCR and the rise in house prices compared to incomes in recent years is making housing less affordable. The need for an initiative to facilitate an increase in the supply of high quality, affordable housing across the region has been identified, recognising that this will also address wider social, economic and environmental objectives for the Region, and Wales as a whole.
- 5.2 In March 2020, a Full Business Case (FBC) was approved by the CCR Regional Cabinet for Homes for all the Region – the Housing Investment Fund (HIF). The HIF comprises two funding streams:
4. An SME finance fund –£10m fund to provide upfront finance, targeted exclusively to SME developers, to provide upfront capital to meet pre-planning costs;
 5. A Viability Gap Fund (VGF) – aimed at development sites of between 40 and 350 units that are unable to come forward due to high infrastructure or remediation costs. An indicative £35m fund is identified through this fund to target at known viability-gaps at key sites within the region

- 5.3 Further details on the SME Fund are in the process of being developed by CCR and are expected by the end of the year. Therefore, only the Viability Gap Fund will be available for the submission of applications in the near future, and this report focuses on schemes that could be delivered through this fund.
- 5.4 The VGF will provide capital funding to housing sites that are determined as being unviable on account of abnormal infrastructure or remediation costs. A viability assessment would be required to support any applications to the fund, demonstrating that the sites do not provide an appropriate level of financial return to cover the risks associated with the development.
- 5.5 All ten of the CCR Local Authorities are eligible to apply for VGF funding for schemes within their area. Funding will be awarded on a competitive basis for medium sized sites requiring a viability-gap investment of between £1m and £8m. Upon receipt of applications the CCR will rank and prioritise projects using an established Value for Money Evaluation Framework that is based on benefits per £ invested with a weighting for the development's connectivity to local employment.
- 5.6 Capital funding will be strictly subject to State Aid compliance, but under broad State Aid exemption rules can be used for:
1. The preparation of a Local Authority plot of land for development through remediation or infrastructure investment (publicly owned land must be sold on at market residual values);
 2. Funding of on-site or off-site infrastructure or remediation works at a site owned by a third / private party.
- 5.7 The LA will act as project sponsor, working with all third-party delivery partners (such as private developers, landowners or RSLs). Funding can be awarded to sites owned by either the private or public sector, and sites can be in mixed and multiple ownership.
- 5.8 The original period for the submission of applications to the Viability Gap Fund was due to be a six-month period between April and October 2020. However, due to Covid-19, there has been a delay in the preparation of the evaluation and prioritisation matrix, and guidance on a consistent method for assessing the viability gap. It is currently anticipated that the fund will be launched at the end of August 2020 with a deadline for submission of 31st December 2020.
- 5.9 Initial guidance has been provided by CCR on the types of sites that the HIF VGF is aimed at. They have indicated that the following considerations would apply:
- Size of site (circa 40-350 units);
 - Deliverability;
 - Currently an LDP allocation or within the settlement boundary;
 - Be a strategically significant site for the LA;
 - Be fully planning policy compliant;
 - Have consideration for timescales of securing planning permission;
 - Ensure all partners are engaged and keen to progress (e.g. Landowners);
 - Agreement to proceed on an open book basis and demonstrate value for money;
 - The viability gap is predominantly around infrastructure requirements / contamination clearance, etc; and
- Alignment with achieving core City Deal Outcomes.

How will the HIF application process work?

- 5.10 Further guidance is expected from CCR on the technical details of the fund, but the key elements are that the Local Authority, as project sponsor, would be responsible for submitting applications to the HIF for housing schemes they wish to put forward, working in conjunction with third-party delivery partners where required. Applications must adhere to Eligibility Criteria (e.g. open-book viability gap analysis demonstrating CCR intervention is required, etc.).
- 5.11 Funding awards to LA Partner scheme sponsors will be made on a conditional basis and will be subject to the completion of detailed due diligence. Upon receipt of funding, LA Partner scheme sponsors and their partners will further be bound by the funding agreement which will set out the detailed terms and conditions. Funding draw down will then be subject to development-based milestones. The LA will then be responsible for administering payments to their delivery partner.
- 5.12 CCR will work with a Fund Coordinator and LA Partner scheme promoters to agree what outputs will be monitored during the design, build and sale of homes delivered via the VGF.
- 5.13 CCR will also provide up to £500,000 across all Local Authorities to partially support in-house resource costs for completing the application process. It is expected that where Local Authorities are working with private and third sector delivery partners, these partners will also be able to provide leverage to support application development costs.

The Sites

Windsor Colliery, Abertridwr

- 5.14 Windsor Colliery is a 6.3 hectare former colliery site in a central location in Abertidwr, directly south of Ysgol Ifor Bach. The site is allocated for housing in the Adopted LDP (HG1.72 Windsor Colliery, Abertridwr). A map showing the site boundary is shown in Appendix 1.
- 5.15 An outline planning application was submitted by UWHA in 2009 for 193 dwellings, which was deferred for the signing of a Section 106 agreement. The application was subsequently withdrawn due to out of date information and viability concerns.
- 5.16 The site has been reclaimed, but there is a need for remediation and re-engineering as 'hot spots' of contamination have been identified on the site. The cost associated with this has impacted on the viability of the scheme. The remediation and re-engineering of the site complies with the requirements for VGF.
- 5.17 UWHA, together with a new development partner (Tirion Homes), are currently updating a number of surveys to support the submission of a new planning application. It is likely that the site capacity will decrease from the numbers identified in the previous application due to updated survey information, particularly in respect of the presence of culverts on site. Once all detailed surveys have been completed and the indicative Masterplan has been revised accordingly, UWHA will be able to prepare a viability assessment to demonstrate the level of the 'viability gap.' It is anticipated that the number of units will be reduced due to sustainable drainage requirements, but it should be able to accommodate a minimum of 150 dwellings. A minimum of 10% of dwellings on the site will be required to be affordable, in accordance with the policy requirements of the adopted Local Development Plan.

- 5.18 The site is currently in Council ownership. On 21st January 2015, a report was presented to Cabinet on the development of a model for increasing affordable housing provision. Under the 'leased model' arrangement, CCBC would enter into a building agreement with a nominated partner to build and manage affordable housing. Part of the site would be sold at market value, but CCBC would retain ownership of the remainder of the land and receive an annual revenue income. Cabinet approved the development of the leased model on two pilot sites namely Watford Road in Caerphilly and Windsor Colliery. The Watford Road site has been developed for a mix of market and affordable housing, but Windsor Colliery was not progressed, as the abnormal costs associated with land remediation and infrastructure and lower sales values in this area impacted on the viability of the scheme.
- 5.19 UWHA have had an involvement in the Windsor Colliery site since the submission of the 2009 application and maintain a desire to develop the site in partnership with Tirion Homes, provided that a viable scheme can be achieved. Whilst UWHA remain willing to work with CCBC through the 'leased model' arrangement, it would need be demonstrated that the scale and nature of the viability gap using this arrangement is compliant with the funding considerations. Furthermore, further detailed guidance is awaited from CCR on whether a mixed sale and lease arrangement would comply with the terms and conditions of the VGF.
- 5.20 If the 'leased model' is not considered appropriate for the VGF, a second option is available to progress the scheme – the outright sale of the land to UWHA/Tirion Homes. The implications of a more traditional method of delivery, where the developer becomes the outright owner of the site, would need to be considered in viability terms. Whilst Cabinet have previously agreed to the site being taken forward through the 'leased model,' there has been no Cabinet approval for discussions to take place in respect of the sale of the site to UWHA. In order to ensure that there is no undue delay in the timescales for delivery, a recommendation is included in the report to allow the Interim Head of Property Services in consultation with the relevant Cabinet Member/s to enter negotiations on the sale of Windsor Colliery to UWHA if necessary. This will give the Local Authority more flexibility in how the site can be taken forward once more detailed guidance emerges from CCR. Under both options, there will be an expectation that the affordable housing contribution on the site will include homes that will be transferred to the Council. Consideration will also be given to the retention of part of the site by the Local Authority for the development of Council housing. UWHA/Tirion Homes would act in the developers on behalf of Caerphilly Homes.

Land at Gellideg Heights, Maesycwmmmer

- 5.21 The land at Gellideg Heights comprises two parcels of land that have the benefit of planning permission for housing, albeit through different applications, with a combined site area of 5.7 hectares. It is anticipated that the site could accommodate in the region of 164 dwellings, subject to the findings of additional survey work. A minimum of 25% of dwellings on the site will be required to be affordable, in accordance with the policy requirements of the adopted Local Development Plan. A map showing the site boundary is shown in Appendix 2.
- 5.22 Part of the site is within an allocated housing site (HG1.40 Land at Gellideg Heights, Maesycwmmmer) and the majority is within the settlement boundary in the Adopted LDP. A small area of the site boundary, directly south of the A472, is within a green wedge. However, officers consider that, provided an appropriate buffer between the A472 and the site is retained, the proposal would be acceptable in principle.

- 5.23 The site is in private ownership. The promoters of the scheme are United Living, in partnership with UWHA and Pobl. Extensive survey work has been undertaken to support previous planning applications on the site, but there is a requirement to update some surveys to reflect an amendment to the site boundary and the potential increase in the number of dwellings. LA officers are in discussion with the applicants in respect of this, with further assessment required in respect of the access to the site.
- 5.24 There are mine workings on part of the site, and therefore grouting would be required, together with the remediation of areas of contamination. This has resulted in a viability gap that would accord with the criteria for VGF.
- 5.25 It is anticipated that the site can be taken forward in accordance with the HIF timescales, subject to the outstanding issues in respect of additional survey work and access to the site being resolved.

Land at Heolddu Grove, Bargoed

- 5.26 Heolddu Grove is a 2-hectare site within the settlement boundary within the Adopted LDP. The site is within Council ownership (Housing Revenue Account (HRA) land) and is being promoted by Caerphilly Homes for Council housebuilding, as part of the #Building Together programme. A map showing the site boundary is shown in Appendix 3.
- 5.27 The site is currently surrounded by homes, the majority of which are owned by the Council. Work to date has focused on 'unlocking' the site from a transport / access perspective and also to better understanding the ground and ecological conditions as the site is contaminated, but it is not clear to what extent.
- 5.28 Further work is being commissioned to undertake this work and identify the area suitable for development. Caerphilly Homes are currently in the process of procuring a multi-disciplinary consultancy to undertake development appraisals of all potential Caerphilly Homes development sites and it is proposed that this site will be prioritised as part of this work.
- 5.29 Subject to the findings of further survey work, it is anticipated that the level of information required to inform the HIF bid can be compiled within the challenging timescales. The remediation requirements and infrastructure requirements associated with securing an access to the site will comply with the requirements of the HIF.

Other Sites that have been considered

- 5.30 A number of sites have been considered for the potential submission of funding bids for the HIF. However, as indicated in Paragraph 5.9 above, the HIF is aimed at sites of a certain size (40-350 units) that can be demonstrated to be deliverable within the timeframes identified. A list of other potential sites and the reasons why it is not proposed to identify them for HIF funding is included in Appendix 4.
- 5.31 Consideration has been given to the use of the fund to assist in the rehabilitation of the two remaining listed buildings on the Penallta Colliery complex (the Powerhall and the Bath House), together with adjoining new build development. However, proposals for the conversion of these important historic buildings, which form part of an allocated housing site in the LDP, have not progressed to a stage where a scheme can realistically be delivered within the required timescales for the HIF VGF. Further funding options to support a future scheme will continue to be investigated.

6. LINKS TO RELEVANT COUNCIL POLICIES

Corporate Plan 2018-2023:

- 6.1 The report recommendations contribute towards or impact predominantly on the following Corporate Well-being Objectives:

Objective 2 - Enabling employment.

Objective 3 – Address the supply, condition and sustainability of homes throughout the county borough

Objective 6 - Support citizens to remain independent and improve their well-being.

Caerphilly County Borough Local Development Plan up to 2021:

- 6.2 The proposals also align with the key objectives of the Council's Adopted LDP, specifically:

- To encourage the re-use and / or reclamation of appropriate brownfield and contaminated land and prevent the incidence of further contamination and dereliction.
- Ensure an adequate and appropriate range of housing sites are available across the County Borough in the most suitable locations to meet the housing requirements of all sections of the population.

- 6.3 All three sites lie primarily within the defined settlement boundary as identified within the LDP. Windsor Colliery is an allocated housing site (HG1.72) and Gellideg Heights forms part of an allocated housing site (HG1.40).

A Foundation for Success - Regeneration Strategy 2018-2023:

- 6.4 The proposals contribute towards the following key priorities of the Council's Regeneration Strategy - A Foundation for Success 2018-2023:

Priority SQL5: Improve the delivery of new housing and diversify housing across all tenures.

Caerphilly Homes Service Plan (2018-2023), Priority Objective 2:

- 6.5 The proposal would support Priority Objective 2: Increase the provision of new, affordable homes to meet identified needs, promoting 'Lifetime Homes' principles for grant funded delivery, and, where appropriate, supporting Welsh Government's Innovative Housing Programme (IHP).

7. WELL-BEING OF FUTURE GENERATIONS

- 7.1 The aim of the Well-Being of Future Generations (Wales) Act is to improve the social, economic, environmental and cultural well-being of Wales by changing the way local authorities and public bodies think, act and make decisions with the overall objective being to create a Wales where we want to live, both now and in the future. The Act also sets a duty on public bodies to ensure that everything that they do is in accordance with the sustainable development principle (the needs of the present are met without compromising the ability of future generations to meet their own needs).

- 8.2 The HIF is aimed at increasing housing delivery to provide much-needed housing in the County Borough, contributing towards the social and economic well-being of Wales. The HIF aims to bring forward sites that would otherwise not be developed, providing the best use of land, in accordance with sustainable development principles.
- 8.3 The report recommendations are consistent with the five ways of working as defined within the sustainable development principle in the Act. The five ways of working are:
- Long Term – Housing is a long-term asset and the development of additional dwellings will diversify the housing stock and help support communities. New dwellings will need to meet high energy performance standards.
 - Prevention – new dwellings will be required to be of an exemplar design, which will support positive physical and mental health.
 - Integration – the development of housing will promote new development at a scale that can be well integrated within the existing community.
 - Collaboration – the HIF is a collaboration between CCR, the LA, and developer partners
 - Involvement – Local communities will have the opportunity to comment on any of the proposed developments as part of the planning process.

8. EQUALITIES IMPLICATIONS

- 9.1 There are no direct equalities implications in respect of this report. It should be noted that the HIF fund intends to include economic inclusion criteria, where more than 50% of the total fund would be targeted to areas with 'low inclusivity status.'

9. FINANCIAL IMPLICATIONS

- 9.1 The HIF is a capital payment. The mechanisms for the application and draw down of funding are summarised above. Further details will be received from CCR once the guidance is finalised.
- 9.2 Whilst the purpose of the fund is to address the viability gaps of large stalled sites through capital funding, it is assumed CCR could recover some overage from residual land values achieved, where possible. An overage would be considered prudent where sites achieve residual values greater than the industry-standard minimum viability of 20% profit. However, CCR acknowledges that the majority of funding is expected to be unrecovered.
- 9.3 There will be no financial outlay for the Local Authority in respect of the two sites being promoted by the RSL partners (Windsor Colliery and Gellideg Heights), as the developer partners promoting the schemes will be required fund for the preparation of any information required to support their funding application. The developers will be able to apply for revenue match funding from CCR to support the development of the funding applications.
- 9.4 In respect of Heolddu Grove, the financial implications of the Council housebuilding programme have already been considered by Council on 20th February 2020 (Caerphilly Homes - #Building Together) and borrowing agreements have been approved to support the delivery of the new build programme. Caerphilly Homes will also be able to access the match funding available to support the development of their

funding applications.

- 9.3 The disposal of Windsor Colliery will result in a capital receipt to the Local Authority, or, if Windsor Colliery did progress through a 'lease model' arrangement, then this would generate a revenue income for the Local Authority.
- 9.4 The development at the Windsor Colliery site will generate a requirement to pay clawback to Welsh Government in respect of grant funding for the land reclamation; there is an outstanding balance of circa £300k. Discussions between the LA and Welsh Government are required to establish whether this clawback could be waived to improve the viability of the site.

10. PERSONNEL IMPLICATIONS

- 10.1 It is the responsibility of the LA to submit the application for funding to CCR on behalf of the development partners. If successful, the LA will receive the funding directly from CCR and will need to distribute to the developer partners. The LA must commit to undertaking due diligence on sites and to the ongoing monitoring of the process. It is anticipated that this work will be carried out by officers in the Planning and Regeneration team, in consultation with officers from Caerphilly Homes.
- 10.2 In respect of the site at Heolddu Grove, this site would be taken forward by Caerphilly Homes. Following Council approval on 20th February 2020 (Caerphilly Homes - #Building Together), a development team has been created to take forward the development of housing on Council owned land. Suitably qualified external consultants will be commissioned where necessary.

11. CONSULTATIONS

- 11.1 All consultation responses are reflected in the report.

12. STATUTORY POWER

- 12.1 Local Government Acts.
- 12.2 Town and Country Planning Act 1990

Author: Victoria Morgan, Principal Planner, Strategic and Development Plans

Consultees: Cllr Eluned Stenner, Cabinet Member for Finance, Performance & Planning
Cllr Lisa Phipps, Cabinet Member for Homes, Places and Tourism
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Rhian Kyte, Head of Regeneration and Planning
Sean Couzens, Head of Housing

Marcus Lloyd, Head of Infrastructure
Robert Tranter, Head of Legal Services/Monitoring Officer
Rob Hartshorn, Head of Public Protection, Community and Leisure Services
Mark Williams, Interim Head of Property Services
Ryan Thomas, Planning Services Manager
Allan Dallimore, Regeneration Services Manager
Jane Roberts Waite, Strategic Co-ordination Manager, Housing
Tim Broadhurst, Estates Manager
Clive Campbell, Transportation Engineering Manager
Mike Eedy, Finance Manager
Anwen Cullinane, Senior Policy Officer, Equalities and Welsh Language
Lynne Donovan, Human Resources Service Manager
Scrutiny Committee Chair and Vice Chair - Cllr Ridgewell and Cllr Forehead
Local Ward members – Aber Valley, Maesycwmmmer, Bargoed

Appendices:

Appendix 1 – Map of Windsor Colliery, Abertridwr

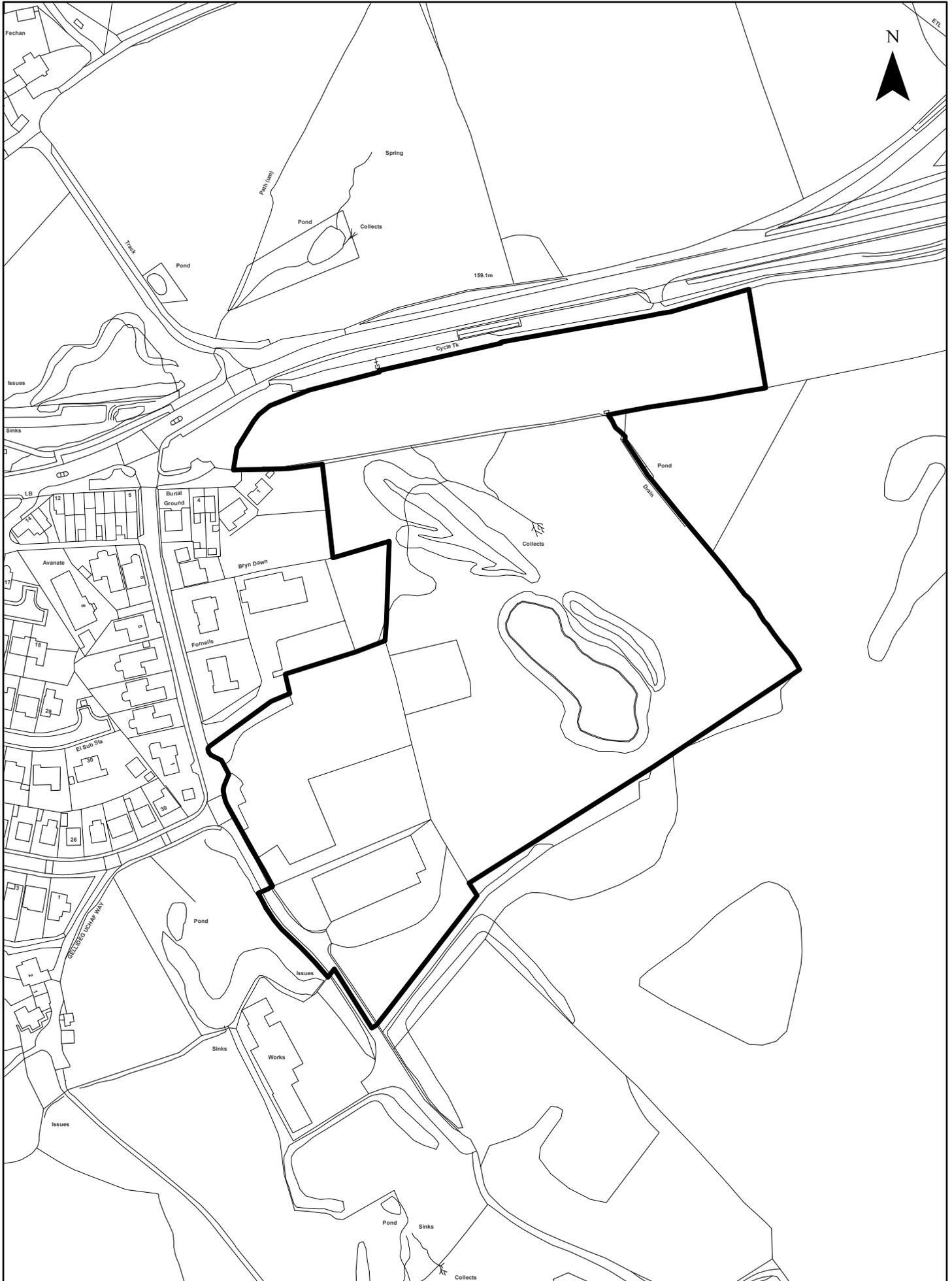
Appendix 2 – Map of Land at Gellideg Heights, Maesycwmmmer

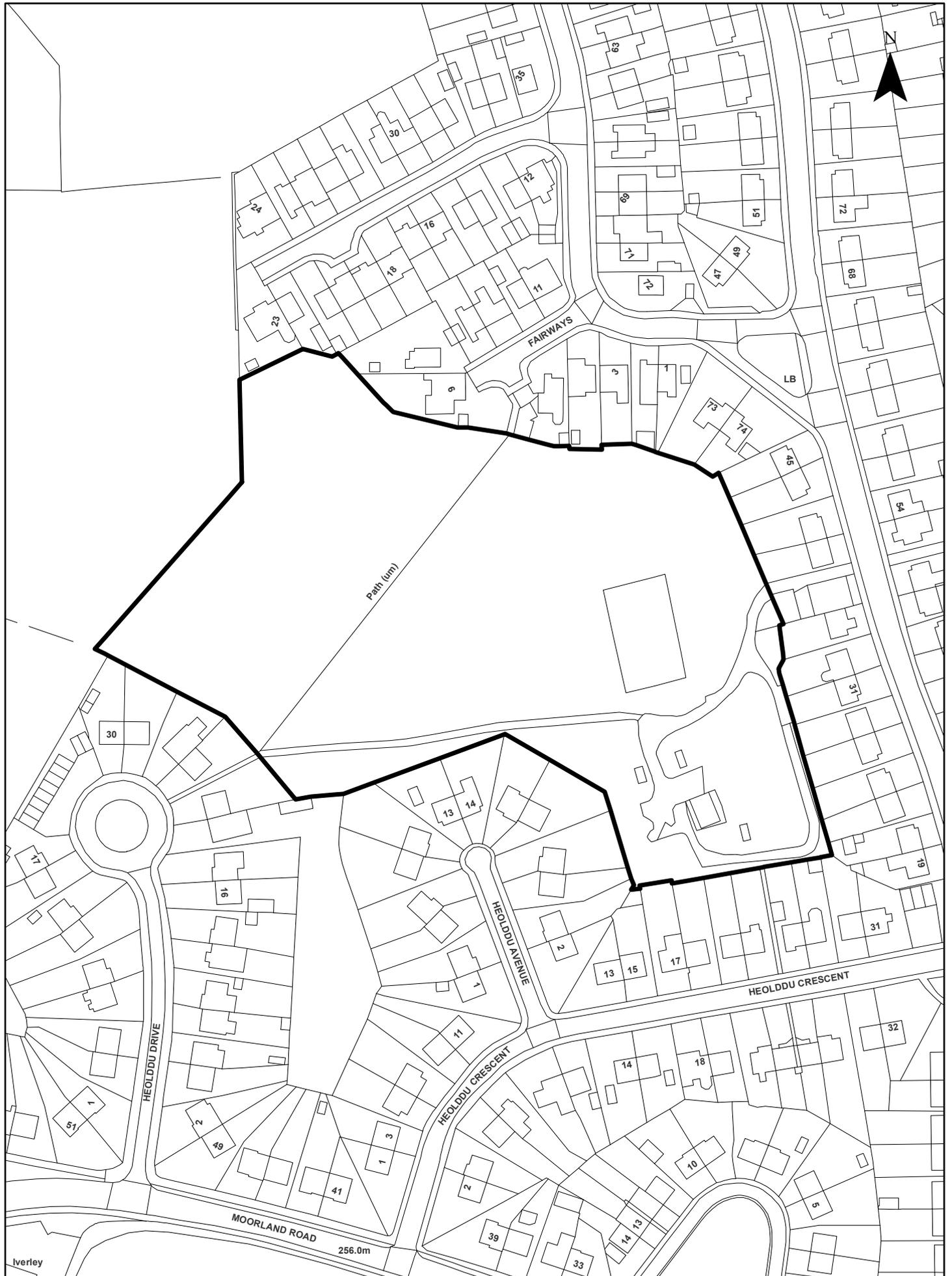
Appendix 3 – Map of Land at Heolddu Grove, Bargoed

Appendix 4 – List of other sites considered for HIF

Appendix 5 – Caerphilly Homes – Sites for consideration







Appendix 4 - Other sites considered for the HIF Viability Grant Fund

Site Location	Indicative Number of units	Justification for not included on the prioritised list for HIF	Commentary
Land adjacent to the River Ebbw, Pontymister (Birds site)	48	LDP housing allocation. Unable to demonstrate deliverability with prescribed timescales due to site constraints.	Site in private ownership. Land owner has high expectation regarding the value of the land. In the flood plain and therefore unlikely to attract funding.
Maerdy Crossing, Rhymney	57	LDP housing allocation. Unable to demonstrate deliverability with prescribed timescales – no potential developer.	Site in private ownership.
Land to the east of the Handball Court, Nelson	98	LDP housing allocation. Unable to demonstrate deliverability with prescribed timescales - no potential developer.	Site in multiple ownerships. Significant constraints to development in the short term.
Aberbargoed Plateau, Aberbargoed	413	LDP housing allocation. Site capacity exceeds 350 dwelling threshold. Unable to demonstrate deliverability with prescribed timescales - no potential developer.	In Council ownership. Potential to consider alternative use of site in the 2 nd Replacement LDP.
Carn Y Tyla Terrace, Abertyswg	133	LDP housing allocation. Unable to demonstrate deliverability with prescribed timescales - no potential developer	Site in private ownership.
Former Pontllanfraith Comprehensive School	165	Within LDP settlement boundary. Unable to demonstrate deliverability with prescribed timescales.	In Council ownership. Likely to be viable without intervention.
Former Aldi site, Rhymney	30	Within LDP settlement boundary. Site capacity below 40 dwelling threshold. Unable to demonstrate deliverability with prescribed timescales.	In Council ownership.
Ness Tar, Caerphilly	200-350	Within LDP settlement boundary.	In private ownership.

		Site prioritised through alternative funding mechanism. A wider scheme is likely to exceed the 350 dwelling threshold.	
Bedwas Colliery, Bedwas	630	LDP mixed use allocation. Site capacity exceeds 350 dwellings. Unable to demonstrate deliverability with prescribed timescales - no potential developer.	In private ownership. Not suitable for HIF.
Penallta Colliery, Ystrad Mynach	100+	LDP housing allocation. Listed building conversion (74 units) plus additional development (to be determined) Unable to demonstrate deliverability with prescribed timescales.	In private ownership. Listed Building conversion.

Potential Caerphilly Homes schemes considered for the HIF Viability Grant Fund

Site Location	Indicative Number of units	Justification for not included on the prioritised list for HIF
Western Drive, Bargoed	53	LDP housing allocation. Unable to demonstrate deliverability with prescribed timescales.
Former Oakdale Comprehensive School	100	Within LDP settlement boundary. Unlikely to require viability gap funding.
Brooklands, Risca	30	Site capacity below 40 dwelling threshold. Unable to demonstrate deliverability with prescribed timescales.

Appendix 5 Caerphilly Homes Development Opportunities at 03.07.2020

Location	Units / Homes	Commentary	Estimated Planning Application Timescale
Ty Darran	40	Partnership with ABUHB to deliver an innovative zero carbon sheltered housing (not as you know it) scheme incorporating a unique health / community hub. Commission awarded to Pentan Architects.	Planning application Winter 2020
The Crescent Trecenydd, Llanfabon Drive, Trethomas & Oakdale	120 total (The Crescent, Trecenydd – 8, Llanfabon Drive, Trethomas, 12, Oakdale School – 100)	Package of proposals with Willmott Dixon using innovative and bespoke steel framed solution locally sourced to deliver Passivehaus certified homes. Awaiting decision from CMT regarding presentation of Feasibility Study and next stage of the SCAPE process. Oakdale site – 100 units (60 market sale and 40 social rented). Circa £20m.	Planning application Autumn 2020 Trethomas & Trecenydd, Spring 2021 – Oakdale Comprehensive
Heolddu Grove, Bargoed	50-70	Contamination and ground investigation report awaiting commission (£25-30,000). Potential HIF bid to finance decontamination of the site, access and service infrastructure. Development appraisal to follow.	Planning Application - Autumn 2020
Derwendeg Avenue, Cefn Fforest	14	Partnership with housing Justice and Church in Wales. Ongoing dialogue with Leisure to incorporate adjacent community centre site. Ground investigation works to be commissioned. Members to be advised.	Planning Application – Spring 2021
Brooklands, Risca	15	Ground investigation work ongoing. Decision required on youth facility.	Summer 2021



CABINET – 9TH SEPTEMBER 2020

SUBJECT: PRIVATE SECTOR HOUSING - PROPOSED EMPTY HOMES TEAM TO DELIVER EMPTY HOMES PROGRAMME, INCLUDING VALLEY TASKFORCE INITIATIVE

REPORT BY: CORPORATE DIRECTOR - SOCIAL SERVICES AND HOUSING

1. PURPOSE OF REPORT

- 1.1 To seek Cabinet approval to participate in the proposed empty homes work programme and to establish an empty homes team to deliver the required work given Welsh Government's interest in this area.
- 1.2 To recommend to Cabinet the creation of an empty homes team within Private Sector Housing, with the associated cost being met through Capital Earmarked Reserves.
- 1.3 To approve the capital funding required to support the delivery of Phase 2 'Empty Property Grants' via the Valley Taskforce (VTF) initiative and the establishment of an Empty Homes Team.

2. SUMMARY

- 2.1 With no dedicated staff resource to proactively progress empty home issues CCBC has, to date, only been able to deal with reactive complaints linked to long term vacant properties. Welsh Government are very keen for Local Authorities to actively address the problems associated with empty properties and are currently progressing an enforcement agenda throughout Wales, aimed at returning empty properties, including empty homes, back into beneficial use. This report outlines the private sector empty homes work programme linked to the Welsh Government agenda and the development of an Empty Homes Team to successfully undertake the work as well as contributing to the wider issues associated with empty properties within our communities.

3. RECOMMENDATIONS

- 3.1 Cabinet is asked to: -
 - 3.1.1 Note the content of the report.
 - 3.1.2 Approve the creation of an empty homes team and the funding of fixed-term staffing costs of £275k to deliver the work programme associated with Welsh Government's empty property enforcement agenda.

- 3.1.3 Approve the capital allocation of up to £700k to support the delivery of Phase 2 'Empty Property Grants' via the VTF Initiative.
- 3.1.4 Agree that the total funding requirement of up to £975k should be met from Capital Earmarked Reserves.

4. REASONS FOR THE RECOMMENDATIONS

- 4.1 The purpose of the report is to provide information on the empty homes / property work programme and obtain approval for the creation and funding of an empty homes team to take the work forward.
- 4.2 To obtain approval for participation in Phase 2 of the VTF initiative along with the required capital allocation to support the delivery of the 'Empty Property Grants' during 2020/21.

5. THE REPORT

Empty Homes

- 5.1 The reasons behind a home being empty for an extended period are usually complex and are therefore not easily remedied. Examples include: properties that are dilapidated, requiring repair and renovation prior to occupation; abandoned properties, those with unresolved ownership issues such as the owner dying intestate; properties retained as an investment or inheritance holdings; mobility holding (where the owner is away from the area) or as a cohabitation holding, (where one of the joint owners doesn't wish to sell or let the property).

Performance Measures

- 5.2 There are currently 2 PAMs used to monitor the performance of an Authority in bringing the empty property back into residential use within the private sector.

PAM/013

'Percentage of empty private sector properties brought back into use during the year through direct action by the LA.'

- 5.3 This only concerns residential properties that have been vacant for 6 months on the 1st of April of the relevant year. The latest information is attached in Appendix 1.
- 5.4 Unfortunately, percentages can be misleading. More properties in actual numbers, can be returned to use by an Authority but the overall percentage reported can be low due to the large size of the denominator. 10 Local Authorities in Wales returned more properties to use last year than Caerphilly CBC, however from a percentage point of view Caerphilly CBC is positioned 14th. It should be noted that those Local Authorities with high performance results have dedicated empty home teams.
- 5.5 At present proactive progress linked to the return to use of empty homes is minimal. Current staff resources necessitate provision of a largely reactive service, mainly linked to complex complaints received from neighbours or Councillors. Only twenty percent of one full time equivalent Environmental Health Officer (scale 10) is currently dedicated to this role. The opportunities to increase capacity within the existing Private Sector

Housing (PSH) service are extremely limited due to competing priorities and statutory obligations.

- 5.6 Reactive intervention in response to complaints tend to focus on problematic empties that are labour intensive to resolve. It should be noted that very often the successful resolution can take extensive work over long periods of time and unfortunately the outcome is not eligible for inclusion in the Public Accountability Measure (PAM) returns if the properties are not returned to beneficial use within the private sector. This would include instances where the best outcome for the property is demolition or purchase by the Council for social housing tenants.
- 5.7 A Report from the Equality, Local Government and Communities Committee on Empty Properties, 2019, (The Report) recommended that Welsh Government (WG) support an amendment to PAM/013 to measure the success of bringing back into use properties that have been empty for 12 months rather than the current 6 months. WG have agreed to take this recommendation forward as it would allow Council's to focus on the more problematic empty homes that will not be returned to use naturally via market churn.
- 5.8 In 2018/19 approximately 830 (53%) of the properties categorised as vacant for more than 6 months in CCBC were returned to use without local authority intervention, illustrating that that these should be considered as 'transitional empty homes' rather than long term vacant homes. In addition to this the Report also recommended that the current method used for the gathering of data for the denominator figure from council tax valuation lists needs to be reconsidered to include both derelict and non-residential properties, which would significantly increase the denominator and take into consideration the work of other teams within the Council who are involved in the regeneration and re-designation of non-residential properties. WG are currently undertaking a pilot study with Powys County Borough Council to progress this issue.

PAM/045

- 5.9 PAM/045 is a new performance indicator introduced in 2019/20. The measure is defined as:

'Number of new homes created as a result of bringing empty properties back into use. That is the number of additional dwellings created when a property is sub divided into additional dwellings in bringing it back into use. This includes both previously residential properties and 'other' empty properties.'

- 5.10 Due to the impact of Covid 19 at the time of writing this report no performance information is available.

Potential Work Programme of Empty Homes Team

- **Development of Empty Homes Strategy**

- 5.11 CCBC's current empty homes strategy was produced in 2006 and is now outdated and a new strategy is urgently required. Initial progress has been made in creating an empty homes database to record all empty properties (1575 properties linked to the current PAM definition) and efforts were made to establish a new base position in 2018/19 to support development of a revised strategy. However, without sufficient staff resources to produce the new strategy this data is rapidly becoming out of date. This data needs to be strategically mapped and reviewed to determine priorities for targeting those properties with the highest risks and consideration needs to be given to determining how

the Council will be best placed to return them back into use. In 2019/20 the new list of empty homes increased to 1624 properties.

- **Data Analysis & Mapping**

5.12 The Council's new strategy would detail actions required moving forward, focusing on prioritising interventions to return problematic empties to beneficial use and those that have been empty for the longest periods of time. In order to ensure resources continue to be focused on the highest priority matters over time, an annual update and review would be undertaken of the empty homes database. Although this work would be labour intensive it is essential to inform strategic actions and assist with the wider issues of empty properties within the Borough and the Regeneration agenda.

- **Website**

5.13 A mini website relating to empty homes and empty properties would be created to sit alongside the strategy to act as a central resource for anyone contacting the Council with related issues. This mini website would bring together all relevant corporate information and opportunities available to return empty residential and non-residential properties to use, but also linking in with external information provided by WG and other organisations where appropriate. Initial conversations have already taken place with Regeneration colleagues but without additional staff resources only very limited progress can be made.

- **Proactive and Reactive Interventions**

5.14 At present there is little capacity to focus on proactive work and generally only problematic empties that require an element of enforcement are addressed. This type of action is resource intensive for the service taking the enforcement action whether it be Private Sector Housing or Planning as well as Legal services. Current statutory enforcement powers include: provisions relating to enforced sale; compulsory purchase order; statutory nuisance; Demolition Orders; prevention of unauthorised access; remediation of overgrown gardens; and Empty Dwelling management Orders, as well as enforcement powers under the Town and Country Planning Act, currently delegated to colleagues in Planning, when properties are considered 'detrimental to the local amenity'. Legal Services are key contributors to the preparation and implementation of any enforcement action and any increase in enforcement action on empty properties by either Private Sector Housing or Planning is likely to necessitate increased resources for Legal Services. It should be noted that at present the Council do not have an Enforced Sales Policy and as such one is currently being developed and will be the subject of a future report. WG have suggested that consideration needs to be given to a request for national / regional bespoke legal service for LA's to tap into to get specialist advice to include the issue of Compulsory Purchase Orders, however it is not known at this stage if these proposals will be taken forward.

- **Contribute to National Agenda**

5.15 The recent report detailed above recommends that WG works with the WLGA to undertake a review of existing statutory enforcement powers available to Local Authorities to tackle empty properties and assess how these could be used more effectively, consolidated, simplified or extended. WG have responded by committing to a

review of the legislative processes. An empty homes team would be a key contributor to this review and to take forward its recommendations, for the long-term benefit of the Council and its residents.

- **Provision of Advice, Assistance, Grants and Loans**

5.16 Fortunately, most empty homes are not in such a condition that intervention by way of enforcement action is necessary. With the development of an empty homes team the Council would be better able to proactively target empty properties and their owners, deal with service requests such as the investigation of complaints, Freedom of Information requests, provision of general advice to property owners and prospective purchasers, administration of grants and loans linked to empty homes, as well as undertaking proactive initiatives such as letter drops to empty home owners to try and engage with them and move forward with returning the properties back into beneficial use, linking in with other in-house schemes such as the Caerphilly Keys initiative, which assists in contributing to meeting housing demand in the borough and addressing homelessness.

5.17 Whilst the Council offers a range of grant and loan products, to date only limited advertising of financial products has been undertaken, due to the inability to resource any large increase in demand. Ideally the empty homes team would be working with third parties, including estate agents and auction houses to try to deal with empty homes through the offer of a range of incentives.

- **Co-ordination of Corporate Activity**

5.18 An Internal Joint Working Group was previously set up to try and bring together all the actions of the Local Authority in returning properties back to use as currently there is a very piecemeal approach. Unfortunately, its success has been limited due to a lack of staff resources to drive this agenda forward. If there was capacity for this group to meet quarterly with dedicated staff, it would proactively progress many of the ongoing corporate issues associated with empty properties to achieve satisfactory solutions. Joint working of all relevant staff across different departments, such as planning, council tax, building control, environmental health and social services would work much more effectively, maximising and co-ordinating the required outcomes.

WG Enforcement Agenda - Empty Property Support Programme

5.19 WG have recognised that empty properties are a significant concern and have committed to progressing a national enforcement agenda with the offer of an empty property support programme. They have written to each Local Authority to obtain buy in at the highest level to prioritise dealing with empty home issues. Consequently, WG have produced their plan of action which comprises 3 main points:

i) Provision of Industry Expert - to provide specific training for each Local Authority

5.20 This training will cover current enforcement powers for all types of empty properties and how to use them effectively. Unfortunately, the expert meeting with CCBC which was due to take place on the 22nd of June has been cancelled due to the current Covid 19 situation.

ii) One to One Workshops - on needs and skills assessment of each Local Authority and the creation of an Action Plan.

- 5.21 It was originally planned for the first draft (pre Covid 19) to be in place by October 2020. Objectives and targets will be set and expected to be implemented / delivered as part of this plan. This work must be done with an emphasis on community-based approaches, ensuring that the action plan reflects the views of communities.

iii) National Action Plan

- 5.22 The 22 individual Local Authority action plans will be collated by WG into a National Action Plan which was due to be finalised by the end of December 2020 (Pre Covid 19)
- 5.23 WG recognises the impact that having specific officers with responsibility for empty properties can make, stating that the specific role or function should be available across each Local Authority within Wales. This will be key in the subsequent delivery of the Action Plan.

WG - Financial Products - Valley Taskforce

- 5.24 To incentivise empty home-owners Valley Taskforce (VTF) introduced an 'Empty Home Grant' in the last quarter of 2019/20 (Phase 1) administered on their behalf by RCTBC. Phase 1 enabled prospective owner occupiers of empty homes to access non means tested grant aid from WG to a maximum of £20,000, paying a 15% contribution. The grant did not specifically target longer term or problematic empties or consider the personal or financial circumstances of the applicant. It was not available to private landlords so did not contribute significantly to homeless prevention. Phase 1 was fully funded by WG and ended on the 31.03.2020. CCBC received approximately 113 applications but were only able to process 13 through to a valid application by the 31.03.2020, amounting to £176,773 of VTF grant aid.
- 5.25 WG has recently prepared a Phase 2 'Empty Home Grant' which will be available during 2020/21 on a first come first served basis to organisations that sign the required agreement. Phase 2 criteria widens eligibility to include funding for Registered Social Landlords and stock retaining Local Authorities, with a grant maximum for all of £25,000. The additional £5,000 of funding is only available for energy related improvements. In relation to applications from prospective owner occupiers, WG (VTF) offer 50% funding, the Council is required to fund 35% and the homeowner 15%. For applications from RSLs or stock retaining local authorities, WG (VTF) offer 65% and the social landlord must contribute 35%.
- 5.26 If the Council commits to Phase 2, there are approximately 100 pending applications carried over from Phase 1 to consider. These Phase 1 applications transferring to Phase 2 require a potential financial commitment of an estimated £700,000 from CCBC based on the average grant cost of £20,000, based on grants delivered by VTF to date, which excludes any energy related works.
- 5.27 WG have committed funding of £4,500,000 for participating authorities (with £450,000 assigned to staff costs) for Phase 2, based on the return to use of 2% of empty homes in 2018/19, which equates to approximately 32 properties within CCBC. Clearly this funding would not be sufficient to deal with the current backlog from Phase 1, but not all Councils are likely to take part and all applications will be dealt with on a 'first come first served' basis, so an early commitment to the initiative is essential to enable us to maximise the opportunity presented. The budget request therefore of £700,000 is based on all pending applications being approved, which is unlikely to be the case, but WG have also agreed to review the available budget allocation.

5.28 The product requires significant technical, administrative and legal support from CCBC, the costs of which cannot be fully recovered and at present there are insufficient officer resources to meet the demand for the surveys required to establish eligibility of works and costs.

Staffing Requirements

5.29 To successfully deliver this work programme and deliver on the proposed Action Plan, it is anticipated that an empty homes team comprising a minimum of 3.5 full-time equivalent permanent staff be appointed. It is anticipated the structure would comprise:

- Grade 3 permanent administration clerk - for all data entry requirements to the empty property database and updates to the mini website content.
- Grade 8 permanent technical surveyor - for all property condition inspections.
- Grade 9 permanent Empty Property Officer - to progress the on-going risk assessment process and to co-ordinate the development and delivery of the empty homes' strategy, with relevant partners.
- 50% of a Grade 11 permanent Principal Officer - to oversee and manage the empty homes work programme and staff and the administration of associated financial products.

Alternatively, the appointment of the above staff members could be made on a fixed-term basis for an initial period of two years. This would give a commitment to supporting the empty homes project and developing an Empty Homes Strategy, with actions and outcomes being assessed before making a longer-term commitment.

Benefits of Undertaking the Empty Property Work Programme:

- Maximisation of the return of empty properties back into beneficial use, thereby increasing the supply and quality of accommodation within the County Borough.
- Increasing opportunities to address unmet housing need, including homelessness, and demand.
- Effectively dealing with those properties unable to be re-occupied, for example due to size, design and property condition.
- Addressing the strategic objectives identified in the Council's Local Housing Strategy and Private Sector Housing Renewal Policy in so far as they relate to the return to use of empty properties.
- Delivery against WG enforcement agenda
- Co-production, co-ordination and joint implementation of strategies and initiatives, with internal and external partners, for the return to beneficial use of empty homes and non-residential properties.
- Development of relevant partnerships and initiatives to enable sustainable solutions for empty property owners, including working proactively with internal departments such as Council tax, Legal and Planning as well as external organisation such as the Police and Registered Social landlords

- Working closely with regeneration officers to enable empty residential and non-residential properties to be brought back into use, as part of strategic town centre improvements and for other key regeneration initiatives.
- Full utilisation of grant and loan funding streams. Maximising financial investment opportunities in the County Borough.
- Provision of centralised support, advice and assistance to anyone involved with empty properties.

Conclusion

5.30 The delivery of the empty homes work programme by a dedicated team is essential if the Council are going to maximise the return of empty properties to beneficial use and thereby increase the supply and quality of accommodation in the Borough. WG have requested that Local Authorities prioritise actions associated with empty homes that blight our communities. Approval of funding for creation of such a team is required to enable the Council to deliver the proposed Action Plan and assist WG in the delivery of the National Action Plan.

5.31 The VTF initiative is a strictly time limited opportunity to access significant WG funding to support the return to use of empty homes for the benefit of householders and the communities in which these homes are located. A significant interest has been shown by property owners, but the scheme cannot be taken forward without a commitment by the Council to provide an element of funding for 2020/21. Phase 2 of this initiative requires a potential capital financial commitment of an estimated £700,000 from CCBC based on the average grant cost of £20,000, following the increase in the grant maximum with the inclusion of energy related works.

6. ASSUMPTIONS

- 6.1 Staffing costs have been calculated on assumed pay wards for the 2021/22 and 2022/23 financial years.
- 6.2 The VTF Phase 2 service level agreement is promptly signed by the Local Authority.

7. LINKS TO RELEVANT COUNCIL POLICIES

7.1 Corporate Plan 2018-2023.

The report contributes towards or impacts the following Corporate Well-being Objectives:

Corporate Plan (CCBC, 2018-2023): Objective 3 - Address the availability, condition and sustainability of homes throughout the county borough and provide advice, assistance or support to help improve people's well-being

Caerphilly Homes Service Plan (2018-2023). A Foundation for Success 2018 – 2023
SQL6: Improve the quality of the existing housing stock through targeted intervention; particularly in terms of Council owned housing stock

Welsh Government Policies

Improving Lives and Communities: Homes in Wales (Welsh Government, 2010), which sets out the national context for improving homes and communities

8. WELL-BEING OF FUTURE GENERATIONS

8.1 The report contributes to the Well-being Goals which are:

- A prosperous Wales
- A resilient Wales
- A healthier Wales
- A more equal Wales
- A Wales of cohesive communities
- A globally responsible Wales

8.2 The report is consistent with the five ways of working as defined within the sustainable development principle in the Act. The five ways of working of the sustainable development principle, listed in the Act are:

- **Long Term** – Housing is a long-term asset. The return to beneficial use of empty homes will have significant long-term benefits to individuals and communities, safeguarding the ability of future generations to meet their long-term needs.
- **Prevention** - The homes returned to use will help to address issues of housing needs and demand across all tenures and will positively impact on the objectives of our internal and external partners. Works undertaken make significant visual improvements to housing and their surrounding environments (improved the look and feel) helping to prevent anti-social behaviour and enviro-crime.
- **Integration** – The proposal looks to integrate property and community improvements that will benefit and transform lives and communities, bringing together a variety of stakeholders to deliver long term sustainable benefits for lives and communities
- **Collaboration** – This report outlines the range of service areas and organisations that the new empty homes team will collaborate with to achieve the return to use of empty homes. It is proposed that an empty property working group be reconvened and developed containing officers from areas including Planning, Regeneration and Housing to work collaboratively for the benefit of all stakeholders.
- **Involvement** - There will be opportunities for owners and people who could potentially live in these homes to have an input into their regeneration. Local communities will also have the opportunity to comment on any proposed developments as part of the planning process.

9. EQUALITIES IMPLICATIONS

There are no equalities implications arising from the report.

10. FINANCIAL IMPLICATIONS

- 10.1 The fixed-term appointments to the Empty Homes Team would cost circa £275k for the proposed initial period of 2 years.
- 10.2 Additional capacity for enforcement by Private Sector Housing could impact on the workloads of Legal Services, necessitating a review of staffing, however this is difficult to predict at this time and therefore would need to be kept under review.
- 10.3 The commitment to Phase 2 of the VTF initiative necessitates a capital investment of approximately £700,000 in 2020/21. In addition, whilst there is provision in the initiative for recovery of staff costs involved in administration of the initiative they are insufficient to meet actual costs.
- 10.4 It is proposed that the total funding requirement of up to £975k should be met from Capital Earmarked Reserves.

11. PERSONNEL IMPLICATIONS

- 11.1 It is proposed that the new empty homes team comprise the following additional staff within Private Sector Housing:-
- Grade 3 Administration Clerk - full time
 - Grade 8 Technical Surveyor - full time
 - Grade 9 Empty Property Officer - full time
 - 50% of a Grade 11 full time Principal Officer
- 11.2 Following consultation with Legal Services, it is unclear at this time as to how much enforcement work will result from the actions of the empty property team. Therefore, the matter will need to be frequently monitored and reviewed and may result in the necessity for additional staff resources within Legal Services in the future.

12. CONSULTATIONS -

- 12.1 There are no consultation responses that have not been reflected in this report.

13. STATUTORY POWER

- 13.1 N/A

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Consultees: Cllr. Phipps - Cabinet Member for Homes, Places & Tourism
Dave Street - Director of Housing and Social Services

Shaun Couzens	- Chief Housing Officer
Fiona Wilkins	- Housing Services Manager
Jane Roberts-Waite	- Co-ordination Strategy Manager
Rhian Kyte	- Head of Regeneration & Planning
Alan Dallimore	- Regeneration Services Manager
Robert Tranter	- Head of Legal Services & Monitoring Officer
Steve Harris	- Acting Section 151 Officer

Appendix 1 PAM/013 Position Table for 2018/19

Appendix 1

Housing	Number of empty private sector properties brought back into use during the year through direct action by the local authority	Number of private sector properties that had been vacant for more than 6 months at 1 April	Percentage of empty private sector properties brought back into use during the year through direct action by the local authority
Isle of Anglesey	78	661	11.8
Gwynedd	54	1,303	4.1
Conwy	25	1,605	1.6
Denbighshire	67	781	8.6
Flintshire	-	-	-
Wrexham	35	628	5.6
Powys	30	1,865	1.6
Ceredigion	14	1,128	1.2
Pembrokeshire	20	1,518	1.3
Carmarthenshire	189	2,554	7.4
Swansea	100	1,859	5.4
Neath Port Talbot	9	1,586	0.6
Bridgend	104	1,237	8.4
The Vale of Glamorgan	111	789	14.1
Cardiff	58	1,568	3.7
Rhondda Cynon Taf	213	2,885	7.4
Merthyr Tydfil	43	629	6.8
Caerphilly	36	1,575	2.3
Blaenau Gwent	29	869	3.3
Torfaen	33	251	13.1
Monmouthshire	10	723	1.4
Newport	7	1,199	0.6
Wales	1,265	27,213	4.6



CABINET – 9TH SEPTEMBER 2020

**SUBJECT: CAERPHILLY HOMES INNOVATIVE DEVELOPMENT PROPOSALS
– LLANFABON DRIVE, TRETHOMAS; THE CRESCENT,
TRECENYDD & OAKDALE COMPREHENSIVE SCHOOL**

REPORT BY: CORPORATE DIRECTOR - SOCIAL SERVICES AND HOUSING

1. PURPOSE OF REPORT

- 1.1 The purpose of the report is to inform Cabinet of the work undertaken to date with Willmott Dixon to increase the number of affordable homes for social rent within Caerphilly Homes' portfolio. The work has focused on bringing innovation, scale and momentum to an ambitious desire by the Council to deliver 400 homes by 2025.
- 1.2 The report seeks approval from Members to formally engage Willmott Dixon via the SCAPE OJEU compliant framework to deliver a new, Caerphilly made, bespoke housing solution at The Crescent, Trecenydd; Llanfabon Drive, Trethomas and the former Oakdale Comprehensive School site on behalf of Caerphilly Homes.
- 1.3 The report also seeks approval to apply for funding from the Welsh Government's Innovative Housing Programme for two of the three sites noted above as pilot or demonstrator sites (The Crescent, Trecenydd and Llanfabon Drive, Trethomas).

2. SUMMARY

- 2.1 In order to bring scale, pace and momentum to the Council's ambition to deliver 400 new homes between 2020 and 2025 and deliver against the commitment to ensure that Caerphilly is a zero carbon borough by 2030, officers have been working closely with Willmott Dixon via the SCAPE framework.
- 2.2 SCAPE is an OJEU compliant framework which permits the Council to enter into a collaborative arrangement via an NEC contract with Willmott Dixon who tendered for and won the major works element of the SCAPE framework and who can deliver works on behalf of clients with a value of between £2m and £20m.
- 2.3 One of the key benefits of engaging a construction partner via the Framework is the fact that all the initial, up front feasibility work is undertaken free of charge. It is only when clients are satisfied that the feasibility work confirms that a site is viable, you proceed to the next stage entitled 'pre-construction' and enter into a formal, fee incurring contract arrangement.

- 2.4 Willmott Dixon have completed feasibility studies on both Llanfabon Drive, Trethomas and The Crescent, Treceynydd. A high level outline feasibility study has been completed on the former Oakdale Comprehensive School site.
- 2.5 The Crescent, Treceynydd and Llanfabon Drive, Trethomas are both sites that fall within the Council's Housing Revenue Account (HRA). The former Oakdale Comprehensive School site falls within the Council's General Fund and as a result the acquisition of the site must be apportioned at the rate determined by the District Valuer.
- 2.6 All studies indicate that each site is viable for development and Officers are at the point where a formal contract arrangement must be entered into in order for Willmott Dixon to start the detailed investigations and surveys required on all three sites. This phase of the SCAPE Framework, known as 'pre-construction' will enable Willmott Dixon to undertake the survey and design work necessary to provide a detailed cost profile before the Council commits to progressing the schemes to the next phase, known as the 'development contract' phase.
- 2.7 The estimated cost of the 'pre-construction' phase is £814k for all three sites.
- 2.8 To date, the feasibility and research and development work undertaken by Willmott Dixon has been delivered free of charge.
- 2.9 The mandate at the outset of the discussions with representatives from Willmott Dixon was to deliver high quality, energy efficient, healthier, accessible and flexible homes that would support the circular and foundational economies, mitigate the effects of climate change and create new opportunities for skills development, training and employment.
- 2.10 Taking these requirements on board, Willmott Dixon have worked closely with Caledan Ltd, based on Penallta Industrial Estate, to develop an innovative and climate resilient steel framed product that is sourced locally and delivers a Passivhaus, non-combustible envelope solution ensuring that any new social rented homes achieve optimum energy efficiency, create a healthy internal environment, develop beautiful places and deliver lower running costs for tenants.
- 2.11 On 30 July, Welsh Government launched the fourth year of the Innovative Housing Programme (IHP) which has a Modern Methods of Construction (MMC) focus. Caerphilly Homes has not been able to apply for funding from this fund previously due to the focus on completing WHQS and the absence of a development programme. There is now an opportunity for Caerphilly Homes to apply for funding of up to 58% towards the costs of progressing the two demonstrator sites and up to 100% of the costs associated with the additional costs of innovation.
- 2.12 The deadline and process for the submission of a funding application is challenging with an expectation from Welsh Government that eligible schemes will be submitted for consideration by the Design Commission for Wales late August and Early September and that applications will be submitted by 25 September.
- 2.13 The IHP requires signed build contracts to be in place by 5th March 2021 and schemes to start on site no later than 30th April 2021.
- 2.14 As a result, urgent approval is now sought to take this work to the next stages of the SCAPE framework which is the pre construction phase for the former Oakdale

Comprehensive School site, The Crescent, Trecenydd and Llanfabon Drive, Trethomas at an estimated cost of £814k.

- 2.15 Approval is also sought to take The Crescent, Trecenydd and the Llanfabon Drive, Trethomas sites through to full planning and thereafter development at a cost of £3.7m. A further report will be brought forward to Cabinet following the pre-construction work on the Oakdale site prior to the next, development contract phase being entered into.
- 2.16 Approval is also sought to apply for funding from the Welsh Government's Innovative Housing Programme for the pre-construction and development contract phases of the SCAPE framework relating to The Crescent, Trecenydd and Llanfabon Drive, Trethomas. The Oakdale site will not be eligible for this grant funding as it is not anticipated to be developed for affordable housing only which is a key requirement for the grant award.
- 2.17 All three schemes will be subject to planning and SAB requirements. A pre-application process is underway for both the Trecenydd and Trethomas sites
- 2.18 The HRA has included building development in its portfolio and proposals have been submitted in the 2020/21 Housing Business Plan, which at the time of submission, confirmed that the HRA remained viable and the borrowing requirement, affordable. This was submitted prior to the Covid-19 pandemic.

3. RECOMMENDATIONS

- 3.1 Cabinet approve the move to the pre-construction phase of the SCAPE Framework for The Crescent, Trecenydd, Llanfabon Drive, Trethomas and the former Oakdale School sites at a cost of £814k.
- 3.2 Cabinet approve the move from the pre-construction phase of the SCAPE Framework through to full planning and into the development phase for The Crescent, Trecenydd and Llanfabon Drive, Trethomas sites at an estimated cost of £3.7m.
- 3.3 Cabinet approve the submission of an IHP funding proposal to finance up to 58% of the costs associated with the pre-construction and development of the Trecenydd and Trethomas sites and up to 100% of the innovation related costs.

4. REASONS FOR THE RECOMMENDATIONS

- 4.1 To deliver the ambition of delivering 400 new social homes between 2020 and 2025.
- 4.2 To address the shortage of affordable homes through the development of approximately 120 new social rented homes for people on the waiting list and contribute towards addressing homelessness.
- 4.3 To support the recovery of the local economy post Covid-19 through the construction and the delivery of new social homes thereby acting as a catalyst to support the circular and foundational economies creating new opportunities for skills development, training, apprenticeships and employment and improving the overall health, wellbeing and resilience of some of the Council's most vulnerable residents.

- 4.4 Add value to the Council's place making ambitions through the creation of new communities and beautiful places.
- 4.5 To apply for funding from the Welsh Government's Innovative Housing Programme (IHP) to support the delivery of the Council's development programme.
- 4.6 To mitigate the effects of climate change and deliver against the Council's ambition to ensure Caerphilly is a zero-carbon authority by 2030.
- 4.7 To address fuel poverty and support the delivery of healthier, more flexible homes that enable people to live in their homes safely, for longer.

5. THE REPORT

- 5.1 The purpose of the report is to inform Cabinet of the work undertaken to date to increase the number of affordable homes for social rent within Caerphilly Homes' portfolio, to obtain approval to move forward to the next stage of development and to seek urgent approval to submit an application to the Welsh Government's Innovative Housing Programme for funding to support development on two sites.
- 5.2 The work undertaken to date has focused on bringing innovation, scale and momentum to an ambitious desire by the Council to deliver 400 homes by 2025.
- 5.3 In order to help achieve this aim, a range of options were explored including the undertaking of a full OJEU procurement to appoint a preferred construction partner and/or the use of existing construction related frameworks.
- 5.4 To bring momentum and innovation to the delivery of new affordable homes, it was determined that the engagement of a private sector construction partner would be most efficiently sought via the use of a framework. Whilst all other frameworks stipulated the need to undertake a mini competition or required an upfront commitment to proceed, the SCAPE framework offered Caerphilly Homes the opportunity to work collaboratively with a private sector partner who would undertake feasibility studies on specific sites without any up front financial or contractual commitment.
- 5.5 The Scape Group who are responsible for overseeing the effective delivery and implementation of the Scape Framework are a Public Sector partnership made up of the following organisations:
 - Bedford Borough Council
 - Derby City Council
 - Derbyshire County Council
 - Gateshead Metropolitan Borough Council
 - Liverpool City Council
 - North Somerset Council
 - Nottingham City Council
 - Nottingham County Council
 - South Yorkshire Police
 - Warwickshire County Council
- 5.6 The Scape National Construction Framework is effectively a two stage process; the first, a fully compliant OJEU/Public Contracts Regulations process to select best value by means of a rigorous process and which establishes highly competitive rates

for overhead, profit, people and equipment costs. The rates are attractive because there is a no need for potential delivery partners to bid for these elements again for each project and there is a very good chance of an ongoing work stream, which saves the delivery partners considerable administrative and marketing costs.

- 5.7 Each delivery partner appointed onto the framework including, Willmott Dixon are also bound by Key Performance Indicators, the principal being social value, with, amongst other initiatives, the need to deliver locally where possible, thus ensuring that money spent goes back into the local community.
- 5.8 The Scape Group have worked collaboratively with their partners to create a number of different framework agreements that are available and free for use by other organisations.
- 5.9 Any contractor awarded business off the framework pays a percentage of the overall cost of that contract to the Scape Group to cover management costs.
- 5.10 The Framework is split into regional lots. Under the 'National Construction Framework Wales Major Works' framework, Willmott Dixon are the SCAPE delivery partner for projects costing between £2-£20m. The framework has a cumulative value of £500m and expires on 31 May 2021 but has been extended to September 2021.
- 5.11 Under the framework, clients have the opportunity to nominate preferred suppliers and can expect 3 quotes across all works packages as standard. Projects are subject to a rigorous performance management regime which requires the highest standards of customer satisfaction, local labour and spend. The pre-tendered costs are then applied to the market tested costs. This is a fully collaborative, open book, process with the client and consultancy team, who all work together to meet the target and will include Value Engineering and Risk Management as required. Accordingly, this is a fully competitive process from inception of the Scape OJEU tender, right through to completion.
- 5.12 Projects also operate with strict minimum standards of fair payment, waste diversion, community engagement, training and apprenticeships.
- 5.13 The SCAPE framework is an NEC contract and is based on the spirit of collaboration.
- 5.14 All relevant officers have benefited from SCAPE NEC contract training provided via the SCAPE Group.
- 5.15 Each project is also overseen by a Regional SCAPE Manager who also provides advice and support to users of the framework.
- 5.16 The SCAPE process applicable to Major Works is detailed in appendix 1.
- 5.17 Caerphilly Homes have worked in partnership during the last 9 months with Willmott Dixon via the SCAPE framework to not only examine the feasibility of development on three sites (Llanfabon Drive, Trethomas, The Crescent, Trecenydd and the formal Oakdale Comprehensive School site) but to also to develop an innovative and climate resilient steel framed product that is sourced locally and delivers a Passivhaus, non-combustible envelope solution ensuring that any new social rented homes achieve optimum energy efficiency, create a healthy internal environment, develop beautiful places and deliver lower running costs for tenants.

- 5.18 Adopting manufacturing principles Willmott Dixon have developed a “kit-of-parts” that can be adapted to site conditions and daylight orientation. It’s designed with the circular economy in mind – make, use, re-use, hence the choice of steel. Each panel will be asset tagged and will be capable of being disassembled and reassembled into a different configuration at some future point.
- 5.19 The use of a MVHR (Mechanical Ventilation with Heat Recovery) system provides a low moisture stable, clean and fresh air environment supporting health and wellbeing
- 5.20 The steel frame, developed locally with Caledan Ltd, who are based on Penallta Industrial Estate, is thought to be the first steel framed kit, Passivhaus certified product of its type.
- 5.21 Caerphilly Homes are currently at the conclusion of the feasibility stage (no cost and no commitment) of the SCAPE process and are seeking approval to move into the next phase of the process entitled, ‘pre-construction’. The pre-construction phase is where the detailed site investigations and surveys are undertaken in order to produce a more accurate construction cost profile.
- 5.22 Willmott Dixon have produced a feasibility report and an addendum document which provides a high level indication of the costs that may be involved in the development of each site but there is a need now to better understand the detailed costs involved in order to proceed into the ‘development agreement’ phase which could see the start of construction on site. A copy of the feasibility report produced by Willmott Dixon is attached as appendix 2. The addendum document which provides a high level overview of the pre-construction and development costs for the former Oakdale Comprehensive School site is attached as Appendix 3.
- 5.23 On the 30th July 2020, Welsh Government launched the Innovative Housing Programme (IHP) which has presented the Council with an opportunity to apply for funding of up to 58% of the pre construction and development costs likely to be incurred in progressing The Crescent, Trecenydd and Llanfabon Drive, Trethomas through to development together with up to 100% of the costs associated with the innovation aspects of the proposal.
- 5.24 The timescale for the submission of an application for funding is challenging and details were not known by officers until the launch on the 30th July 2020. Welsh Government expect all applicants to undertake a design review with the Design Commission for Wales prior to the submission of a funding application by 25 September 2020. Welsh Government will also require Caerphilly Homes to evidence Cabinet approval and support for the submission.
- 5.25 Build contracts are expected to be signed by 5th March 2021.
- 5.26 A start on site is required no later than 30th April 2021.
- 5.27 Moving into the next phase will require Caerphilly Homes to sign an ‘Pre Construction Services Delivery Agreement’ which commits Caerphilly Homes to incur the costs associated with more detailed site investigations and surveys in order to obtain a detailed cost profile for each site. IHP will require the pre-construction information and a commitment to the development of both, The Crescent, Trecenydd and Llanfabon Drive, Trethomas. This will require the signing of a ‘Development Contract’.

- 5.28 The total cost for the pre-construction work on the Trecenydd, Trethomas and Oakdale sites is £814,000.
- 5.29 The development costs for the Trecenydd and Trethomas sites combined are estimated to be £3,761,673.77. The average unit cost for the two combined is estimated at £188,083.68.
- 5.30 There is potential, if successful, to secure at least 58% of the cost of pre-construction and development from the Innovative Housing Programme.
- 5.31 At this stage, Officers are seeking approval to progress the pre-construction and development of the Trecenydd and Trethomas sites in order to submit an application for IHP funding and approval to progress the pre-construction of the Oakdale Comprehensive School site.
- 5.32 The former Oakdale Comprehensive School site will be the subject of a further Cabinet report once the pre-construction phase has been undertaken and a detailed cost profile determined.
- 5.33 It is important at this stage to reflect on what Caerphilly Homes are setting out to achieve and determine how we define 'value'. Neighbouring authorities have already tested out a variety of Passivhaus certified products and all have confirmed that there are significant up front construction costs largely resulting from the fact that these products are precision manufactured in a factory setting using environmentally sensitive and highly energy efficient materials thereby delivering a better quality, energy efficient, healthier environment for those who will eventually live in these homes. The construction costs which are thought to be between 20% and 30% more than those incurred on a traditional build are balanced by a more efficient construction method on site and therefore, the opportunity to obtain a rental income more quickly. In addition, tenants will have lower annual energy costs, will be more likely to live at home independently for longer and in a healthier environment thereby lessening the pressure on social services and primary health care.
- 5.34 The initial high development costs are offset against the whole life costs of the development including, the ability to build quickly and obtain a rental income, lower utility costs for tenants, lower maintenance costs, the improved health/wellbeing of tenants, positive environmental impacts, the opportunity to create employment, the potential to upscale for other sites and contribute towards a post Covid-19 economic recovery etc. Willmott Dixon have confirmed that tenants could receive energy bills of up to £100 per year as a result of the 'fabric first' technology embedded within the home. thereby helping reduce fuel costs for some of our most vulnerable tenants.
- 5.35 The development of the two smaller sites will deliver 20 new, social rented homes that will form part of the Caerphilly Homes stock portfolio. The development of both sites will be regarded as a pilot / demonstrator project.

Timescales

- 5.36 The programme proposed by Willmott Dixon is outlined on page 15 of the feasibility study. However, due to the pressing IHP deadlines, Willmott Dixon have confirmed that they can deliver against the following timescales:

Milestone Activity	Date
Issue Design Information for Review	11.09.2020
Design Commission for Wales Review	16.09.2020

Submission of IHP application	25.09.2020
Pre application pack issued for consultation	05.10.2020
Submit full planning application (both sites)	24.11.2020
Anticipated planning approval (both sites)	16.02.2021
Issue final contract sum for approval to Caerphilly CBC	26.02.2021
Issue draft building contracts	26.02.2020
Sign building contracts	05.03.2021
Start on site no later than	30.04.2021

Conclusion

- 5.37 The launch of the IHP presents Caerphilly Homes with an opportunity to take full advantage of the funding made available by Welsh Government to support the housing sector and to deliver a Caerphilly made, bespoke, innovative housing solution that will deliver lasting benefits and contribute towards the key ambitions of delivering more social homes, mitigating the impact of climate change and addressing fuel poverty.
- 5.38 It will also act as a catalyst to kick start the Council's ambition to deliver 400 new social rented homes by 2025, thereby creating new opportunities for skill development, apprenticeships, training and employment.
- 5.39 Cabinet support and approval is therefore sought to progress the sites noted within the report to the next stage.

6. ASSUMPTIONS

- 6.1 The deadline for the submission of an application to the Welsh Government under the Innovative Housing Programme is known and therefore no assumptions have been made in this regard.
- 6.2 Willmott Dixon have confirmed that they are able to meet the delivery timescales and grant funding deadlines.
- 6.3 It has been assumed that there will be no major delays resulting from either the planning or SAB process.
- 6.4 The HRA Business Plan is a 30-year document therefore assumptions must be made before viability can be confirmed. Some are given by Welsh Government such as the standard inflation factor, and rent increases, which to some degree are set within the rent policy. Key assumptions also include rent arrears and void levels, interest rates and pay awards. Any deviation from these assumptions can conflict with the overall position of the Business Plan and so constant monitoring is necessary to ensure it stays on track. The impact of Covid-19 is currently unknown but will also need to be a key consideration in the updated Business Plan.

7. LINKS TO RELEVANT COUNCIL POLICIES

- 7.1 The delivery of new homes for social rent links directly with the Council's ambition to deliver 400 new homes by 2025 (as indicated in the Building Together report which was approved by Cabinet on 15 January 2020) and Well Being Objectives 2 and 3.

7.2 **Corporate Plan 2018-2023.**

The delivery of new homes for social rent is coterminous with Well Being Objective 3 which seeks to address the availability, condition and sustainability of homes throughout the county borough. The commitment within this proposal to support the foundational and circular economies via the investment in new homes directly support the delivery of outcomes 3 and 4 within Well Being Objective 3.

7.3 It also directly contributes towards Well Being Objective 2 which aims to enable employment. The construction and manufacture of new homes within the borough will provide direct opportunities for skill development, training, apprenticeships and employment.

7.4 Willmott Dixon are bound via the SCAPE Framework to deliver a suite of community benefits which will include targeted recruitment and training opportunities for local people. Officers will ensure that the opportunities created via this investment are available via the Welsh Government's Legacy and Communities4Work programme (delivered by the Community Regeneration Team) thereby ensuring that those residents furthest from the labour market are able to take advantage of the opportunities created.

7.5 This proposal also contributes towards the aims of Well Being Objective 5 and 6 which aim to support residents' healthy lifestyle and support citizens to remain independent and improve their well-being. The innovative and climate resilient steel framed product that is sourced locally and delivers a Passivhaus, non-combustible envelope solution will provide the healthiest internal environment possible thereby helping to address the health and wellbeing of tenants, particularly those with limiting long term conditions.

7.6 **Caerphilly County Borough Local Development Plan up to 2021: Key Objective 9** – "Ensure an adequate and appropriate range of housing sites are available across the County Borough in the most suitable locations to meet the housing requirements of all sections of the population."

7.7 **Caerphilly Homes Service Plan (2018-2023), Priority Objective 2:** "Increase the provision of new, affordable homes to meet identified needs, promoting 'Lifetime Homes' principles for grant funded delivery, and, where appropriate, supporting Welsh Government's Innovative Housing Programme (IHP)".

7.8 **Welsh Government Strategies:** Reimagining Social House Building in Wales, February 2020. Independent Review of Affordable Housing, July 2019. National Development Framework, August 2019.

8. **WELL-BEING OF FUTURE GENERATIONS**

8.1 The development of the Trecenydd and Trethomas sites as a result of the innovative and exciting research and development undertaken by Willmott Dixon and Caledan Ltd will help to create a more prosperous Wales through the use of a local supply chain and the resulting opportunity to create new employment and training opportunities. This in turn will help build the resilience of individuals and communities. If individuals are able to improve their skill set and obtain well paid employment close to home, this in turn improves their resilience and together with the resilience of their families and communities.

- 8.2 The homes developed as a result of the work undertaken by Caledan Ltd and Willmott Dixon will be of the greatest quality and thermal efficiency. The new homes will be precision manufactured in a factory setting, provide high levels of energy efficiency which in turn will mean that the air quality within the new homes will be superior and directly contribute to the health and well being of occupants particularly those with respiratory complications. In addition, the new homes will be flexible to accommodate changing needs and the group floor apartments, accessible thereby aligning with the objectives of the 'healthier Wales' Well Being Goals.
- 8.3 The product that has been developed by Willmott Dixon and Caledan Ltd will be produced in Caerphilly and used in Caerphilly to build climate resilient homes. The homes will be of the highest quality and energy efficiency and will be made available to those on the housing waiting list thereby contributing towards the objective of creating a more equal Wales. It is anticipated that the cost to heat the new homes will not exceed £100 per annum thereby addressing fuel poverty.
- 8.4 The new homes will be built within existing communities in a sensitive and inclusive way. They will deliver new opportunities for employment and apprenticeships together with wider community benefits that will be integrated within the build contract and deliver legacy projects that help to develop vibrant, resilient and cohesive communities. All communication with regard to the new developments will be bilingual in order to support the creation of a vibrant culture and thriving Welsh Language.
- 8.5 The housing solution developed by Willmott Dixon and Calendan Ltd on behalf of Caerphilly Homes is an innovative and climate resilient steel framed product that is sourced locally and delivers a Passivhaus, non-combustible envelope solution ensuring that any new social rented homes achieve optimum energy efficiency, create a healthy internal environment, develop beautiful places and deliver lower running costs for tenants.
- 8.6 Adopting manufacturing principles Willmott Dixon have developed a "kit-of-parts" that can be adapted to site conditions and daylight orientation. It's designed with the circular economy in mind – make, use, re-use, hence the choice of steel. Each panel will be asset tagged and will be capable of being disassembled and reassembled into a different configuration at some future point.
- 8.7 The use of a MVHR (Mechanical Ventilation with Heat Recovery) system provides a low moisture stable, clean and fresh air environment supporting health and wellbeing
- 8.8 The steel frame, developed locally with Caledan Ltd, who are based on Penallta Industrial Estate, is thought to be the first steel framed kit, Passivhaus certified product of its type and directly contributes towards the creation of a globally responsible Wales.
- 8.9 The entire development proposal is coterminous with the five ways of working as defined within the sustainable development principle in the Act. The five ways of working of the sustainable development principle, listed in the Act are:
- Long Term – The importance of balancing short-term needs with the need to safeguard the ability of future generations to meet their long-term needs
 - Prevention - How acting to prevent problems occurring, or getting worse, may help public bodies meet their objectives

- Integration – Considering how the public body’s well-being objectives may impact upon each of the well-being goals, on their other objectives, or on the objectives of other public bodies
- Collaboration – Acting in collaboration with any other person (or different parts of the body itself) that could help the body to meet its well-being objectives
- Involvement – The importance of involving people with an interest in achieving the well-being goals and ensuring that those people reflect the diversity of the area which the body serves.

8.10 The proposal to undertake the pre-construction and development of The Crescent, Treceenydd and Llanfabon Drive, Trethomas together with the pre-construction of the former Oakdale School site has been developed in accordance with the five ways of working and the principles are embedded in every aspect of the proposal.

9. EQUALITIES IMPLICATIONS

9.1 A full Equality Impact Assessment will be completed prior to the submission of the report to Cabinet.

10. FINANCIAL IMPLICATIONS

10.1 The HRA is a self sufficient account that is funded primarily from rent received from tenants, which allows us to maintain our stock and manage tenancies effectively. For spend of a capital nature we are able to use contributions from the HRA together with assistance from Welsh Government in the form of grants or loans. Any expenditure over and above these funding mechanisms are then met from borrowing in accordance with the Councils Annual Strategy for Treasury Management, Capital Finance Prudential Indicators and the Minimum Revenue Provision Policy for 2020/2021.

10.2 The latest Business Plan submitted to Welsh Government in March 2020 included high level New Build proposals for some 411 properties over 5 years, estimated at £53.8m. This included proposals for the Treceenydd & Trethomas sites and also the former Oakdale Comprehensive school site.

10.3 The Plan, however, did assume that the completion of the WHQS Programme would be delivered by June 2020. Unfortunately, due to circumstances beyond our control from the Covid-19 pandemic, this was not achieved, although evidence confirms we were on track to complete by this date. At the time of writing this report, we are yet to re-commence entering tenants’ properties to complete the remaining work although this is anticipated to be Mid-August. Welsh Government officials are also in discussions with officers to agree an extension to the programme, likely to be December 2021.

10.4 This obviously deviates from the original plan, and early indications suggest the completion of the WHQS programme is likely to be some £7m higher due to the restrictions surrounding Covid-19, which will impact on the funding available for other projects such as new build initiatives.

10.5 The Business Plan assumed total borrowing for WHQS to be £45m, of which £23m had already been taken up, with a further £22m to achieve WHQS by June 2020. An additional £30m borrowing was also estimated for the new build proposals mentioned

above, therefore a remaining borrowing requirement of £52m for the HRA (as quoted in the Treasury Management Annual Strategy report to Special Council on 20th February 2020) with a borrowing take up of £75m in total between the 2 schemes.

- 10.6 Council recently approved a borrowing limit of £75m for the HRA to include the completion of the WHQS and the development programme going forward
- 10.7 A desktop exercise to revise the Business Plan to account for £7m increase and also a further assumption from the impact of Covid-19, that the level of rent arrears will rise by 2%, estimates that the borrowing requirement will need to increase by some £11.5m. This remains affordable within the HRA Business Plan but would require an increase to the original borrowing limit or a reduction in our future development plans. However, what is important to note is the original plan did not include any external funding in the form of IHP's or capital receipts from market sales for example, which will reduce the borrowing level required. It is also worth noting, that the indicative costs for the development proposals explained in this report are currently affordable as it only accounts for approximately 8% of the total new build proposals accounted for in the Business Plan over the next 5 years. If the remaining proposals turn into fruition, then the Business Plan will be reviewed to firm up the costs and include any prospective external funding, and then re-run to ensure the plan remains affordable. Further reviews are also necessary to account for the impact of Covid-19. If at that time, the borrowing limit is thought to be reached, a further report to Council may be necessary.

11. PERSONNEL IMPLICATIONS

- 11.1 There are no specific personnel implications resulting from this report.

12. CONSULTATIONS

- 12.1 Consultations will be undertaken prior to the submission of the report to Cabinet.

13. STATUTORY POWER

- 13.1 Local Government Act 1972 and the Housing Wales Act 2014

14. URGENCY (CABINET ITEMS ONLY)

- 14.1 This report is urgent and therefore not susceptible to the call-in procedure. A decision needs to be implemented urgently due to the fact that the Welsh Government only launched the Innovative Housing Programme funding opportunity on Friday 30th July with a deadline for a design review mid-September and the submission of a comprehensive application by the 25th September 2020. It is a requirement of Welsh Government funding that a Cabinet decision is in place to support an application for funding.

Author: Jane Roberts-Waite, Strategic Coordination Manager,
Lesley Allen, Principal Group Accountant – Housing,
Shaun Couzens, Chief Housing Officer

Background Papers:

Appendices:

- Appendix 1 SCAPE Process
- Appendix 2 Willmott Dixon Feasibility Study
- Appendix 3 Willmott Dixon Addendum

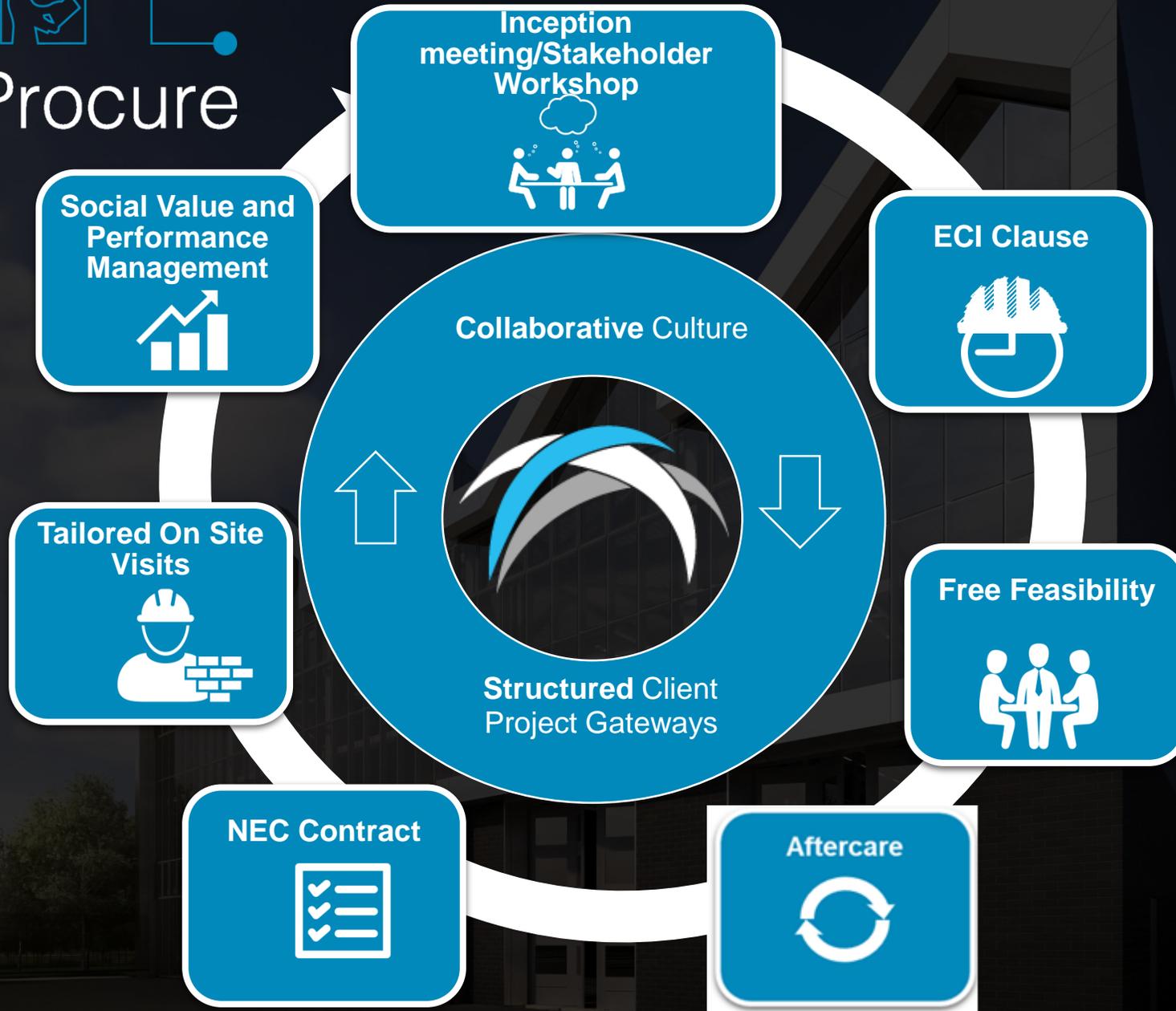
Scape Procure

Ensure that all client contacts understand ECI, Free feasibility, NEC, site visits and social value.

Aftercare – Ensuring Clients with ongoing projects from expired frameworks receive ongoing support and advice

Final conversations should be Social Value

Use all the elements to take clients on a journey



Efficiency Experience Performance Compliance

For clarity an inception meeting is a meeting between Scape and client and possibly DP if client is in a hurry. This is the initial meeting. Conversations at the initial meeting cover ECI Clause, free feasibility and NEC contract.

The stakeholder workshop is the launch meeting for a specific project or may be a monthly/quarterly review. All the key people should be at the stakeholder workshop.

A tried and tested project delivery process

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Appendix 2



WILLMOTT DIXON

SINCE 1852

Caerphilly Innovation Housing

JUNE 2020





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Appendices



Executive Summary

Proud to support the ambitious housing strategy of Caerphilly County Borough Council

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Opening the door to innovatively designed, globally responsible homes

We are delighted to submit our Feasibility Report for a new and innovative way to deliver “fit for climate” housing across three sites in Caerphilly.

Caerphilly’s leadership in meeting the climate challenge is exemplified by the commissioning of this study, and in doing so, it has set an ambition to think longer term and strategically.

Set out within this report is the solution to construct homes for the future that are low energy, low impact and low life-cycle cost. These homes will be partially constructed in local factories in Wales, using a pre-designed “kit-of-parts”, driving quality, speed, lower maintenance and in time, reduced costs.

These homes will meet some of the most stringent quality standards in the world and champion life cycle value as opposed to lowest cost. They are significantly lower in cost to run. When compared to standard housing stock they produce less CO2 per annum; translating into reduced energy bills of up to 90% less than conventional homes.



90% LOWER ENERGY BILLS

MADE IN WALES



I am delighted with the Willmott Dixon relationship, how it has progressed and with the homes we have built.

Charlotte Johnson,
Programme Manager, Doncaster Council



Housing expertise

Willmott Dixon been a specialist residential builder since 1974, we build nearly 2,000 homes each year for all types of tenure: affordable, care residential, retirement villages, housing for sale and private rent, plus student accommodation.

Our homes come in all shapes, sizes and scale, from stand-alone 90 unit care homes to multi-phase estate regeneration to create a new 'destination' for communities.

Our people, and the homes they create, are proud of the positive impact our work has for communities. While our range of housing, skill-sets and client base is extensive, the main thing for hundreds of thousands of people across the country, is that what we produce is simply their home.

To ensure we can provide the best service to our customers, our residential teams work with our local construction office in a 'one company' approach so our customers benefit from a consistent team with full access to our range of skills, expertise and know-how for delivering your housing projects including more complex, high-density schemes.



1

Feasibility Description

1 Feasibility Description

The product

Caerphilly CBC have worked in collaboration with Willmott Dixon and our local supply chain to develop an innovative, Passivhaus certified, low energy housing product. The product has been designed to be fabricated as a kit of parts, constructed quickly on site and delivered by a Welsh supply chain of SMEs

From a strategic level the product boldly aims to tackle the shortage in social housing, drives towards a net zero carbon housing stock and an increased investment in Welsh construction SMEs.

From a residents perspective the product is designed to tackle the issues surrounding fuel poverty, community cohesion and healthy internal environments: optimising environmental factors of air quality, daylighting and temperature.

The product complies with all current and anticipated future housing legislation and aims to be groundbreaking in both it's life cycle cost and speed to provide.

We fully understand the implications of the Wellbeing of Future Generations Act and the requirements to demonstrate adherence to the 7 Goals of the Act. The design of this housing product, and in the way it will be delivered at site, will provide the required evidence to support Welsh Government's requirements.



Scope of this report

The purpose of this SCAPE report is to determine for Caerphilly CBC the viability for low energy and Passivhaus homes at the Oakdale site. We propose to trial the product at two pilot sites at Trethomas and Trecenydd in order to proceed to the next stage of procurement. The next 'preconstruction stage' would encompass further detailed design and pricing to establish a proposed contract sum. The preconstruction stage process for Oakdale will be led by the Development Solutions process described below.

This report details outline feasibility costs and programmes of delivery of the product for three selected sites:

Site 1 - Trethomas	12	product units (pilot site)
Site 2 - Trecenydd	8	product units (pilot site)
Site 3 - Oakdale	100	product units (Development Solutions)

Included in the report are cost plans for each site and also the proposed layout drawings for sites 1 and 2. The Oakdale site design has not been developed to this maturity as a comprehensive tenure mix analysis is required through a Development Appraisal. We have included a high level tenure mix for the Oakdale site within the Scope of Works section for consideration.

Oakdale site: Tenure and housing mix

		Numbers Based on 100 Homes	
Total Plots		100	%
Sales	1B Flat	0	0%
	2B Flat	0	0%
	2B House	13	13%
	3B House	17	17%
	4B House	30	30%
Social	1B Flat	10	10%
	2B Flat	10	10%
	2B House	8	8%
	3B House	6	6%
	4B House	6	6%
Totals		100	100.0%

The appraisal considers the tenure mix based on overall site area, market rates, and predicted demand. This appraisal will be subject to further consideration by Caerphilly CBC and approval before design work continues at this site.

1 Feasibility Description

The process for the pilot sites

We have been able to design and produce detailed feasibility budgets for the pilot projects as these sites are small and straightforward.

During the next stage we will complete the design in full collaboration with Caerphilly CBC Officers, and finalise the cost in an open book environment.

The process for the Oakdale site

As the Oakdale site is proposed to have private for sale units as well as retained rental properties we are proposing adopting our Development Management model. This adopts the principles and benefits of joint ventures, but avoids the costs and complexity that can be associated with such vehicles.

We have recently completed Ashton Rise for Bristol City Council with this approach, successfully aligning the councils development aspirations with the delivery of social housing.

A Case Study on Ashton Rise is included as Appendix 1.



How does our proposal for Oakdale work?



During the next stage we will provide the development resources and expertise to deliver the project including:

- Market appraisal and viability analysis to establish
- Financial modelling
- Sales & marketing strategy
- Scheme concept designs
- House type design / specifications, ensuring products most suited for market sale
- Achieving planning permission (under a pre-construction contract)
- Management of plot sales
- Customer care for completed units

- We utilise our branding, covenant, reputation and development expertise to out-perform the local market in terms of both sales rates and values.
- We will provide a fixed price construction cost taking construction risk for the housing products.
- The Council provides development funding in order to minimise the cost of finance.
- The Council reimburses construction costs under a formal build contract.
- An incentive structure could be proposed to ensure WD is incentivised to increase sales values



2

Framework Achievements

2 Framework Achievements



Scape National Framework

We will approach this project in the Scape spirit of mutual trust and understanding. All work is rooted in a unique combination of partnering style, a long-term approach, a commitment to sustainable development and an ethos of continual learning.

As a Scape National Construction Framework Partner, we demonstrate value for money through our service offering, contractual performance management and commitment to employment and skills which is audited monthly and nationally benchmarked.

The intended project risks are mitigated through our early engagement and project certainty is increased through the use of the NEW suite of contract documents.

WILLMOTT DIXON HAS NEVER EXCEEDED ESTIMATED COSTS GIVEN AT THE PLANNING STAGE.

We do not recover internal costs for the feasibility stages. Open book market testing is with a quote-led approach from the local supply chain. OH&P and preliminary rates have been nationally tendered and 100% of the overall project costs can be independently verified by a third party cost consultant.

Because this scheme is breaking innovative new ground with both a kit-of-parts and Passivhaus we will also present full life cycle analysis during the Pre-Construction stage to demonstrate full VFM.



Over £1m a year in time and materials is invested in local community projects

We invest in your community; nationally managed and locally delivered. We have local spend and employment skills commitments on every project to ensure 85% of our project spend is with Small to Medium Enterprises.



100% of projects have been delivered within the funding envelope

We can react efficiently to project specific needs. Our ability ensures that costs are effectively managed.



99% of projects have been delivered since 2006

Through our early interrogation of project programme risk, and close measure of on site project performance we are able to provide confidence in delivery.



85% of our projects are from repeat customers and our average national customer satisfaction score is 90%

Customer satisfaction is paramount. The framework is a long term solution and places fewer demands on Customer resources.



An average of 97% of construction waste generated is diverted from landfill

Utilising our 10 point plan for sustainability agreed KPIs are implemented from preconstruction through to project completion. It enables us to measure our sustainability progress and to ensure continual improvement.



Three strikes and Willmott Dixon and removed from the Framework

Performance is guaranteed. The framework is continually controlled with Key Performance Indicators with every project benchmarked and audited by Scape.

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3

Cost Planning

3 Cost Planning

We have included over leaf full BCIS Elemental Cost Plan breakdowns for the Trethomas and Trecenydd developments . We have also included an alternate per plot analysis for ease of reference.

For Oakdale we have given indicative Development Cost based on our recent Ashton Rise project, and the data from the Trethomas / Trecenydd pilot schemes. The Oakdale total project will be derived through the Development Solutions process as previously described.

The next PCSA Stage will agree the construction contract sum for all three sites based on detailed design and all site specific constraints.

We will provide predictability and cost certainty throughout the PCSA period by early alignment of the design and budget, together with the resolution of project logistics and risks. By embedding the Cost Plan at the heart of our preconstruction process and early engagement with our supply chain specialists we will add commercial and programme efficiencies to this project without compromising the vision or quality of the three sites

In producing our estimate, we have used rates from a selection of current and completed contracts, as well as seeking advice from our key selected supply chain partners for specialist works packages.

Using our collaborative cost management techniques and applying our extensive technical expertise, we can provide assurance that we have the skills to successfully deliver this project.

Project Cost Analysis

The total estimated construction cost for the proposed pilot sites are as follows:

Site 1 - Trethomas £2,216,528.20

Site 2 - Trecenydd £1,545,145.57

All figures are excluding VAT; based on work commencing on site in February 2021.

We have benchmarked the costs for the pilot studies sites against Ashton Rise and the plot cost when adjusted for scale is comparable. In line with the drive for low energy homes we have innovatively engineered the product proposed for Trecenydd and Trethomas to be Passivhaus certified, and even with this enhanced specification, we have maintained the overall cost inline with Ashton Rise.

The cost plans provide an accurate reflection at this stage of the potential costs for these specific projects, and the known site constraints.



Page 4

3 Cost Planning

Oakdale indicative plot cost

Plot Type / Ref	House Type	DQR	Nr	Total DQR	Total Cost	£/m2	Total Development
Site Wide Works (Say)					£1,500,000.00		£1,500,000.00
Sales Units							
2B House	Semi-Deatched	83	13	1079	£119,600.00	£1,440.96	£1,554,800.00
3B House	Semi-Deatched / Terrace	94	17	1598	£122,600.00	£1,304.26	£2,084,200.00
4B House	Detached / Semi Detached	110	30	3300	£127,000.00	£1,154.55	£3,810,000.00
Social Unit (Passivhaus)							£-
1B Flat	Terrace	50	10	500	£104,200.00	£2,084.00	£1,042,000.00
2B Flat	Terrace	58	10	580	£107,800.00	£1,858.62	£1,078,000.00
2B House	Semi-Deatched / Terrace	83	8	664	£119,600.00	£1,440.96	£956,800.00
3B House	Semi-Deatched / Terrace	94	6	564	£122,600.00	£1,304.26	£735,600.00
4B House	Semi-Deatched / Terrace	110	6	660	£127,000.00	£1,154.55	£762,000.00
Sub-Total			100	8945			£13,523,400.00
Main Contractor Prelims 12%							£1,622,808.00
Design Team & Other Fees 5%							£676,170.00
Main Contractors Risk & Inflation 5%							£676,170.00
Sub-Total							£16,498,548.00
Overhead & Profit 2.92%							£481,757.60
Total							£16,980,305.60
Cost Per Unit							£169,803.06

At this stage we would recommend an overall project budget for this site as £16,980,305.60

3 Cost Planning

Inclusions

The cost plan includes allowances for the following:

- Physical construction works;
- Main contractor's preliminaries;
- Main contractor's overheads and profit;
- Subcontractors' allowances for preliminaries, overheads and profit, design fees and risk;
- Project and design team fees associated surveys;
- Design Assessment of Main Contractors Design development risk;
- Design Assessment of Main Contractors Known Construction risk;

Costs are yet to be ascertained for specific risks. These will be assessed in conjunction with your team as the design develops

Exclusion

We have not included in our estimate allowances for:

- Other development and project costs including land acquisition & fees;
- Employer change risks;
- Employer other risks;
- Value added tax (VAT);
- Loose furniture and fittings
- Employer own fees / costs including Project Management/ Cost Consultant

We suggest suitable budgetary allowances are made for the above items as follows:

- Employers change and other risk
- Land acquisition & fees
- Legacy professional fees
- Loose furniture, white goods and equipment
- Employer own fees / costs including Project Management/ Cost Consultant
- Additional fees

Gross Internal Floor Area 657 m2
Overall Site Area 3,258 m2
Number of Storeys 3
Date of Delivery Agreement 23 February 2021
Contract Duration (weeks) 33

Project Stage
Contract Form

Sector

Net Build Cost/m2

Contract
NEC option A

Housing Residential

£ 2,974.67



Code	ELEMENT	Preliminaries shown separately		Preliminaries & Fees apportioned				Specification
		Total Cost of element	Cost per m2 of GIFA	Total cost of element	Cost per m2 of GIFA	Percentage of net cost	Percentage of gross cost	
1	SUBSTRUCTURE	74,484.95	£ 113.45	95,322	£ 145.19	5%	4%	
	1.1.1 Standard Foundations	74,484.95						
	1.1.2 Specialist Foundations	-						
	1.1.3 Lowest Floor Construction	-						
	1.1.4 Basement Excavation	-						
	1.1.5 Basement Retaining Walls	-						
2	SUPERSTRUCTURE	762,204.55	£ 1,160.98	975,429	£ 1,485.76	50%	44%	
	2.1 Frame	210,959.72						
	2.2 Upper Floors	62,926.94						
	2.3 Roof	105,630.90						
	2.4 Stairs and Ramps	16,429.29						
	2.5 External Walls	242,437.01						
	2.6 Windows and External Doors	82,083.44						
	2.7 Internal Walls and Partitions	5,008.47						
	2.8 Internal Doors	36,728.78						
3	INTERNAL FINISHES	60,755.53	£ 92.54	77,752	£ 118.43	4%	4%	
	3.1 Wall Finishes	11,972.35						
	3.2 Floor Finishes	19,714.00						
	3.3 Ceiling Finishes	29,069.17						
4	FF&E	21,831.79	£ 33.25	27,939	£ 42.56	1%	1%	
	4.1.1 General FF&E	-						
	4.1.2 Domestic Kitchen Fittings & Equipment	21,831.79						
	4.1.3 Special FF&E	-						
	4.1.4 Signs / Notices	-						
	4.1.5 Works of Art	-						
	4.1.6 Non-Mechanical & Non-Electrical Equipment	-						
	4.1.7 Internal Planting	-						
	4.1.8 Bird & Vermin Control	-						
5	SERVICES	229,889.25	£ 350.16	294,200	£ 448.12	15%	13%	
	5.1 Sanitary installations	-						
	5.2 Services Equipment	-						
	5.3 Disposal Installations	-						
	5.4 Water Installations	-						
	5.5 Heat Source	143,845.09						
	5.6 Space Heating / Air Conditioning	-						
	5.7 Ventilation Systems	-						
	5.8 Electrical Installations	69,588.84						
	5.9 Fuel Installations	-						
	5.10 Lift and Conveyor Installations	-						
	5.11 Fire and Lightning Protection	-						
	5.12 Comms, Security and Control Systems	-						
	5.13 Special Installations	-						

Gross Internal Floor Area 657 m2
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Contract Form

Sector

Net Build Cost/m2

Contract
NEC option A

Housing Residential

£ 2,974.67



Code	ELEMENT	Preliminaries shown separately		Preliminaries & Fees apportioned				Specification
		Total Cost of element	Cost per m2 of GIFA	Total cost of element	Cost per m2 of GIFA	Percentage of net cost	Percentage of gross cost	
5.14	BWICS	16,455.31						
5.15	Testing and Commissioning	-						
6	PREFABRICATED BUILDINGS & UNITS	-	£ -	-	£ -	0%	0%	
6.1.1	Complete buildings	-						
6.1.2	Building units	-						
6.1.3	Pods	-						
7	WORK TO EXISTING BUILDING	-	£ -	-	£ -	0%	0%	
7.1	Minor Demolition & Alteration Work	-						
7.2	Repairs to existing services	-						
7.3	Damp proof course/fungus and beetle eradication	-						
8	EXTERNAL WORKS	376,863.31	£ 574.03	482,290	£ 734.62	25%	22%	
8.1	Site Preparation	52,301.43						
8.2	Roads, Paths and Pavings	125,172.43						
8.3	Soft landscaping, planting and irrigation systems	31,118.15						
8.4	Fencing, Railings and Walls	21,595.44						
8.5	External fixtures	24,614.28						
8.6	Drainage	84,662.37						
8.7	External Services	37,399.20						
8.8	Minor Building Works / Ancillary Buildings	-						
9	FACILITATING WORKS	-	£ -	-	£ -	0%	0%	
9.1	Toxic/hazardous/contaminated material treatment	-						
9.2	Major Demolition Works	-						
9.2.1	Demolition works	-						
9.2.2	Soft strip works	-						
9.3	Temporary support to adjacent structures	-						
9.4	Specialist Groundworks	-						
9.5	Temporary Diversion Works	-						
9.6	Extraordinary SI Works	-						
	SUB-TOTAL: BUILDING WORKS	1,526,029.37	2,324.42	1,952,931	£ 2,974.67	100%	88%	

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Sector

Net Build Cost/m2

Contract
 NEC option A

Housing Residential

£ 2,974.67



Code	ELEMENT	Preliminaries shown separately		Preliminaries & Fees apportioned				
		Total Cost of element	Cost per m2 of GIFA	Total cost of element	Cost per m2 of GIFA	Percentage of net cost	Percentage of gross cost	Specification
10	MAIN CONTRACTOR'S PRELIMINARIES	369,450.06	£ 562.74					
10.1	Preliminaries (People Costs)	181,130.47						
10.2	Preliminaries (Regional Adjustment)	-						
10.3	Preliminaries (Equipment Costs)	27,554.02						
10.4	Preliminaries (Plant & Materials)	2,665.58						
10.5	Preliminaries (Subcontract Packages)	158,100.00						
11	FEES	172,035.80	£ 262.04	172,036	£ 262.04		8%	PRELIMS NOT APPORTIONED
11.1	Project/design/surveys fees	119,440.30						
11.2	Preconstruction Service Fee	18,130.00						Fee for both projects split equally
11.3	Design Management Fee	34,465.50						Fee for both projects split equally
11.4	Additional Preconstruction Services							
	SUB-TOTAL: INCL PRELIMS & FEES	2,067,515.23	3,149.20	2,124,967				
12	RISKS	91,561.76	£ 139.47	91,561.76	£ 139.47		4%	PRELIMS NOT APPORTIONED
12.1	Design Development	45,780.88						
12.2	Construction Risks	45,780.88						
12.3	Employer Change Risks	-						
12.4	Employer Other Risks	-						
13	FIXED PRICE	-	£ -	-	£ -		0%	PRELIMS NOT APPORTIONED
13.1	Tender inflation	Excluded						Do Not ADD
13.2	Construction inflation	Excluded						Do Not ADD
14	Contractors NCF Fee	57,451.34	£ 87.51					
14.1	WD Subcontractor Fee Percentage	55,337.84						
14.2	WD Direct Fee Percentage	2,113.50						
15	OTHER COSTS	-	£ -	-	£ -		0%	PRELIMS NOT APPORTIONED
	PROJECT TOTAL (EXCLUDING VAT)	2,216,528.33	3376.18	2,216,528			100%	

CLARIFICATIONS

1 No allowances have been included within the costing for specific ground or site risks, these will be developed in conjunction with the Employer once a detailed site investigation has been carried out for the sites, some risks and considerations might be:

Toxic or hazardous material removal prior to demolition or refurbishment works
Removal and/or treatment of contaminated ground material
Eradication of Japanese knotweed or other invasive plant
Taking down to ground level and removing complete buildings/structures or parts of buildings/structures, including services, fittings and finishes thereto (Demolition Works)

Stripping out building components, services, fittings and finishes in from a building in preparatory works to demolition or refurbishment (Soft Strip)
Site dewatering and pumping
Breaking out and disposing of unidentified below ground obstructions
Dealing with underground soft spots (assumed reasonable ground conditions)
Soil stabilisation to improve bearing capacity or slip resistance of existing ground to facilitate construction
Treatment of any excavated or topsoil material on site
Ground gas venting measures
Temporary diversion/removal of existing drainage system
External services diversions
Remedial works or repairs to existing services and drainage
Delays or associated costs due to archaeological findings.
Delays or associated costs due to ecological findings.

2 The following items have not been included within the costing of the site/dwellings, but maybe be considered and developed during the pre-construction services

Provision of Kitchen appliances / White Goods
Loose Fixtures Fittings & Equipment (Beds, Sofa's, Wardrobes and the Like)
Photovoltaics (PV's)
Rainwater Harvesting
Incoming gas supply
Outside taps
Security lights to rear gardens
Security alarms
Any works associated with Section Agreements including Applications, Inspections etc.
Works outside site boundary including works to public highways
Client Direct costs (Legal Fees, Project Manager, Cost Consultant, Marketing, Funding)

It is recommended that the Employer makes suitable budgetary allowances for the above

Caerphilly Housing - Trethomas (Option 3) - Plot Breakdown Cost

Plot Nr	House Type	GIFA	Sub-Structures	£/m2	Above DPC	£/m2	Externals	£/m2	Total Cost	£/m2
Council Land	N/A	1465					252,544.25	£ 172.39	£ 252,544.25	£172.39
Plot 1	GF - End Terrace	52.96	£ 6,324.80	£ 119.43	94,026.91	1,775.43	9,717.84	£ 183.49	£ 110,069.54	£2,078.35
Plot 2	FF - End Terrace	56.46	£ 6,324.80	£ 112.02	95,774.22	1,696.32	10,458.26	£ 185.23	£ 112,557.28	£1,993.58
Plot 3	GF - Mid Terrace 1 of 1	52.96	£ 5,971.64	£ 112.76	77,995.49	1,472.72	10,292.77	£ 194.35	£ 94,259.90	£1,779.83
Plot 4	FF - Mid Terrace 1 of 1	56.46	£ 5,971.64	£ 105.77	79,742.81	1,412.38	9,613.32	£ 170.27	£ 95,327.76	£1,688.41
Plot 5	GF - End Terrace	52.96	£ 6,324.80	£ 119.43	94,026.91	1,775.43	9,886.89	£ 186.69	£ 110,238.60	£2,081.54
Plot 6	FF - End Terrace	56.46	£ 6,324.80	£ 112.02	95,774.22	1,696.32	9,983.32	£ 176.82	£ 112,082.34	£1,985.16
Plot 7	GF - End Terrace	52.96	£ 6,324.80	£ 119.43	94,026.91	1,775.43	11,794.15	£ 222.70	£ 112,145.85	£2,117.56
Plot 8	FF - End Terrace	56.46	£ 6,324.80	£ 112.02	95,774.22	1,696.32	12,300.20	£ 217.86	£ 114,399.22	£2,026.20
Plot 9	GF - Mid Terrace 1 of 1	52.96	£ 5,971.64	£ 112.76	77,995.49	1,472.72	11,101.95	£ 209.63	£ 95,069.08	£1,795.11
Plot 10	FF - Mid Terrace 1 of 1	56.46	£ 5,971.64	£ 105.77	79,742.81	1,412.38	9,614.55	£ 170.29	£ 95,328.99	£1,688.43
Plot 11	GF - End Terrace	52.96	£ 6,324.80	£ 119.43	94,026.91	1,775.43	9,843.19	£ 185.86	£ 110,194.90	£2,080.72
Plot 12	FF - End Terrace	56.46	£ 6,324.80	£ 112.02	95,774.22	1,696.32	9,712.64	£ 172.03	£ 111,811.66	£1,980.37
			£ 74,484.95		£ 1,074,681.12		£ 376,863.31		£ 1,526,029.37	

Sub-Structures	£/m2	Above DPC	£/m2	Externals	£/m2	Total Cost	£/m2	
Average Cost Per Unit	£ 6,207.08	£113.57	£ 89,556.76	£1,638.10	£ 10,359.92	£189.60	£ 106,123.76	£1,941.27

Gross Internal Floor Area 438 m2
Overall Site Area 2,305 m2
Number of Storeys 3
Date of Delivery Agreement 23 February 2021
Contract Duration (weeks) 30

Project Stage
Contract Form

Sector

Net Build Cost/m2

Contract
NEC option A

Housing Residential

£ 3,026.98



Code	ELEMENT	Preliminaries shown separately		Preliminaries & Fees apportioned				Specification
		Total Cost of element	Cost per m2 of GIFA	Total cost of element	Cost per m2 of GIFA	Percentage of net cost	Percentage of gross cost	
1	SUBSTRUCTURE	49,185.75	£ 112.38	68,116	£ 155.63	5%	4%	
	1.1.1 Standard Foundations	49,185.75						
	1.1.2 Specialist Foundations	-						
	1.1.3 Lowest Floor Construction	-						
	1.1.4 Basement Excavation	-						
	1.1.5 Basement Retaining Walls	-						
2	SUPERSTRUCTURE	486,756.24	£ 1,112.13	674,100	£ 1,540.17	51%	44%	
	2.1 Frame	130,428.46						
	2.2 Upper Floors	41,951.29						
	2.3 Roof	69,557.73						
	2.4 Stairs and Ramps	10,952.86						
	2.5 External Walls	151,318.77						
	2.6 Windows and External Doors	54,722.29						
	2.7 Internal Walls and Partitions	3,338.98						
	2.8 Internal Doors	24,485.86						
3	INTERNAL FINISHES	40,503.68	£ 92.54	56,093	£ 128.16	4%	4%	
	3.1 Wall Finishes	7,981.57						
	3.2 Floor Finishes	13,142.67						
	3.3 Ceiling Finishes	19,379.45						
4	FF&E	14,554.53	£ 33.25	20,156	£ 46.05	2%	1%	
	4.1.1 General FF&E	-						
	4.1.2 Domestic Kitchen Fittings & Equipment	14,554.53						
	4.1.3 Special FF&E	-						
	4.1.4 Signs / Notices	-						
	4.1.5 Works of Art	-						
	4.1.6 Non-Mechanical & Non-Electrical Equipment	-						
	4.1.7 Internal Planting	-						
	4.1.8 Bird & Vermin Control	-						
5	SERVICES	158,529.59	£ 362.20	219,545	£ 501.61	17%	14%	
	5.1 Sanitary installations	-						
	5.2 Services Equipment	-						
	5.3 Disposal Installations	-						
	5.4 Water Installations	-						
	5.5 Heat Source	101,166.82						
	5.6 Space Heating / Air Conditioning	-						
	5.7 Ventilation Systems	-						
	5.8 Electrical Installations	46,392.56						
	5.9 Fuel Installations	-						
	5.10 Lift and Conveyor Installations	-						
	5.11 Fire and Lightning Protection	-						
	5.12 Comms, Security and Control Systems	-						
	5.13 Special Installations	-						

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Project Stage
Contract Form

Sector

Net Build Cost/m2

Contract
NEC option A

Housing Residential

£ 3,026.98



Code	ELEMENT	Preliminaries shown separately		Preliminaries & Fees apportioned				Specification
		Total Cost of element	Cost per m2 of GIFA	Total cost of element	Cost per m2 of GIFA	Percentage of net cost	Percentage of gross cost	
5.14	BWICS	10,970.21						
5.15	Testing and Commissioning	-						
6	PREFABRICATED BUILDINGS & UNITS	-	£ -	-	£ -	0%	0%	
6.1.1	Complete buildings	-						
6.1.2	Building units	-						
6.1.3	Pods	-						
7	WORK TO EXISTING BUILDING	-	£ -	-	£ -	0%	0%	
7.1	Minor Demolition & Alteration Work	-						
7.2	Repairs to existing services	-						
7.3	Damp proof course/fungus and beetle eradication	-						
8	EXTERNAL WORKS	207,121.06	£ 473.22	286,838	£ 655.36	22%	19%	
8.1	Site Preparation	40,426.28						
8.2	Roads, Paths and Pavings	53,453.92						
8.3	Soft landscaping, planting and irrigation systems	31,914.02						
8.4	Fencing, Railings and Walls	9,685.18						
8.5	External fixtures	6,956.21						
8.6	Drainage	48,415.19						
8.7	External Services	16,270.27						
8.8	Minor Building Works / Ancillary Buildings	-						
9	FACILITATING WORKS	-	£ -	-	£ -	0%	0%	
9.1	Toxic/hazardous/contaminated material treatment	-						
9.2	Major Demolition Works	-						
9.2.1	Demolition works	-						
9.2.2	Soft strip works	-						
9.3	Temporary support to adjacent structures	-						
9.4	Specialist Groundworks	-						
9.5	Temporary Diversion Works	-						
9.6	Extraordinary SI Works	-						
	SUB-TOTAL: BUILDING WORKS	956,650.85	2,185.73	1,324,848	£ 3,026.98	100%	86%	

Gross Internal Floor Area 438 m2
Overall Site Area 2,305 m2
Number of Storeys 3
Date of Delivery Agreement 23 February 2021
Contract Duration (weeks) 30

Project Stage
Contract Form

Sector

Net Build Cost/m2

Contract
NEC option A

Housing Residential

£ 3,026.98



Code	ELEMENT	Preliminaries shown separately		Preliminaries & Fees apportioned				
		Total Cost of element	Cost per m2 of GIFA	Total cost of element	Cost per m2 of GIFA	Percentage of net cost	Percentage of gross cost	Specification
10	MAIN CONTRACTOR'S PRELIMINARIES	329,477.24	£ 752.78					
10.1	Preliminaries (People Costs)	166,162.48						
10.2	Preliminaries (Regional Adjustment)	-						
10.3	Preliminaries (Equipment Costs)	25,791.50						
10.4	Preliminaries (Plant & Materials)	2,423.25						
10.5	Preliminaries (Subcontract Packages)	135,100.00						
11	FEES	162,898.34	£ 372.19	162,898	£ 372.19		11%	PRELIMS NOT APPORTIONED
11.1	Project/design/surveys fees	110,302.84						
11.2	Preconstruction Service Fee	18,130.00						Fee for both projects split equally
11.3	Design Management Fee	34,465.50						Fee for both projects split equally
11.4	Additional Preconstruction Services							
	SUB-TOTAL: INCL PRELIMS & FEES	1,449,026.43	3,310.70	1,487,746				
12	RISKS	57,399.05	£ 131.14	57,399.05	£ 131.14		4%	PRELIMS NOT APPORTIONED
12.1	Design Development	28,699.53						
12.2	Construction Risks	28,699.53						
12.3	Employer Change Risks	-						
12.4	Employer Other Risks	-						
13	FIXED PRICE	-	£ -	-	£ -		0%	PRELIMS NOT APPORTIONED
13.1	Tender inflation	Excluded						Do Not ADD
13.2	Construction inflation	Excluded						Do Not ADD
14	Contractors NCF Fee	38,719.79	£ 88.47					
14.1	WD Subcontractor Fee Percentage	36,776.02						
14.2	WD Direct Fee Percentage	1,943.77						
15	OTHER COSTS	-	£ -	-	£ -		0%	PRELIMS NOT APPORTIONED
	PROJECT TOTAL (EXCLUDING VAT)	1,545,145.27	3530.31	1,545,145			100%	

CLARIFICATIONS

1 No allowances have been included within the costing for specific ground or site risks, these will be developed in conjunction with the Employer once a detailed site investigation has been carried out for the sites, some risks and considerations might be:

Toxic or hazardous material removal prior to demolition or refurbishment works
Removal and/or treatment of contaminated ground material
Eradication of Japanese knotweed or other invasive plant
Taking down to ground level and removing complete buildings/structures or parts of buildings/structures, including services, fittings and finishes thereto (Demolition Works)

Stripping out building components, services, fittings and finishes in from a building in preparatory works to demolition or refurbishment (Soft Strip)
Site dewatering and pumping
Breaking out and disposing of unidentified below ground obstructions
Dealing with underground soft spots (assumed reasonable ground conditions)
Soil stabilisation to improve bearing capacity or slip resistance of existing ground to facilitate construction
Treatment of any excavated or topsoil material on site
Ground gas venting measures
Temporary diversion/removal of existing drainage system
External services diversions
Remedial works or repairs to existing services and drainage
Delays or associated costs due to archaeological findings.
Delays or associated costs due to ecological findings.

2 The following items have not been included within the costing of the site/dwellings, but maybe be considered and developed during the pre-construction services

Provision of Kitchen appliances / White Goods
Loose Fixtures Fittings & Equipment (Beds, Sofa's, Wardrobes and the Like)
Photovoltaics (PV's)
Rainwater Harvesting
Incoming gas supply
Outside taps
Security lights to rear gardens
Security alarms
Any works associated with Section Agreements including Applications, Inspections etc.
Works outside site boundary including works to public highways
Client Direct costs (Legal Fees, Project Manager, Cost Consultant, Marketing, Funding)

It is recommended that the Employer makes suitable budgetary allowances for the above

Caerphilly Housing - Trecenydd - Plot Breakdown Cost

Plot Nr	House Type	GIFA	Sub-Structures	£/m2	Above DPC	£/m2	Externals	£/m2	Total Cost	£/m2
Council Land	N/A	1258					137,434.86	£ 109.25	£ 137,434.86	£109.25
Plot 1	GF - End Terrace	52.96	£ 6,324.80	£ 119.43	94,684.93	1,787.86	8,199.23	£ 154.82	£ 109,208.96	£2,062.10
Plot 2	FF - End Terrace	56.46	£ 6,324.80	£ 112.02	96,432.25	1,707.97	8,736.46	£ 154.74	£ 111,493.51	£1,974.73
Plot 3	GF - Mid Terrace 1 of 2	52.96	£ 5,971.64	£ 112.76	78,653.76	1,485.15	8,727.90	£ 164.80	£ 93,353.30	£1,762.71
Plot 4	FF - Mid Terrace 1 of 2	56.46	£ 5,971.64	£ 105.77	80,401.08	1,424.04	8,755.72	£ 155.08	£ 95,128.44	£1,684.88
Plot 5	GF - Mid Terrace 1 of 2	52.96	£ 5,971.64	£ 112.76	78,653.76	1,485.15	8,477.47	£ 160.07	£ 93,102.87	£1,757.98
Plot 6	FF - Mid Terrace 1 of 2	56.46	£ 5,971.64	£ 105.77	80,401.08	1,424.04	8,711.85	£ 154.30	£ 95,084.56	£1,684.10
Plot 7	GF - End Terrace	52.96	£ 6,324.80	£ 119.43	94,684.93	1,787.86	8,727.90	£ 164.80	£ 109,737.63	£2,072.09
Plot 8	FF - End Terrace	56.46	£ 6,324.80	£ 112.02	96,432.25	1,707.97	9,349.68	£ 165.60	£ 112,106.73	£1,985.60

£ 49,185.75

£ 700,344.04

£ 207,121.06

£ 956,650.85

Average Cost Per Unit

Sub-Structures	£/m2	Above DPC	£/m2	Externals	£/m2	Total Cost	£/m2
£ 6,148.22	£112.49	£ 87,543.01	£1,601.26	£ 8,710.78	£159.28	£ 102,402.00	£1,873.03



4

Outline Programme (key dates schedule)

4 Outline Programme (key dates schedule)

We have included overleaf a combined preconstruction and construction programme for the works at Trethomas and Trecenydd.

The programme has been developed using historic data and rates from similar residential projects. To allow for the innovative nature of this project in relation to its Passivhaus specification we have included time on the programme for the required air tests and site quality checking regimes. We envisage following the construction of Site 1 and Site 2 lessons will be learnt that will allow Site 3 to potentially offer even greater time efficiency in the operational site delivery stage.

The table below shows the target milestone dates during the preconstruction and construction stage.

Milestone Activity	Date
Commence pre construction stage	29-6-2020
Pre Application Pack issued for consultation	3-8-2020
Submit Full Planning Applications - both sites	22-9-2020
Anticipated Planning Approval	15-12-2020
Issue final Contract sum to Caerphilly for approval	12-1-2021
Contracts agreed	23-2-2021
Start on site Trethomas	22-2-2021
Completion of Trethomas	15-10-2021
Start on site Trecenydd	22-3-2021
Completion of Trecenydd	21-10-2021

Our current estimation of the construction programmes are:

Site 1 Trethomas	34 weeks
Site 2 Trecenydd	31 weeks
Site 3 Oakdale	We would propose to issue a preconstruction and construction programme for Site 3 following Caerphilly CBC's review and agreement of the Outline Development Analysis.





5

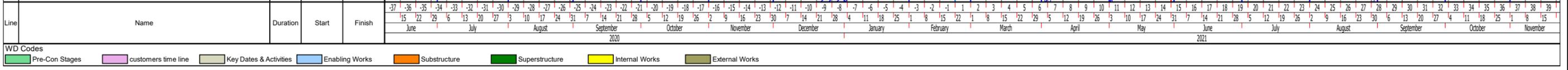
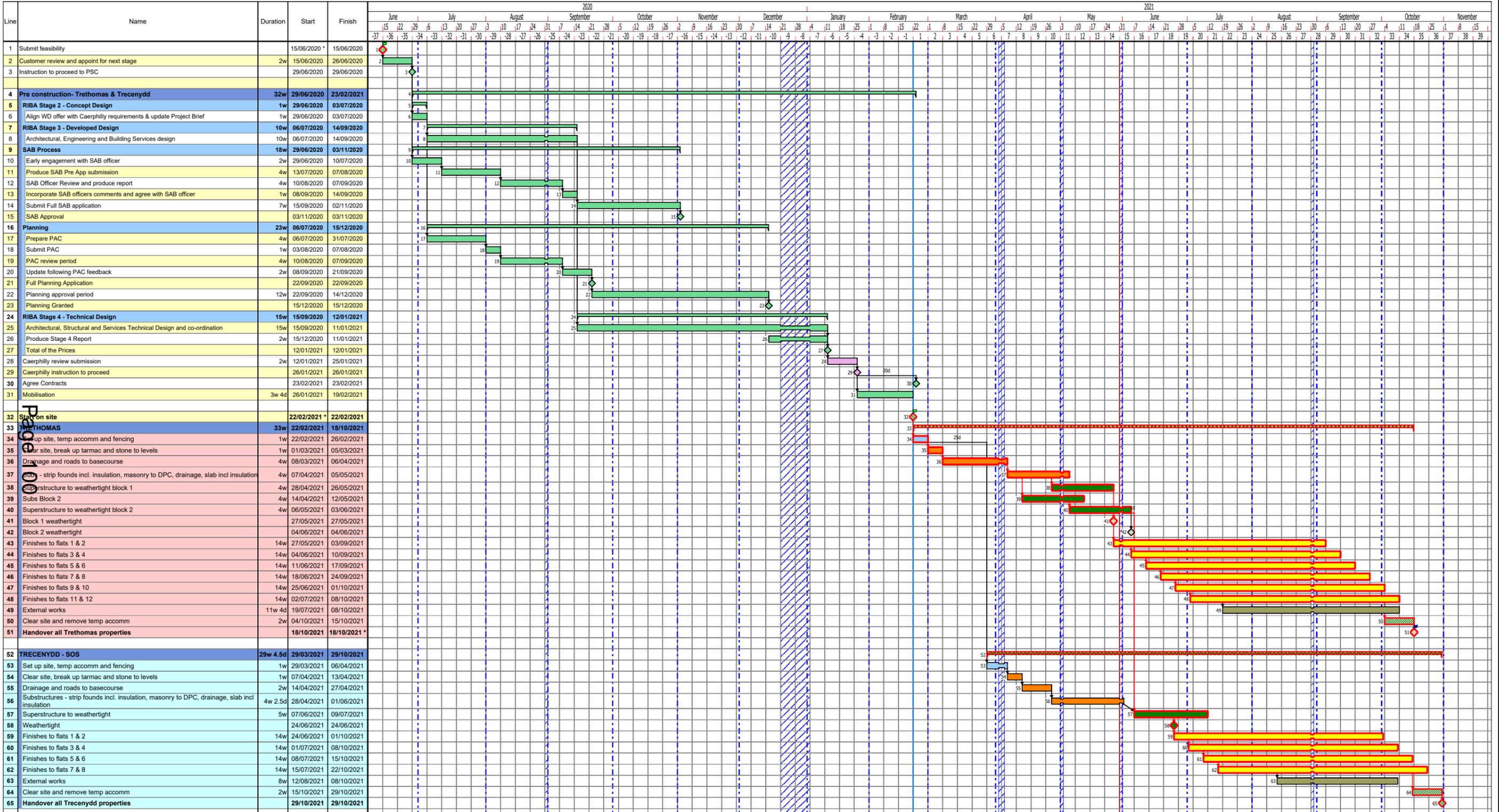
Outline
Programme
Gantt Chart



WILLMOTT DIXON

SINCE 1852

Caerphilly Innovation Housing



Prog. Number: 2020 - 013	Issue Date: 12/06/2020	Prog. Status: For Tender
Revision:	Revision Date:	Rev. Comment:





6

Scope of the Works

6 Scope of the Works

Please see our Design Proposals for Sites 1 and 2.

Drawings

Site 1 and Site 2

Drawing 1 - SK-04-01A---1B2P-Site Plan Option C

Drawing 2 - SK-03-01---1B2P-Site Plan Option 3

Drawing 3 - SK-03-02---1B2P-Site Plan Option 4

Drawing 4 - 200220_A-100_House Type 1B2P

Drawing 5 - A-00-502-House Type 1B2P-Mirrored Arrangement – 3 Terrace

Drawing 6 - A-00-502-House Type 1B2P-Mirrored Arrangement – 4 Terrace

Drawing 7 - 200221_A-200_House Type 1B2P (1B2P) – Elevations

Drawing 8 - SK-00-01---Proposed Elevations 1B2P 3-block Terrace

Site 3

Outline Development Appraisal

Please see Appendix 2 for a copy of the Willmott Dixon Development Services introductory brochure detailing the process and showing previous project case studies.



10no units TOTAL

Existing surface water drain and easement

A469

A469

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Feasibility Study 15 June 2020 drawing no.1

Rev	Date	Check	Description
A	08/06/20	JP	1B2P house removed from rear of site
-			CheckerFIRST ISSUE

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Project
PH Concepts, Caerphilly
Trecenydd
Willmott Dixon

Title
1B2P Scheme - Site Plan - Option C

Status
Sketch

Scale at A3
1 : 500

Job No	Sheet No	Revision
4492	SK-04-01	A

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12no units TOTAL

Feasibility Study
15 June 2020
drawing no.2

Rev	Date	Check	Description
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Trethomas
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Title
1B2P Scheme - Site Plan - Option 3

Status
Sketch

Scale at A3
1 : 500

Job No	Sheet No	Revision
4492	SK-03-01	

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12no units TOTAL

Feasibility Study
15 June 2020
drawing no.3

Rev	Date	Checker	DESCRIPTION
-		Holder	FIRST ISSUE

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Title
1B2P Scheme - Site Plan - Option 4

Status
Sketch

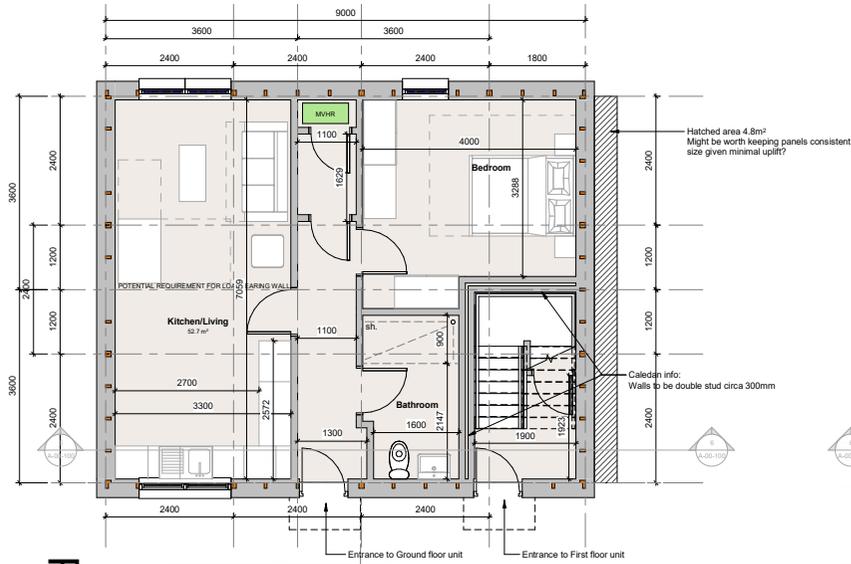
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Job No	Sheet No	Revision
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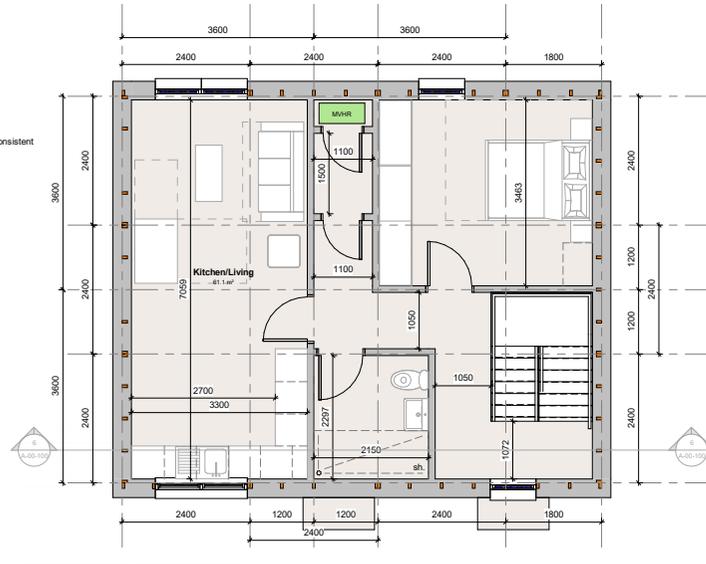
ISO 14001 : 2004 ISO 9001 : 2000 RIBA Chartered Practice
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HOUSE TYPE 01

GROUND FLOOR - 1B2P

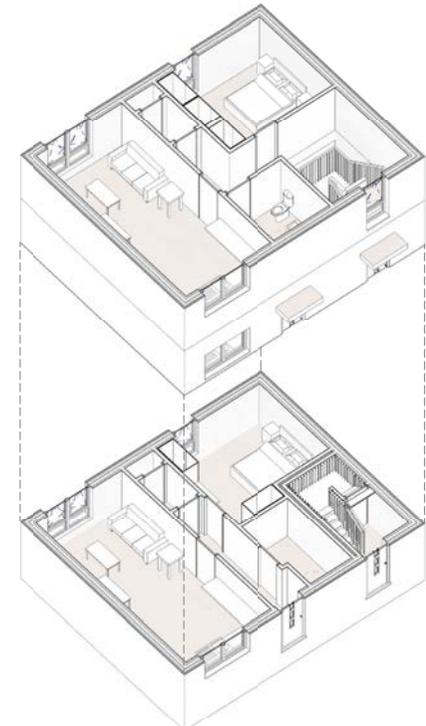


FIRST FLOOR - 1B2P



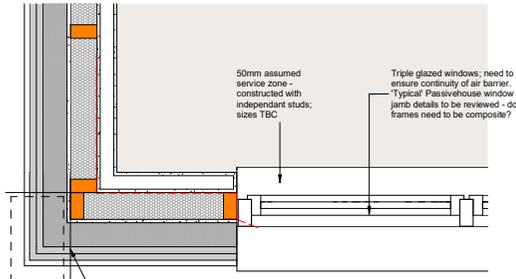
Assumptions & Observations to be reviewed and verified with WD and supply chain.

- Where stairs have been brought into the building envelope some assumptions have been made with regards to panel sizes - inclusion of stairs will result in double height structural panels so need to ensure this is possible via Caledan and S.E.
- Party walls indicated on proposals currently indicate the same 100mm SFS stud walls. These will need to be fire protected to achieve min. 1hr protection and current assumption is that they would need to be fully filled to achieve a 0 U-Value. This is TBC by Caledan / SAP assessor.
- U-value calculations need to take into account all SFS members including bracing elements as these essentially reduce the insulation thickness to the outermost layer of 60mm phenolic insulation.
- The plans as shown propose that a clear 50mm service zone is provided to all external walls - the stud thickness / connection details are to be confirmed as there is potential for this zone to change dependant on structural requirements.
- Window jamb details will need to be reviewed in terms of any recess' - need to ensure no cold bridging occurs and we achieve continuity of air and thermal barriers.
- Exact sizes of MVHR to be confirmed alongside access requirements - I.E. can access to filters be via access panels

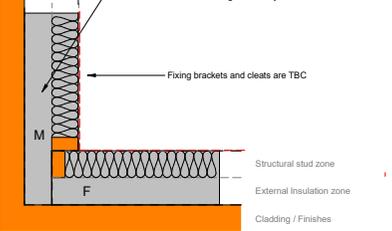


Page 106

00 Ground Floor
1 : 50

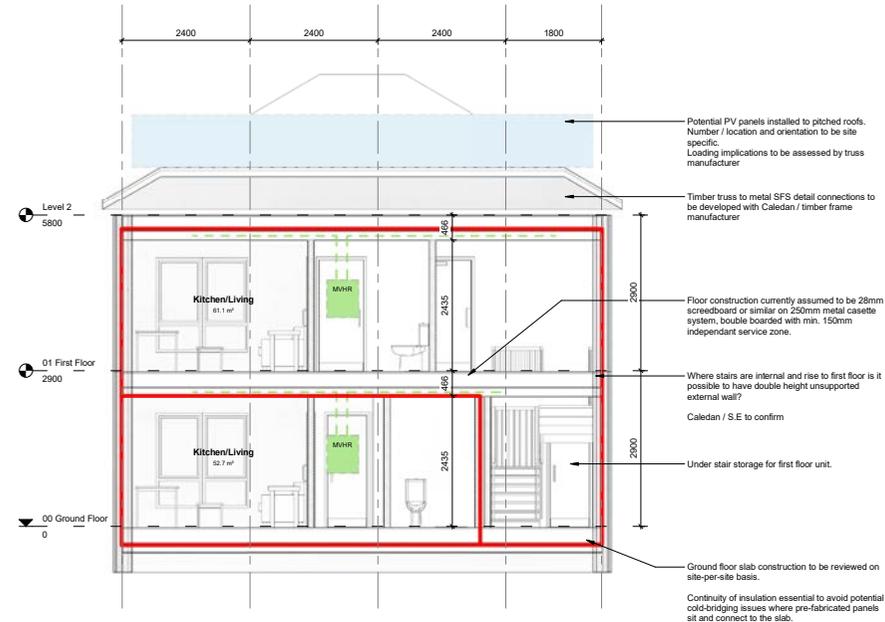


2.4m long Pre-fabricated panels- junction details to be developed with Caledan. Do we need to create male / female wall panel types for ease of fixing / continuity of insulation?



Typical Wall Panel Construction
1 : 10

01 First Floor
1 : 50



Typical Section Schematic
1 : 50

FIRST ISSUE			
Rev	Date	Check	Description

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London Cardiff Munich

Project: **Housing Concepts Wilmott Dixon Caerphilly**

Title: **House Type 1B2P**

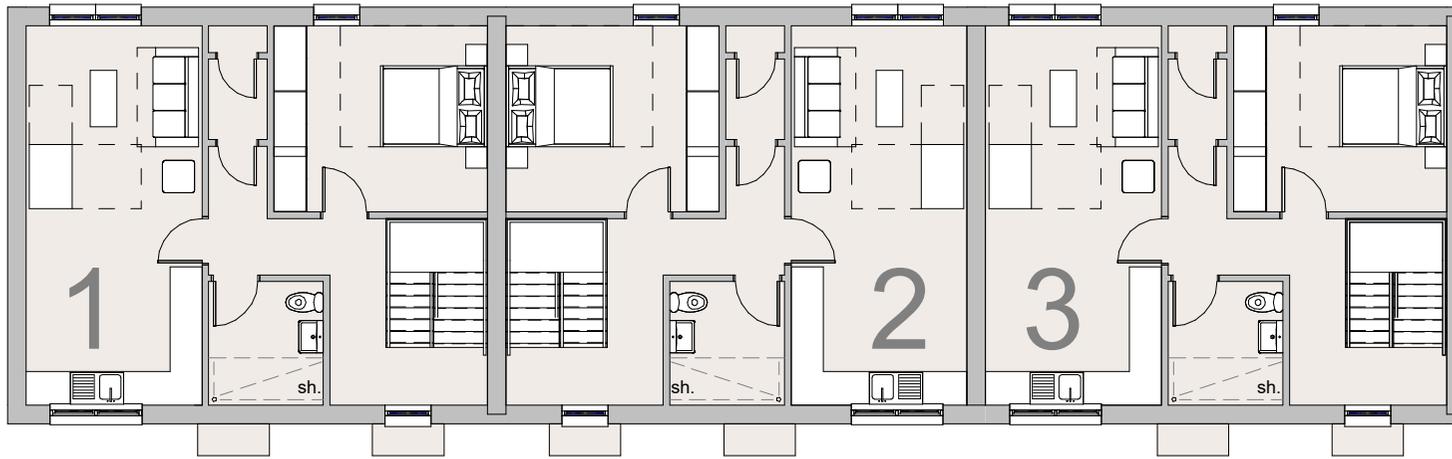
Scale: A1

Concept As indicated

Job No: **4492** Sheet No: **A-00-100** Revision:

ISO 14001 : 2004 ISO 9001 : 2000 RIBA Chartered Practice
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Feasibility Study
15 June 2020
drawing no.4



First Floor
1 : 100

Page 107



Ground Floor
1 : 100

1B2P 3-Block Terrace

Feasibility Study
15 June 2020
drawing no.5

Rev	Date	Check	Description
-		Checker	FIRST ISSUE

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Project	
Housing Concepts	
Willmott Dixon	
Caerphilly	
Title	
House Type 1B2P - Mirrored Arrangement	
Status	Scale at A3
Concept	1 : 100

Job No	Sheet No	Revision
4492	A-00-501	

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First Floor
1 : 100



Ground Floor
1 : 100

Page 108

Rev	Date	Check	Description
-			CheckerFIRST ISSUE

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Project
Housing Concepts
Willmott Dixon
Caerphilly

Title
House Type 1B2P - Mirrored Arrangement

Status
Concept

Scale at A3
1 : 100

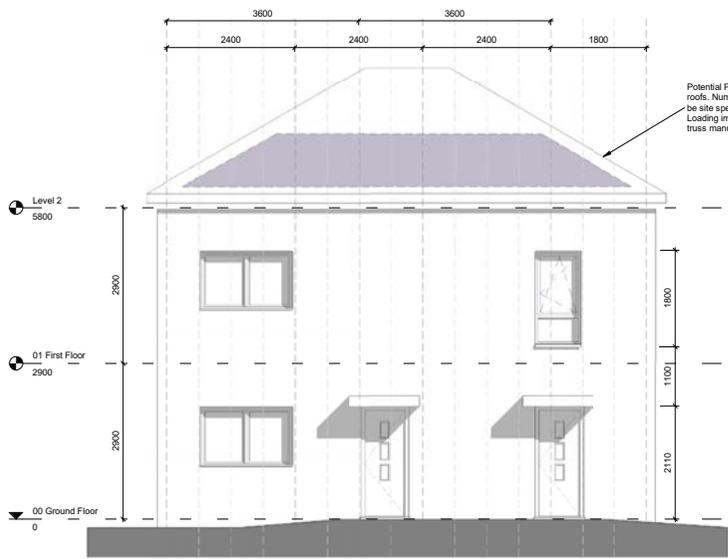
Job No	Sheet No	Revision
4492	A-00-502	

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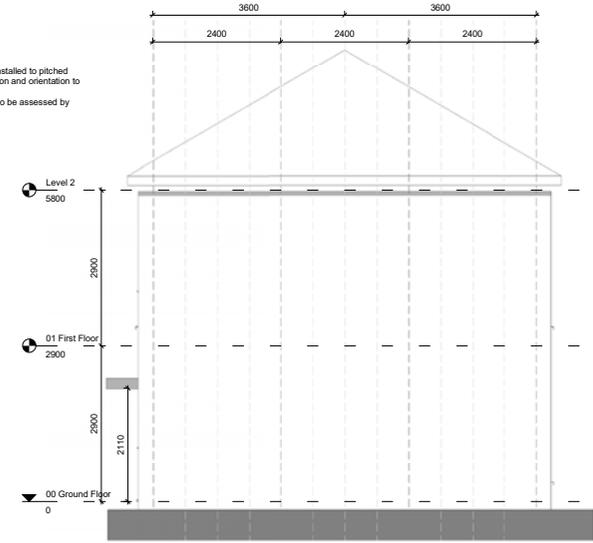
1B2P 4-Block Terrace

Feasibility Study
15 June 2020
drawing no.6

HOUSE TYPE 01

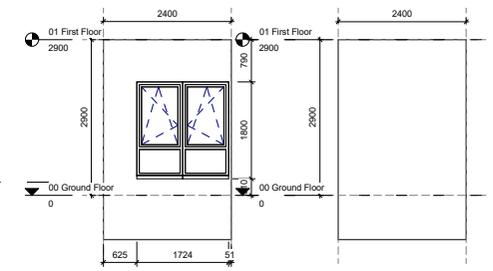


Front Elevation
1 : 50



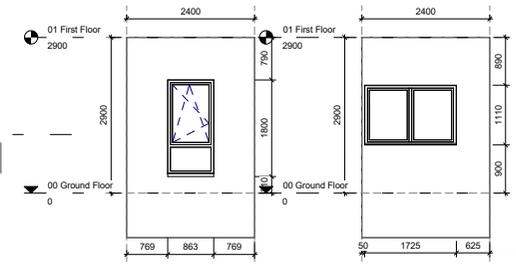
Side Elevation 1
1 : 50

Potential Wall Modules *Based on 2.4m long module



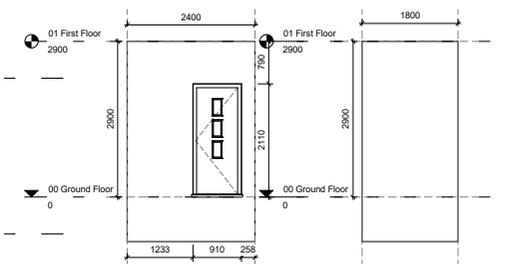
Wall Panel A
1 : 50

Wall Panel B
1 : 50



Wall Panel C
1 : 50

Wall Panel D
1 : 50



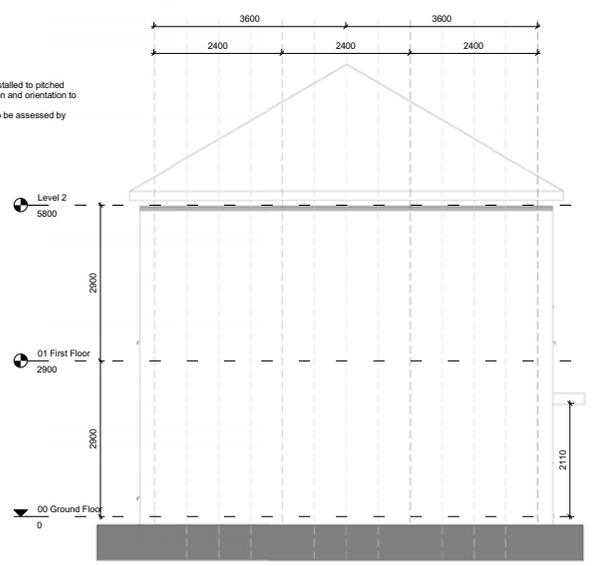
Wall Panel E
1 : 50

Wall Panel F
1 : 50

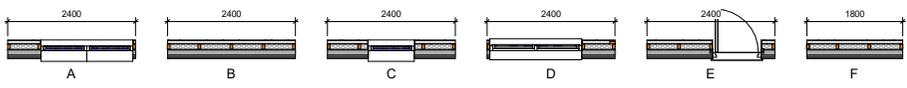
Page 109



Rear Elevation
1 : 50



Side Elevation 2
1 : 50



Potential Wall Modules
1 : 50

- General notes / observations:
- No electrical distribution board shown / intergration with external envelope to be considered. Is it possible to have meters / distribution away from the facade?
 - Elevation proposals do not show finish face of cladding (wall thickness' is correct to date, but cladding hatches etc.. have been removed).
 - Elevations do not show any RWPs / outlets etc.. these would need to be intergrated into any SAB information - potential to drain into raised rainwater gardens?
 - Bin stores assumed to be external to main building envelope but would be site specific.

Feasibility Study
15 June 2020
drawing no.7

Checker:FRST:ESUE

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Project
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Wilmott Dixon
Caerphilly

Title
House Type 1 (1B2P) Elevations

Status
Concept

Scale of A1
1 : 50

Job No:	Sheet No:	Revision:
4492	A-00-200	

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Front Elevation

Page 110



Rear Elevation

1B2P 3-block Terrace

Feasibility Study
15 June 2020
drawing no.8

Rev	Date	Check	Description
-		Checker	FIRST ISSUE

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Trecenydd
Willmott Dixon

Title
Proposed Elevation 1B2P 3-block Terrace

Status
Sketch

Scale at A3
1 : 100

Job No	Sheet No	Revision
4492	SK-00-01	

ISO 14001 : 2004 ISO 9001 : 2000 RIBA Chartered Practice
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7

The Team

7 The Team

Pre-construction



Construction

Page 112



Support



7 The Team

Design Team

Architect

HolderMathiasarchitects



CRAIG JONES
DESIGN LEAD

Civil Eng and Structures

CAMBRIA
Constructive Thinking



GARY MITCHELL
DESIGN LEAD

MEP

HURLEY



SIMON LUFF
DESIGN LEAD

Passivhaus Consultant

 **WARM:**



KARL PARSONS
LEAD

Planning Consultant

 **asbri**planning



BARRI DAVIES
LEAD

7 The Team

Practice Profiles

HMA:
architecture

HolderMathiasarchitects

Holder Mathias has created projects of enduring value for over fifty years. Their reputation is built upon high quality sustainable design within identified commercial constraints, aligning with their customer's' objectives and success criteria.

The Cardiff team have embraced this project and are passionate about delivering a sustainable housing product for the local welsh market.

Based in London, Cardiff and Munich, Holder Mathias operates throughout the United Kingdom and internationally delivering services in Architecture, Urban Design and Masterplanning.

Holder Mathias offer an integrated approach to residential and mixed use development. Combining specialist expertise in retail and leisure design they create places that people are drawn to and, using skills in urban residential development, they design high quality environments for people to live and work.

Whether providing strategic advice on complex mixed use schemes, specialist leisure design expertise, or technical resources for construction; Holder Mathias brings a powerful combination of creativity, commercial awareness, commitment and capacity to deliver.

Cambria Consulting:
structures and civil
engineering

CAMBRIA
Constructive Thinking

As local experts in engineering, Cambria's residential projects involve developments for private and public sector clients who are looking to develop their sites as economically as possible; to maximise their gain or to simply to deliver new housing stock within their available budget.

Cambria have delivered high and low rise residential developments including those for open market private sale for the national housebuilders as well as for smaller local developers, social housing associations, student accommodation units and residential care homes. In order to deliver the most cost effective build solution on all their projects they will usually design and detail several alternative structural options such as traditional masonry construction, timber frame and also various hybrid solutions so customers are able to establish which option suits them best in terms of overall cost and their optimum construction period.

Most residential projects involve sites which are affected by some form of abnormal works; contaminated ground, SUDS, or drainage capacity issues which frequently involve the Engineering design of the works. Cambria will work closely with the Caerphilly CBC SAB Officers and Willmott Dixon costing team to establish what these risks are and how best to either avoid them or minimise their impact on the financial viability of the project.



**FP Hurley: mechanical and
electrical engineering**

HURLEY

F P Hurley provides a complete MEP package, working with customers and main contractors from project conception right through to handover and extended aftercare. They specialise in the design, supply, installation, testing and commissioning, as well as the aftercare of mechanical and electrical services. Their strong local delivery teams contain the right blend of people from the pre-construction and construction phases to ensure customer satisfaction.

The FP Hurley team have embraced the low energy aspects of this project and have collaborated in developing the design to date.

7 The Team



WARM



WARM are nationally recognised energy consultants responsible for a huge range of Passivhaus and low energy developments from large scale commercial to self-build; their collective experience is currently unrivalled in the UK.

They assist in designing services to match a low energy building shell. They promote design services that are simple, easy to understand and reflect the fabric-first approach. Understanding both the fabric and the services means a building that dove-tails beautifully.

They are Passivhaus certifiers, and have certified over 200 buildings to the standard, priding themselves on helping the team through the certification procedure.

On this project WARM have assisted on the product design development to date and will remain as consultants during the detailed design development.

Asbri Planning



From single dwellings through to major housing developments and Extra Care residential schemes, Asbri Planning has vast experience across the entire residential sector. Their clients include national housebuilders, Housing Associations, local developers and individuals.

Through extensive experience in this sector, Asbri Planning are able to provide sound advice in respect of the issues and factors that define a successful residential development. They have worked across Wales and the south of England, so are often able to call upon contacts and provide bespoke advice on residential development based on known traits and characteristics of specific Local Planning Authorities.



7 The Team



IAN JONES

20+

MCIQB
OPERATIONS DIRECTOR

Ian will have board-level responsibility providing local and accessible contact at board level.

Ian will oversee this successful team to deliver the customers innovative residential vision - whilst maintaining the strategic objectives of the programme and budget.

Ian will oversee the implementation of the Willmott Dixon procedures and adherence to legislation, will challenge and interrogate project KPI's and progress and he will instigate corrective action as required.



MARTIN BENNETT

15+

MCIQB, BSc
OPERATIONS MANAGER

Martin will oversee the entire project to ensure its delivery to the strict budget and programme.

Martin will be the primary senior management contact throughout the project, working closely and reporting to Ian Jones as Project Director. Throughout the PCSA stage Martin will contribute to the design development and influence programme, buildability and our proposed supply chain partners' early involvement. He will maintain the close engagement through to construction and handover ensuring focus on key objectives.



GERWYN NEALE

15+

BSc
COMMERCIAL MANAGER

Gerwyn will provide commercial expertise and the management of the surveying element of the project to ensure that the subcontract packages are procured and delivered within budget and to the highest standard.

Any client changes will be dealt with by Gerwyn. He will provide the required quotes and programme implications to allow timely decision to be made and will be responsible for producing monthly financial reports. He will promote the company partnering values; treating the customer relationship as our most valued asset.



ASHTON RISE HOUSING, BRISTOL

The development is the first of its kind for Bristol City Council, with the council building homes for sale on the private market for the first time. The mixed tenure development will feature 40% affordable homes for the city, available for social rent.



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ISLWYN HIGH SCHOOL

Design and construction of new 1000 pupil facility with a 50 place ALN/SSRB unit. The new building rationalises and replaces two existing schools.

7 The Team



JAMIE DUGGAN

MCIQB, BSc
PRECONSTRUCTION MANAGER

15+

Jamie will oversee the design and pricing management process through the PSC stage and will remain with the project for 8 weeks once the project moves to site.

Jamie is committed to collaborative delivery of a fully consulted design process that allows CCBC and all stakeholders to have a controlled input into the design, maintaining strategic budget and programme.



DANIEL JONES

BSc
BID MANAGER

10+

Dan's role will be to manage and lead the day-to-day activities of the second stage bid period, working closely with Martin Bennett to develop strategies, programmes and logistics to ensure efficient and best value delivery.

Ensuring smooth transition from the pre-construction team to the operations project team.



RICHARD HART

BSc
DESIGN MANAGER

15+

Richard's role will be to lead and manage the design process for Caerphilly, ensuring a professional, coordinated approach within a BREEAM excellent design framework.

Richard will ensure that the outputs from the design team meet the technical and commercial requirements of the project. He will lead the engineered value process.



DERI PRICE

MCIQB
SENIOR ESTIMATOR

45+

Deri we will work alongside our principal estimator, design manager and bid manager to develop the pre-construction procurement strategies.

He will efficiently break down works packages to suit a best value/competitive procurement model for the client, ensuring the costings are robust and accurate.



CHRIS BULEY

MCIQB, BSc
PLANNING MANAGER

20+

Chris will be responsible for all Pre-Construction planning. He will work closely with all team members to progressively develop a robust and efficient construction programme.

Coordinating the design team and supply chain to ensure resources are available during the pre-construction and operations phase.



ISLWYN HIGH

Design and construction of new 1000 pupil facility with a 50 place ALN/SSRB unit. The new building rationalises and replaces two existing schools.



HSDU

The HSDU will be a purpose built unit which will provide an efficient and flexible service of medical device decontamination and sterilisation to healthcare facilities.



TAFF VALE REDEVELOPMENT

A significant step in the regeneration of the Pontypridd. The project includes 3 new multi-storey buildings, housing local authority offices, retail space, library, cafe & gym.



IDRIS DAVIES SCHOOL

Construction of a new primary school within the existing grounds of Rhymney Comprehensive School to replace and combine the existing Abertyswg & Pontlottyn schools.



ASHTON RISE HOUSING, BRISTOL

The development is the first of its kind for Bristol City Council, with the council building homes for sale on the private market for the first time.



8

Company
Ethos

8 Company Ethos



Social Value

The triple bottom line of people, planet and profit is embedded in our company vision and culture and is fundamental to the way we run an efficient business, delivering value.

We also understand the implications of the Wellbeing of Future Generations Act and the requirements to demonstrate adherence to the 7 Goals of the Act. The design of this housing product, and in the way it will be delivered at site, will provide evidence to support Welsh Government’s requirements.



These principles drive us to create buildings of exceptional quality where extraordinary things happen. They engender an open mind-set of learning from success and failure, striving to be better each day serving you, our customer and ensuring that our priorities reflect the Caerphilly CBC vision.

Our Construction Strategy, Building on Better continues a journey to put you at the heart of all that we do.



This collaborative strategy focuses on six key pillars: Our Customers, Our People, Our Product, Our Legacy, Our Supply Chain and Our Growth all of which are focused on achieving the objectives of our customer. We support you with honesty and openness right from the start, adopting a solutions based approach and engineering the best possible outcomes in an open book accounting environment.

We have a Customer Feedback process to establish where we can improve by asking, listening and responding. This feedback is shared nationally via a portal and lessons learnt are implemented via our innovation and improvement teams. All issues are treated as opportunities to learn.

We actively manage expectations and timelines; our people and supply chain are selected to deliver quality and professionalism. We tackle issues early and adopt a “do it once, do it right” philosophy to achieve zero defects on every project.



To ensure a beneficial legacy, every project is tasked with delivering a positive and memorable impact. This is achieved by:

- Helping our customers to save money that can be reinvested
- Supporting local economies by creating opportunities
- Engaging with supply chain partners aligned to our values and beliefs
- Changing young peoples’ lives with skills training and apprenticeships
- Delivering and supporting community engagement activities
- Ensuring sustainability is at the heart of all operations to successfully meet
- Targets for waste minimisation and carbon neutrality



Willmott Dixon are worlds apart from any other contractor have previously dealt with. In my opinion, Willmott Dixon is the market leader in the customer service experience; first class service, thank you.

John Lambert, Facilities Manager, Jones Lang Laselle



8 Company Ethos

Community Benefits

The community benefits and wider social value delivered on this project will compliment and support the values and culture of Caerphilly CBC.

Willmott Dixon will plan their work via the social value account and pick out key drivers that relate to the national themes, outcomes and measures.

Some key themes Willmott Dixon believes will be valuable to Caerphilly CBC are:

Local skills and employability

We will seek to provide opportunities for socially inactive individuals through recruitment and mentoring programmes. We have a proven record of successfully recruiting long term unemployed, NEET and rehabilitating offender's and would propose that we deliver our Building Lives Mentoring Programme.



BUILDING LIVES

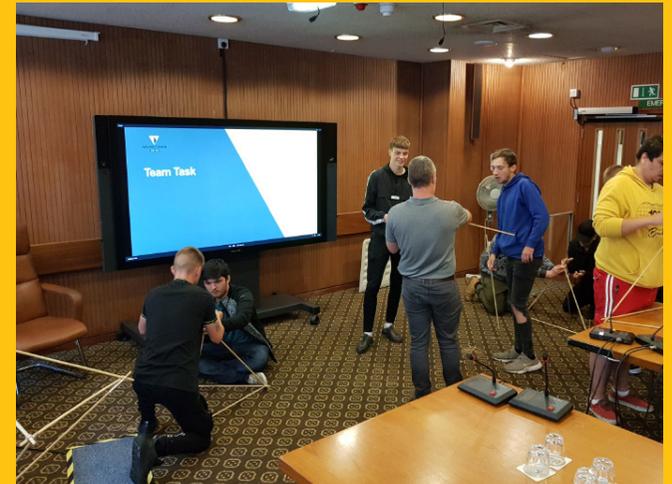
LEARN • DEVELOP • SUCCEED

CASE STUDY

NEET MENTORING PROGRAMME: A PROGRAMME DESIGNED TO HELP YOUNG ADULTS

We have developed a mentoring programme designed at helping young people who are not in education; employment or training (NEET) develops skills for employment. The programme comprises a mixture of classroom-based learning and activities and opportunities to visit live construction sites to see what they've learnt in action.

To date, the programme has helped to transform the futures of 69 young people aged 16-24 through offering an array of support structures; personal development, and employability skills. Individuals we have supported ordinarily would not receive support due to personal and demographic circumstances. Through collaboratively working with the customer and Job Centre Plus, Willmott Dixon have sourced individuals most in need of the engagement, support and training.



8 Company Ethos



Healthier, safer and more resilient communities

Initiatives aimed at reducing crime, donations in kind to local community projects, volunteering time provided to support local community projects.

A Social Value workshop will be proposed at the beginning of the project. This will allow us to gain a focus for our community benefits which align with Caerphilly CBC.

We will seek a beneficiary for a legacy project where we will invest time and resources into a project which will leave a tangible benefit long after the project completes.

These are initial ideas and can be changed or ratified after our social value workshop we will hold with Caerphilly CBC project officers and their selected stakeholders during the pre-construction stage.

The Willmott Dixon Foundation is passionate about our purpose beyond profit ethos. We provide community benefits on every project developed even if it's not a requirement of the contract. As this project is procured through Scape there is a social value KPI structure which we will complete with experience and enthusiasm.



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9

Next Steps

9 Next Steps



Please see overleaf the PCSA contract that will enable continuation into the following pre-construction stage.



Pre-construction Services Delivery Agreement
(Professional Services Contract)

THIS AGREEMENT is made on 201[]

BETWEEN:

(1) **Caerphilly County Borough Council of Tredomen Park, Ystrad Mynach, Hengoed, CF82 7PG (the 'Employer')**

AND

(1) **Willmott Dixon Construction Limited** whose registered office is at **Spirella 2, Icnkield Way, Letchworth, Garden City, Hertfordshire, SG6 4GY (the 'Contractor')**

for the Services of **Pre-construction, Design and other Professional Services to complete RIBA Stages 1–4.**

Whereas:

This Delivery Agreement is made pursuant to the Framework Agreement dated 1st June 2017 made between Scape Procure Limited and the Contractor (the 'Framework Agreement') and incorporates those provisions of the Model Delivery Agreement set out in Schedule 8 to the Framework Agreement.

When using the Professional Services Contract, the Contractor (as stated in the Framework Agreement) is the party named as 'Consultant'.

IT IS AGREED as follows:-

1. **The Contractor's obligations**

The *Contractor* provides the services and comply with his obligations, acting as the *Consultant* in accordance with the conditions of contract set out in the Contract Data herein.

2. **The Employer's obligations**

The *Employer* pays the amount of money and complies with its obligations in accordance with the conditions

Contract Data: Part One – Data provided by the *Employer*

1. General

The *conditions of contract* are the core clauses and the clauses for main Option A, dispute resolution Option **W2** and secondary Options [X1], **X2**, [X4, X5, X7], **X8, X9, X10, X11**, [X12, X13, X18, Y(UK)1,] **Y(UK)2, Y(UK)3** of the NEC3 Engineering and Construction Contract April 2013.

- The *Employer* is

Name	Caerphilly County Borough Council
Address	Tredomen Park, Ystrad Mynach, Hengoed, CF82 7PG
Telephone	tbc
E-mail address	tbc

- The *Adjudicator* is

Name	tbc
Address	tbc
Telephone	tbc
E-mail address	tbc

- The *services* are the management of the preconstruction services and design processes detailed in the Framework Agreement and the Architectural design, Structural Engineering design, Building Services design, Principal Designer services.
- The Scope is in:

As contained in the Framework Agreement Schedules 3, 6, 7 and 12, for RIBA Stage 1 to 4 and:

Under Schedule 12 SC2.1, the purpose for which the Employer has the right to use material provided by the Consultant is to provide a police custody facility and associated office spaces.

To provide the following surveys and assessments:

TBA

Any further surveys or assessments required in order to undertake and complete the Services will be subject to an Employer instruction.

To provide the following warranties using the form set out in the Framework Agreement Schedule 14 with amendments as allowed therein:

Warrantors:

[]

[]

[]

Beneficiaries:

[]

Project Brief

To design a Passivhaus housing solution on 2 undeveloped sites within the Caerphilly County Borough, these being Trecenydd and Trethomas.

The houses will need to provide:

- []
- []
- []
- []

Schedule 12 (Template Scope) is deemed to be included in the Scope.

- The *language* of this contract is English
- The *law* of the contract is the law of England and Wales
- The *period for reply* is **2** weeks
- The *period for retention* is **12** years following Completion or earlier termination
- The *Adjudicator nominating body* is **the Royal Institution of Chartered Surveyors**
- The *tribunal* is **the Courts of England and Wales**
- The following matters will be included in the Risk Register **to be developed during the preconstruction services**

2. The Parties' main responsibilities

- The *Employer* provides access to the following persons, places and things

access to	access date
.....
.....
.....
.....

3. Time

- The starting date is **to be agreed**
- The *Consultant* submits revised programmes at intervals no longer than **5 Weeks**

4. Quality

- The quality policy statement and quality plan are provided within **2 weeks** of the Contract Date.
- The *defects date* is **12 weeks** after Completion of the whole of the *services*.

5. Payment

- The *assessment interval* is monthly
- The *currency* of the contract is **the pound sterling**
- The *interest rate* is 3% per annum above the base rate in force from time to time of the Bank of England.

6. Indemnity, insurance and liability

- The amounts of insurance and the periods for which the *Consultant* maintains insurance are

event	cover	period following Completion of the whole of the services or earlier termination
Professional Indemnity Insurance - failure of the <i>Consultant</i> to use the skill and care normally used by professionals providing services similar to the <i>services</i>	£5,000,000 in respect of each claim, without limit to the number of claims or series of claims arising out of the same original cause or source (or equivalent), without limit to the number of claims, with lower annual and/or annual aggregate limits of cover in respect of pollution and contamination related claims and similar where such limited cover is the norm	12 years
death or bodily injury to a person (not an employee of the <i>Consultant</i>) or loss of or damage to property resulting from an action or failure to take action by the <i>Consultant</i>	£10,000,000 on an 'each and every claim basis	12 years
death or bodily injury to employees of the <i>Consultant</i> arising out of and in the course of their employment in connection with this contract	The greater of the amount required by the applicable law and £10,000,000 on an 'each and every claim basis'	12 years

- The *Employer* provides the following insurances
- Insurance for all existing buildings and property existing within the Site or at the sole discretion of the *Employer* he may elect to 'self-insure' such existing buildings and property and in doing so accepts all of the *Employer's* associated risks arising out of or in relation to such 'self-insurance'. In accordance with an *Employer's* decision to 'self-insure' they do not accept any additional insurance premium/cost from the *Contractor n/a*

.....
.....

- The *Consultant's* total liability to the *Employer* for all matters arising under or in connection with this contract, other than the excluded matters is limited to

£50,000.00.....

Optional statements (The following optional clauses apply)

If the *Employer* has decided the *completion date* for the whole of the *services*

- The *completion date* for the whole of the *services* is **tbc**.

If no programme is identified in part two of the Contract Data

- The *Consultant* is to submit a first programme for acceptance within **2** weeks of the *Contract Date*.

If the *Employer* has identified work which is to meet a stated *condition* by a *key date*

- The *key dates* and *conditions* to be met are

<i>condition</i> to be met	<i>key date</i>
1
2
3

If Y(UK)2 is used and the final date for payment is not 14 days after the date when payment is due

- The period for payment is **14** days

If the *Employer* states any *expenses*

- The *expenses* stated by the *Employer* are

Item	amount
.....
.....
.....
.....

If Option A is used

- The *Consultant* prepares forecasts of the total *expenses* at intervals no longer than **4** weeks.

If Option X1 is used

- The proportions used to calculate the Price Adjustment Factor are:
 0.... linked to the index for.....

[Proportion to be agreed on a project specific basis]

The *base date* for indices is ***[To be agreed on a project specific basis]***
 The indices are those prepared by ***[To be agreed on a project specific basis]***

Option X2

- The *law of the project* is the law of England and Wales

If Option X5 is used

- The *completion date* for each *section* of the services is

<i>section</i>	<i>description</i>	<i>completion date</i>
1.
2.
3.

If Option X5 and X7 are used together

- Delay damages for each *section* of the services are

<i>section</i>	<i>description</i>	<i>completion date</i>
1.
2.
3.
Remainder of <i>services</i>		

If Option X7 is used (whether or not Option X5 is also used)

- Delay damages for Completion of the whole of the *services* are **£Nil** per day

Option X8

- The *collateral warranty agreements* are

<i>agreement reference</i>	<i>third party</i>
.....
.....
.....

If Option X10 is used

- The *Employer's Agent* is

Name

Address

- The authority of the *Employer's Agent* is all actions by the Employer stated in this contract except clauses 51, 90, 91 and 92.

If Option X12 is used

- The *Client* is
Name
Address
- The *Client's objective* is
- The Partnering Information is in

If Option X13 is used

- The amount of the performance bond is

If Option X18 is used

- The *Consultant's* liability to the *Employer* for indirect or consequential loss is limited to the higher of
☐ ~~£~~ of
○ 120% of the tendered total of the Prices subject to a maximum of £
- The *Consultant's* liability to the *Employer* for Defects that are not found until after the *defects data* is limited to the higher of
☐ ~~£~~ of
○ 120% of the tendered total of the Prices subject to a maximum of £
- The end of liability date is **12 years** after Completion of the whole of the services (unless the Delivery Agreement is executed under hand in which case the end of liability will be **6 years** after Completion of the whole of the services).

If Option Y(UK)1 is used and the Employer is to pay any charges made and is paid any interest paid by the project bank

- The *Employer* is to pay any charges made and is paid any interest paid by the *project bank*.

If Options Y(UK)3 is used

- Term person or organisation
.....
.....

.....
.....
.....

.....
.....
.....

If Options Y(UK)1 and Y(UK)3 are both used

- Term person or organisation

The provisions of Option Y(UK)1

Named Suppliers

Option Z

The additional Conditions of Contract are:

1 General

1.1.1.1 Insert the following further definitions:

“11.2(5) “Data Protection Legislation” means:

- (i) unless and until the GDPR is no longer directly applicable in the UK, the General Data Protection Regulation ((EU) 2016/679) and any national implementing laws, regulations and secondary legislation, as amended or updated from time to time, in the UK; and then
- (ii) any successor legislation to the GDPR or the Data Protection Act 1998;”

“11.2(6) “Data Subject” has the meaning given to it in the Data Protection Legislation.”; and

“11.2(11) “Personal Data” has the meaning given to it in the Data Protection Legislation,”

1.1.1.2 The existing provisions of clause 11.2 as amended by Schedule 8 of the Framework Agreement shall be renumbered accordingly.

1.1.2 Insert a new clause 19 (Data Protection Legislation):

- 11.2 (2) Add further bullet point:
- provided or procured all Collateral Warranties which the *Consultant* is then obliged under this contract to provide or procure;
- 11.2(26) Insert a new definition:
- ‘Framework Agreement’ is the framework agreement between Scape Procure Limited and the *Consultant* dated 1st June 2017
- 12.4 Insert at the end:
- ‘provided that Clauses 20 (Convictions), 26 (Statutory Requirements), 27 (Competition Law, Corrupt Gifts and Payments), 28 (Modern Slavery Act), 30 (Confidentiality and Freedom of Information), 33.1 (Intellectual Property Rights), 33.2 (Miscellaneous: personal data) and 33.13 (Miscellaneous: whistle blowing) of the Framework Agreement shall be incorporated into this contract, mutatis mutandis, as if references to ‘Scape’ were to ‘*the Employer*’ and references to the ‘Agreement’ were to ‘*the contract*.’
- 12.5 Insert a new clause 12.5:
- A reference to any statute, enactment, order, regulation or other similar instrument shall be construed as a reference to the statute, enactment, order, regulation or instrument as amended by any subsequent statute, enactment, order, regulation or instrument or as contained in any subsequent re-enactment of it.

“19 (Data Protection)

- 19.1 Both Parties will comply with all applicable requirements of the Data Protection Legislation. These clauses are in addition to, and does not relieve, remove or replace, each Party's obligations under the Data Protection Legislation. It is agreed that:
- 19.2 Without prejudice to the generality of clause 19.1, both Parties will ensure that it has all necessary appropriate consents and notices in place to enable lawful transfer of any Personal Data to each other for the duration and purposes of this agreement.
- 19.3 Without prejudice to the generality of clause 19.1, the Contractor shall, in relation to any Personal Data processed in connection with the performance by the Contractor of its obligations under this agreement:
- 19.3.1 process that Personal Data only on the written instructions of the Employer and only as required for the purpose of the performance of this agreement;
 - 19.3.2 ensure that it has in place appropriate technical and organisational measures, reviewed and approved by the Employer, to protect against unauthorised or unlawful processing of Personal Data and against accidental loss or destruction of, or damage to, Personal Data, appropriate to the harm that might result from the unauthorised or unlawful processing or accidental loss, destruction or damage and the nature of the data to be protected, having regard to the state of technological development and the cost of implementing any measures (those measures may include, where appropriate, pseudonymising and encrypting Personal Data, ensuring confidentiality, integrity, availability and resilience of its systems and services, ensuring that availability of and access to Personal Data can be restored in a timely manner after an incident, and regularly assessing and evaluating the effectiveness of the technical and organisational measures adopted by it);
 - 19.3.3 ensure that all personnel who have access to and/or process Personal Data are obliged to keep the Personal Data confidential; and
 - 19.3.4 not transfer any Personal Data outside of the European Economic Area;
 - 19.3.5 assist the Employer, at the Contractor's cost, in responding to any request from a Data Subject and in ensuring compliance with its obligations under the Data Protection Legislation with respect to security, breach notifications, impact assessments and consultations with supervisory authorities or regulators;
 - 19.3.6 notify the Employer without undue delay on becoming aware of a Personal Data breach;
 - 19.3.7 at the written direction of the Employer, delete or return Personal Data and copies thereof to the Employer on termination of the agreement; and
 - 19.3.8 maintain complete and accurate records and information to demonstrate its compliance with this clause and allow for audits by the Employer or the Employer's designated auditor.
- 19.4 The Employer does not consent to the Contractor appointing any third-party processor of Personal Data under this agreement.”

2 The Parties' main responsibilities

21. Amend as follows:

21.2 Delete and replace with:

'The *Consultant's* obligation is to exercise (and it warrants that it has exercised) all the reasonable skill, care and diligence to be expected of a competent and appropriately qualified consultant of the professional discipline relevant to the Services being performed and who is experienced in undertaking services such as the Services in a similar timescale and also in connection with projects equivalent to the Project in connection with which the *services* are being performed.'

21.3 Insert a new clause 21.3:

'The *Consultant* checks the Scope provided by the *Employer* and satisfies itself that its own provision of the Service, including any proposals, designs and Works Information documents for a subsequent Delivery Agreement meet the Scope with no discrepancy within and or between the Scope and its own Service. Where there is ambiguity, inconsistency or conflict between these documents the Scope will prevail.'

24.5 Insert a new clause 24.5:

'The *Consultant*, in relation to any subletting of any portion of the *services*:

- procures that the relevant sub-contract contains such obligations as necessary to ensure that it is in all respects compatible with the terms of this contract and, without limitation, steps down the obligation to use the degree of skill and care specified in clause 21 and that requires collateral warranties in favour of the *Employer* to be provided in the forms specified in the Scope but with any amendments as permitted by the Framework Agreement.
- procures that all relevant sub-contracts shall be executed and delivered as a deed;
- warrants each sub-contractor's compliance with this contract's Modern Slavery Act requirements;
- warrants that all Subcontractors are fully aware of their obligations under the CDM Regulations and are fully competent and are adequately resourced to meet those obligations;
- provides to the *Employer* a certified copy of any sub-contract (save for particulars of the cost of such sub-contract *service* unless other provisions of this contract or the Framework Agreement oblige the *Consultant* to disclose them)'.

The *Consultant* does not appoint a Subconsultant or supplier if there are compulsory grounds for excluding the Subconsultant or supplier under regulation 57 of the Public Contracts Regulations 2015.

24.6 The *Consultant* includes in any subcontract awarded by him provisions requiring that:

- invoices for payment submitted by the Subconsultant or supplier are considered and verified by the *Consultant* in a timely fashion,
- undue delay in considering and verifying invoices is not sufficient justification for failing to regard an invoice as valid and undisputed, and
- any contract awarded by the Subconsultant or supplier for work included in this contract includes provisions to the same effect as these provisions.

5 Payment

51.6 Insert a new clause as follows:

‘In addition to any other legal rights and remedies of the *Employer*, whenever any sum of money is recoverable from or payable by the *Consultant* under this contract that sum may be deducted from any sum then due, or which at any time thereafter becomes due to the *Consultant* under this contract provided that the *Employer* notifies the *Consultant* in writing not later than three days before the final date for payment of the amount to be paid and the basis on which it is calculated’.

8 Indemnity insurance and liability

81.1 Amend the insurance table:

In respect of the first entry in the left hand column that starts ‘Liability of the Consultant...’ amend so that it reads:

‘Liability of the *Consultant* for claims made against him arising out of his failure to use the skill and care required by this contract.’

81.3 Insert a new clause 81.3

81.3.1 ‘The *Consultant* shall maintain professional indemnity insurance covering (inter alia) its potential liability under this contract upon market norm terms and conditions prevailing for the time being in the insurance market, and with reputable insurers lawfully carrying on such insurance business in the United Kingdom, in an amount of not less than as is stated in the Contract Data) in respect of each and every claim or series of claims arising out of the same original cause or source (or equivalent), without limit to the number of claims, save that there may be lower and/or annual aggregate limits of cover in respect of pollution and contamination related claims and similar where such limited cover is the norm for a period beginning now and ending 12 years after the date of Completion or termination of the Contract if earlier, provided always that such insurance is generally available in the market at commercially affordable rates and on terms such that prudent building consultants who undertake similar work to the *Consultant* generally carry such insurance (**‘Reasonable Rates and Terms’**).

- 81.3.2 Any increased or additional premium required by insurers by reason of the *Consultant's* own claims record or other acts, omissions, matters or things particular to the *Consultant* shall be deemed to be within Reasonable Rates and Terms.
- 81.3.3 The *Consultant* shall immediately inform the *Employer* if such insurance ceases to be available upon Reasonable Rates and Terms in order that the *Consultant* and the *Employer* can discuss means of best protecting their respective positions in respect of this contract and the service in the absence of such insurance.
- 81.3.4 The *Consultant* shall co-operate fully with any measures reasonably required by the *Employer* including (without limitation) completing any proposals for insurance and associated documents, maintaining such insurance at rates above Reasonable Rates and Terms if the *Employer* undertakes in writing to reimburse the *Consultant* in respect of the net cost of such insurance to the *Consultant* above Reasonable Rates and Terms.
- 81.3.5 When reasonably requested to do so by the *Employer* the *Consultant* shall produce promptly for inspection and or provide a copy of satisfactory documentary evidence (and a copy of an insurance broker's letter or similar certificate shall be satisfactory) that the required professional indemnity insurance is being maintained.
- 81.3.6 The *Consultant* shall notify the *Employer* in writing from time to time of any change in its professional indemnity insurance arrangements which take it outside the requirements of this contract and within seven days of the *Employer's* request at any time the *Consultant* will produce for inspection documentary evidence as to compliance with this Clause.
- 81.3.7 If the *Consultant* fails to comply with its obligations under this Clause the *Employer* may take out insurance to cover some or all of the loss or damage which could result from a breach of the *Consultant's* obligations under this contract and may recover the costs and expenses of taking out such insurance from the *Consultant* as a debt.'

9 Termination

Insert the following new clause:

90.5 The Public Contracts Regulations 2015

'The *Employer* may terminate the *Consultant's* obligation to Provide the Services if any of the provisions of paragraph 73(1) of The Public Contracts Regulations 2015 apply.

If the *Employer* terminates under the provisions of paragraph 73(1)(b) of the Public Contracts Regulations 2015 as a result of information not disclosed by the *Consultant* at the Contract Date, the procedures and amounts due on termination are the same as if the *Consultant* has substantially failed to comply with his obligations.

If the *Employer* otherwise terminates under the provisions of paragraph 73(1) of the Public Contracts Regulations 2015, the procedures and amounts due on termination are the same as if the *Employer* no longer requires the services.'

Insert new OPTION X21: CIC BIM PROTOCOL (*only applies when BIM is required*)

- X21.1 In this Option, the Protocol is the CIC Building Information Modelling Protocol, first edition 2013. Terms used in this clause are those defined in the Protocol.
- X21.2 Clauses 1, 2, 5, 6, 7 of the Protocol are *additional conditions of contract*. Clauses 3 and 4 and Appendices 1 and 2 of the Protocol are Scope.
- X21.3 The following are compensation events.
- The *Consultant* encounters an event which is outside his reasonable control and which prevents him from carrying out the work specified in clause 4.1.2 of the Protocol.

- The *Employer* revokes a licence granted under clause 6.6 of the Protocol.

Insert new OPTION X22: ELECTRONIC COMMUNICATIONS (*only applies at Employer's sole discretion*)

'The following communications shall be deemed to have no effect if made by electronic mail transmission:

- any notification of a wish to terminate this contract or the employment of the *Contractor* under it;
- any notification by the *Contractor* of his intention to suspend performance of his obligations under this contract;
- any invoking by either party of the procedures applicable under this contract to the resolution of disputes or differences;
- any agreement between the parties amending the provisions of this contract'.

Contract Data: Part Two – Data provided by the *Consultant*

Statements given in all contracts

- The *Consultant* is

Name Willmott Dixon Construction Limited.
Address Spirella 2 Icknield Way, Letchworth Garden City,
Hertfordshire SG6 4GY (registered address)
For correspondence purposes only, the Consultancy
Services are to be delivered by Willmott Dixon Local
Construction Office (LCO) – Global Reach (Wing A)
3rd Floor, Celtic Gateway, Dunleavy Drive, Cardiff,
CF11 0SN
Telephone 02920 221 022
E-mail address Jamie.Duggan@willmott Dixon.co.uk

- The key persons are

(1) Name Ian Jones
Job Director (Operations)
Responsibilities Overall responsibility for delivery of project
Qualifications MCIOB
Experience Over 20 years
(2) Name Jamie Duggan
Job Pre-Construction Manager
Responsibilities Delivery of the preconstruction services
Qualifications Bsc (Hons)
Experience Over 16 years

- The staff rates are

name /designation	rate
Project Manager (Director)	£83.27
Project Manager (Snr Prof)	£56.89
Design Manager (Snr Prof)	£56.89
Design Manager (Prof)	£29.32
BIM Manager (Snr Prof)	£38.70
Planner (Snr Prof)	£56.89
Temporary Works Manager (Snr Prof)	£56.89

Commercial Manager (Snr Prof)	£55.51
M&E Coordinator (Snr Prof)	£55.51
Principal Designer (Snr Prof)	£55.51

- The following matters will be included in the Risk Register

Risk register to be developed during preconstruction services

Optional Statements

If the *Consultant* is to decide the *completion date* for the whole of the services

- The *completion date* for the whole of the services is **tbc**

If a programme is identified in the Contract Data

- The programme identified in the Contract Data is **tbc**

Option A

- The *activity schedule* is **tbc**
- The tendered total of the Prices is **tbc**

If Option Y(UK)1 is used

- The *project bank* is
- *named suppliers* are

[The execution details for the Employer below are an example and may be amended by the Employer to suit their normal practice]Executed as a deed for and on behalf of)

[EMPLOYER])

by)

.....
Director

.....
Full name (BLOCK CAPITALS)

.....
Position/title

.....
Director/ Secretary

.....
Full name (BLOCK CAPITALS)

.....
Position/title

Executed as a deed for and on behalf of)

[CONTRACTOR])

by)

.....
Director

.....
Full name (BLOCK CAPITALS)

.....
Position/title

.....
Director/ Secretary

.....
Full name (BLOCK CAPITALS)

.....
Position/title

A

Appendix 1
Ashton Rise Case Study

Appendix 2
Willmott Dixon
Development Solutions



ASHTON RISE BRISTOL

DEVELOPMENT
MANAGEMENT
SERVICES



CUSTOMER:
Bristol City Council

SOLUTION:
Development Management Services

CONTRACT START DATE:
8th May 2017

CONTRACT FINISH DATE:
Anticipated 15th March 2021

VALUE:
£21.2 million

PROCUREMENT ROUTE:
Scape 3 (single source)

Ashton Rise is a mixed tenure housing development of 133 new homes, with 80 homes for market sale and 53 for council housing. It is the first scheme of this nature and scale delivered by the council for over 30 years.

BENEFIT OF PROCUREMENT ROUTE USED

- Procuring through the framework provided the customer with a one stop shop for the full suite of services that they needed: design, build and development management.
- Early engagement, at concept stage, allowed the customer to benefit from our expertise from the earliest possible point.
- Enabled the gradual expansion of the scope of employment as the project progressed; the customer could appoint us in managed packages.

CUSTOMER OBJECTIVES

- To maximise the delivery of council housing on this site, in a way that was more cost effective than standard council housing programmes.
- Adopt a cross-subsidy model; to use the proceeds from the sales units to cross subsidise the provision of council houses.
- To set a benchmark for quality in Bristol.

CUSTOMER CHALLENGE

- Having never delivered a mixed tenure scheme before, the council did not have the in-house experience required to navigate the complexities of such a scheme and successfully meet their objectives.

OUR SOLUTION

- Our strategic partnership sees us utilising our construction, sales and marketing skills to successfully deliver the largest council development in many years.
- We are providing both contracting and development management services to the council, selling homes to cross-subsidise the social rent units, with sales income being used to fund the council housing.



ASHTON RISE BRISTOL

THE OUTCOME

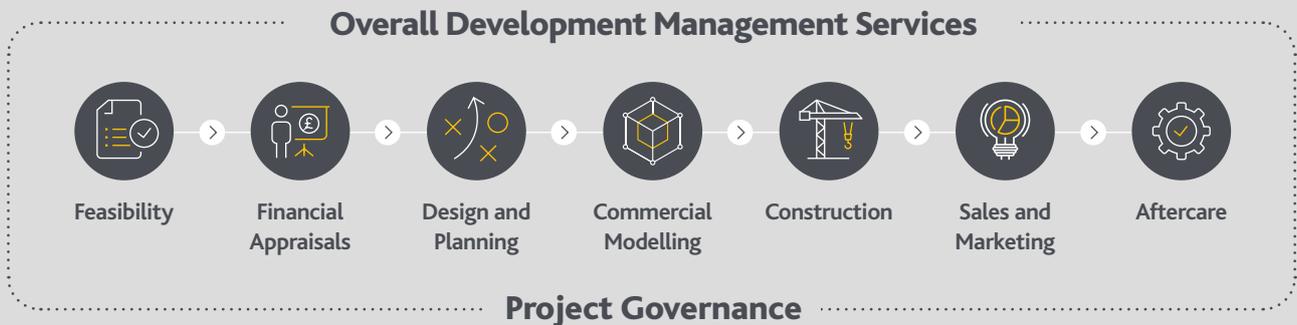
- 133 new homes built (80 for sale, 53 council houses), with all houses in the phase 1 sales release sold off plan.
- Delivered a level of council housing beyond many other developments in the city, with the proportion of council housing (40% of the units) exceeding policy requirements.
- A mix of sales units specifically driven to meet local need over best commercial performance, driven by the council retaining full control over the development. This has seen a higher proportion of 1 and 2 bed apartments delivered to meet local demand in the area.

BENEFITS OF OUR APPROACH FOR THE CUSTOMER

- ✓ Full control of the land and all associated decisions.
- ✓ Control of timescales by directing the rate of delivery.
- ✓ Retaining all proceeds from sales income.
- ✓ One single point of responsibility across the scheme increases consistency, reduces duplication and improves working relationships.



SERVICES PROVIDED



- Alongside our design and build offer, we provided a development management service to include:
 - Market appraisal and viability analysis
 - Financial modelling
 - Sales and marketing strategy
 - Scheme concept designs
 - House type design/specifications (ensuring products most suited for market sale)
 - Achieving planning permission
 - Management of plot sales
 - Customer care for completed units.

- In order to ensure that the customer could make informed decisions about their level of investment and the tenure mix we:
 - Ran multiple commercial models looking at different tenure splits through the feasibility process
 - Profiled different density models to assess these against commercial parameters
 - Provided market intelligence and demand information
 - Marketing strategy and materials, including all site branding

- Supporting the council to set up a long term stewardship agreement with a management agent to ensure high quality and consistency
- A project board responsible for overseeing the delivery of a project which meets the council's objectives in a fully compliant way.



ASHTON RISE BRISTOL

ADDED
VALUE

8.88/10

Customer satisfaction
(value for money)

76.1%

Local labour
within 40 miles

100%

Waste diverted
from landfill

96.69%

SME spend

COMMUNITY ENGAGEMENT ACTIVITIES



Coordinating the conversion of a building in central Bristol into 17 flats for homeless people.

A BENCHMARK FOR QUALITY



With an all-encompassing specification: all houses come with the same high spec finish and there are no hidden extras.

A HIGHLY SUSTAINABLE PROJECT



- All renewable energy in the form of a ground source heat pump for each unit. By integrating this new technology on a large scale residential scheme for the first time, it is being used as a benchmark for all developments in Bristol. Although it is more expensive to install, we registered it for the Renewable Heat Incentive so that the council will benefit from that income over next 20 years.
- By replacing carbon-intensive bitumen with an innovative method that uses non-recyclable plastic on site roads, we will save the equivalent of 150,000 single-use plastic bags.





WILLMOTT DIXON
SINCE 1852

Willmott Dixon

DEVELOPMENT SOLUTIONS

WHY DEVELOPMENT SOLUTIONS?

Development programmes are increasingly requiring a more innovative use of land and assets, with public and private collaboration key.

We bring together the best in construction and development specialism under one roof, working on projects from inception through to post completion. This gives an unrivaled development solution that comes from years of experience and expertise.

Our solutions set out to unlock and retain value for you – our customer.

Willmott Dixon is launching a new specialist and dedicated team who will provide a professional consultancy and a solution led service to our customers to realise and deliver a pipeline of development led opportunities.

Willmott Dixon believe in a purpose beyond profit. **We want to be a trusted partner in the delivery of social infrastructure through the values we uphold, the products we offer, the services we provide and the legacy we leave.** Development solutions is a clear route to achieving this.

We have developed a number of services and delivery models which can unlock opportunities, providing our customers with a wider solution which broadly sit across three key areas:



ASSET MANAGEMENT SOLUTIONS

Working with customers to review and unlock potential and achieve better value in their existing assets.



DEVELOPMENT MANAGEMENT SERVICES

A service led consultancy service which sits alongside our design and build offering.



FUNDING SOLUTIONS

Bringing forward alternative means of funding development to increase capacity within our partners' plans.

CUSTOMER BENEFITS

- ✓ Retain control
- ✓ Retain assets
- ✓ Unlock better commercial returns
- ✓ Provide a platform for creating longer term revenue streams to offset austerity cuts

These benefits offer real value to the customer, and provide a compelling case for the adoption and consideration of Development Solutions on relevant opportunities.

OUR MODELS AND SOLUTIONS





Unlocking value in our customers' strategic assets

What?

This sees Willmott Dixon provide development resource and expertise to review our customers' existing assets and create development solutions which support our customers' briefs, aims and aspirations.

Under this model we would review and appraise various design solutions to maximise benefits for our customers.

Such services could include:

- Identifying strategic land parcels to sell to generate revenue to cross-subsidise an identified development.
- Reviewing existing assets to develop more viable solutions.
- Identifying strategic land to acquire to unlock better potential from existing assets.

CUSTOMER BENEFITS



Generates a financially better solution by sweating their assets



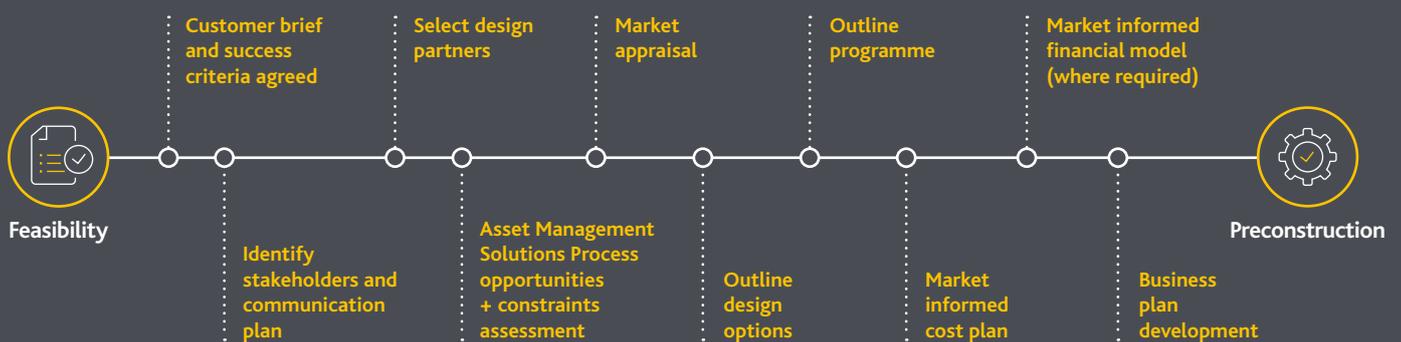
Provides a resource to customers who either do not have the resource or whose existing resources are at capacity



We can focus outcomes against their social drivers



Ensures customers retain ownership and control of their asset holdings.





Delivering a flexible and tailored service to maximise development value for our customers.

What?

A service offering in which we provide a full development service, to include design and build but also sales and marketing, commercial modelling and financial appraisal work.

Our customer retains the development returns – we receive our usual construction contract plus a fee for the wider services.

The key to this service is we are not the developer – that role remains with our customer – but we provide the full range of services required to deliver a private tenure housing scheme.

CUSTOMER BENEFITS



Retain control of land/assets



Meet local needs by having control over what is built



Be in control of timescales by directing the rate of delivery



Enhanced returns by retaining developer margins

Our development management services includes:

- Scheme concept designs, house types and specifications
- Market appraisal and viability analysis
- Support with achieving planning permission
- A sales and marketing strategy
- Financial modelling
- Management of plot sales
- Customer care for completed units
- Establish estate management regime
- Create and manage project governance regime

Overall Development Management Services



Feasibility



Financial Appraisals



Design and Planning



Commercial Modelling



Construction



Sales and Marketing



Aftercare

Project Governance



Enhancing capacity through funding solutions

What?

We will work with partners to identify funding requirements on projects and identify a suitable partner with whom we can work to provide a funding offer or solution.

This will include Adjuto as an option, but also look to generate wider partnerships with other funds and providers to create.

Such options could include:

- Cross subsidy models
- Grant funding solutions
- Lease and leaseback models
- Strip income models

We can also explore partnership models to design, build, finance and operate new public facilities.

CUSTOMER BENEFITS



Public sector borrowing capacity can be preserved for use on other developments.



Our cross-subsidy model can introduce flexible development partners to share risk.



Our approach can remove the requirement for an Authority to engage an external development company, thereby retaining margins.



Through Adjuto, an authority can

- Choose to act in the capacity of 'bank' and receive a market return for cash loaned into the model.
- Choose to act in capacity of 'developer' and receive a percentage of developer profit.

PROJECT CASE STUDIES





MOBERLY LEISURE & PRIME PLACE KENSAL RISE



CUSTOMER:
Westminster City Council

SOLUTION:
Funding Solution – social infrastructure cross-subsidy

CONTRACT START DATE:
March 2016

CONTRACT FINISH DATE:
June 2018

VALUE:
£47 million

PROCUREMENT ROUTE:
Scape 3 (single source)

Kensal Rise is a collection of 200 beautifully designed apartments and townhouses built on top of and around the Moberly Leisure Centre which offers two pools, a 120 station gym, two exercise studios and a large eight-court sports hall.

BENEFIT OF PROCUREMENT ROUTE USED

- The council were able to access the construction and development/funding expertise of Willmott Dixon. This provided them with a free feasibility, development advice and appraisal together with funding propositions.

CUSTOMER OBJECTIVES

- To create a vibrant new residential and wellbeing hub in a central London location, combining modern city living for residents with strong connections to the wider community.
- To increase sports provision in the local area.

CUSTOMER CHALLENGE

- No capital with which to fund a new centre.

OUR SOLUTION

- Using an innovative cross-subsidy method, Moberly Leisure was delivered at a time when there was a shortfall in public spending for facilities of this scale. The facility was delivered at no cost to the public purse, with Westminster City Council land being transferred for residential development as payment.



MOBERLY LEISURE & PRIME PLACE KENSAL RISE

THE OUTCOME

- Opened in June 2018, the brand-new Moberly Sports Centre replaced the existing facility that was nearing the end of its life and becoming uneconomical to maintain.
- The centre provides two pools, a 120-station gym and two exercise studios. There is also a large eight-court sports hall with a dedicated boxing gym and a bespoke gymnastics area.
- Within its first two months of operation the leisure centre welcomed over 100,000 visitors.
- We worked with residential development specialists, Be Living (now EcoWorld London) and Westminster City Council through Scape Group's Major Works framework to cross-fund delivery of this and another nearby leisure centre for the council.

- The Moberly development's housing was called Prime Place, Kensal Rise; a collection of beautifully designed one and two-bedroom apartments and four-bedroom townhouses built on top of and around the leisure centre.
- It provides a great location for the demands of modern city living, with homes arranged around a beautifully landscaped roof garden, with many benefiting from a large balcony or private terrace.

BENEFITS OF OUR APPROACH FOR THE CUSTOMER

- ✔ Provided a 37% increase in sports provision for the area and much needed modern facilities and importantly was delivered at no cost to Westminster City Council.
- ✔ The facility is now a net contributor to council revenue as the new fitness and leisure destination for Maida Vale.

ADDED VALUE

9/10

Customer satisfaction

77%

Local labour within 20 miles

87.5%

Local labour within 40 miles

95.5%

Waste diverted from landfill

387

School workshops

8

University research projects (Target:1)

100%

Fair payment made to supply chain within 19 days

100,000

Visitors in first two months

CHESHUNT SCHOOL BROXBOURNE



FUNDING SOLUTIONS

BE LIVING



CUSTOMER:

Be Living

SOLUTION:

Funding Solution – social infrastructure cross-subsidy

CONTRACT START DATE:

May 2015

CONTRACT FINISH DATE:

August 2017

VALUE:

£25 million Gross Development Value

PROCUREMENT ROUTE:

SID Framework

A scheme which saw the delivery of new educational facilities, funded through the development of 88 new homes on surplus school land.

BENEFIT OF PROCUREMENT ROUTE USED

- Because the framework is focused on the delivery of social infrastructure as an output of housing provision, the mini-competition process allowed us to submit plans for overall school facility improvements at Cheshunt School, which were entirely funded by the delivery of new homes.

OUR SOLUTION

- Funded the school improvements without the school having to provide any capital funding by utilising a cross-subsidy model, whereby we developed and sold 88 homes on an adjacent site owned by the school.

THE OUTCOME

- Customer objectives met via the completion of school enhancements, together with a unique development of 88 homes comprising of a mix of apartments and family homes of up to four bedrooms nestling next to Cheshunt School’s playing fields.

BENEFITS OF OUR APPROACH FOR THE CUSTOMER

- ✓ Our customer saw vast enhancements to their own facilities without incurring any cost to themselves.

CUSTOMER OBJECTIVES

- To deliver a new technology block, remodel the main classroom block to create a new entrance lobby, staircases and new circulation route, plus an updated admin block to link with the new technology facility.
- To improve the sports fields with new changing facilities and a community sports hall with dedicated entrance and parking.

CUSTOMER CHALLENGE

- No capital with which to fund these works.

ADDED VALUE



We created a biodiversity zone at the school after they successfully applied for a Woodland Trust ‘Wildlife’ Tree Pack.

420

The Woodland Trust ‘Wildlife’ Tree Pack included 420 trees in total, consisting of various species of tree such as oak, silver birch and hazel.



The pack also contained trees such as hawthorn, rowan and blackthorn that were planted specifically to become sources of food for wildlife.



SAYER COURT LEAMINGTON SPA

ASSET
MANAGEMENT
SOLUTIONS



CUSTOMER:
Warwick District Council

SOLUTION:
Strategic Assets Review

CONTRACT START DATE:
May 2015

CONTRACT FINISH DATE:
November 2016

VALUE:
£11.1 million

PROCUREMENT ROUTE:
Scape 3 (single source)

Sayer Court provides a stylish 76 apartment block and five separate bungalows for people over 55. This is the first housing scheme commissioned by Warwick District Council for over 30 years, creating quality new homes that replaced a scheme no longer fit for purpose.

BENEFIT OF PROCUREMENT ROUTE USED

- Enabled the council to engage Willmott Dixon to undertake a development management role in unlocking the development.
- The council benefitted from free feasibility review work to provide a platform to take the development forward. Early engagement through the framework made this possible.

CUSTOMER OBJECTIVES

- To provide a high quality retirement development for older people.
- To increase density and the number of units on offer through the scheme.

CUSTOMER CHALLENGE

- The council had limited capacity within the team with which to take the development forward.

OUR SOLUTION

- We identified and secured additional land for development.
- Re-located an existing retail unit.
- Progressed the scheme through planning.
- Undertook all design and construction works.

This scheme was developed on the site of former bedsit accommodation with the aim of enhancing the quality of accommodation available for local people. The site contained 33 bedsits plus a common room. When we were initially engaged on the scheme, the site contained numerous constraints which limited its development to circa 40 new homes.

We undertook all initial site due diligence at our risk to create a fully risk profiled development solution for the council.

In carrying out this process, we developed nine separate feasibility studies (all at risk) in order to assess the viability of different scenarios linked to land acquisition.



SAYER COURT LEAMINGTON SPA

This all formed part of our reporting processes in obtaining Cabinet approval to commit the investment required to increase the density of the scheme. In order to maximise the scheme’s potential we undertook a land assembly process and negotiated the acquisition of three private land parcels including an existing public house and two private houses. This enabled a significant increase to the density of housing – almost tripling the number of units on site. The structure of this deal saw us negotiate the land purchases on behalf of the Local Authority (LA), with completion assigned to the council. We then entered into an NEC Delivery Agreement to design and build the scheme, including taking the scheme through planning. Once this Cabinet approval was obtained, we entered into conditional contracts with each land owner and subsequently took the scheme through planning, achieving a planning consent in only 11 weeks from submission, thereby ensuring a swifter start on site could be achieved. Planning was

fronted by ourselves and submitted in our name in order that reputational risk was protected from the council. In addition, we supported the council with sales and lettings by delivering a show apartment early in our programme. We engaged a specialist interior designer and fully fitted out and apartment to enable the council to show prospective residents what the final quality would be like in order to maximise sales and lettings in the off-plan phase.

THE OUTCOME

- First housing scheme commissioned by Warwick District Council for over 30 years.
- Met local housing needs by replacing a scheme no longer fit for purpose, with purpose build accommodation.
- 76 unit apartment block with five separate bungalows all specifically designed for over 55s.
- Delivered on time and to budget.

BENEFITS OF OUR APPROACH FOR THE CUSTOMER

- ✓ Ensuring greater value for council spend, we negotiated the acquisition of three private parcels of land to increase development capacity.
- ✓ We supported the Cabinet and board approval process to ensure approval for the investment.
- ✓ Our expert team led the planning process and secured planning consent in 11 weeks.
- ✓ We took full construction risk to ensure cost certainty for our customer.

ADDED VALUE

9/10

Client satisfaction (service)

8/10

Client satisfaction (value for money)

99%

Waste diverted from landfill

43

Considerate Constructor Score

100%

Fair payment made to supply chain within 19 days

96%

Local labour within 40 miles

88%

Local spend within 40 miles

100%

SME engagement and SME spend



ROBIN HOOD CHASE NOTTINGHAM



CUSTOMER:

Nottingham City Council
& ASRA Housing

SOLUTION:

Strategic Assets Review

CONTRACT START DATE:

March 2014

CONTRACT FINISH DATE:

March 2015

VALUE:

£3.9 million

PROCUREMENT ROUTE:

Scape 3 (single source)

A mixed use development which saw the delivery of 45 homes together with three retail units, delivered in partnership with ASRA Housing.

ADDED VALUE



COMMUNITY ENGAGEMENT ACTIVITIES

Our community engagement activities included working with Nottingham City Council's Employment Hub to provide invaluable work experience for 72 local unemployed people.



BUILDING ON STRONG FOUNDATIONS

Our site team also teamed up with trainees from the local New College Nottingham and local job seekers to create the foundations for a new building at St. Ann's Community Orchard.

BENEFIT OF PROCUREMENT ROUTE USED

- Direct call off through the framework enabled the council to procure Willmott Dixon to work up a solution for this under-utilised site and create a platform for securing two development partners to deliver the site.
- Allowed the early engagement of Willmott Dixon to undertake early feasibility review in order to create a deliverable solution for the site.
- Free feasibility through the Scape framework.

CUSTOMER OBJECTIVES

- To deliver the development in a commercially viable manner, with no residual development risk for the council.
- To create a scheme which delivered both residential and commercial (retail) uses.

CUSTOMER CHALLENGE

- Commercial viability.
- Finding a development solution for a mixed use scheme.

OUR SOLUTION

Our role saw us:

- Identify and obtain the land
- Secure and pre-sell the retail element
- Progress the scheme through planning
- Undertake all design and construction works.

This development followed an earlier phase which saw Willmott Dixon deliver a health and wellbeing centre on behalf of Nottingham City Council.

Following completion of the Wellbeing Centre, we began working with the council (who owned the land) to develop proposals for the wider site. We were able to engage in an exclusivity arrangement with the council on the land through our position on the Scape Major Works framework, giving us direct access to the land in an off-market scenario.

The deal structure saw us negotiate an exclusivity with the vendor and then assign the land completion to ASRA Housing, with Willmott Dixon subsequently entering



ROBIN HOOD CHASE NOTTINGHAM

into a design and build contract to complete the scheme.

In developing proposals, we entered into early dialogue with the planners and carried out a series of due diligence surveys on the land (including a topographical survey and site investigation) in order to understand the full constraints of the site and develop a fully profiled land package proposal to our end client, ASRA Housing.

We undertook all initial site due diligence at our risk to create a fully risk profiled development package solution to ASRA Housing.

Following engagement with the planners, it became apparent that a mixed use scheme was required. In response we developed proposals for a scheme comprising residential and retail use.

We also shared planning risk to ensure all partners were equally bought into the principle of the development from the outset.

Using our position on the Nottingham Housing Strategic Partnership Board, we took the site to ASRA Housing as a package deal for the residential element and entered into a back-to-back arrangement to deliver

the scheme. We also led the commercial element of the project, sourcing a commercial investment partner and securing pre-sales on all three commercial units, enabling the development to successfully commence in a manner compliant with planning.

Prior to the commercial investment partner being on board, we commenced taking the scheme through planning, sharing planning risk and taking full responsibility for securing pre-sales on the commercial element.

We subsequently entered into separate build contracts with ASRA Housing and the commercial partner, providing lump sum contracts and taking full construction risk, to successfully deliver the scheme.

THE OUTCOME

- A successful mixed use development which saw the delivery of 45 homes together with three retail units.
- This development completed the wider regeneration of the area.
- It also provided much needed homes specifically designed for over 55s, addressing housing need in the area.

BENEFITS OF OUR APPROACH FOR THE CUSTOMER

- ✔ Gained early access to the site by utilising our position on the Nottingham Housing Strategic Partnership Board.
- ✔ Site secured off-market through our position on the Scape Major Works framework, avoiding competition on the open market.
- ✔ Undertook early due diligence on the site to ensure all opportunities and constraints were understood early in the development process.
- ✔ Successfully delivered the retail element in a risk free manner to ASRA Housing by sourcing a commercial investment partner.
- ✔ Ensured community engagement was a key consideration in the development.

ADDED VALUE

100%

of supply chain paid within 30 days

90.81%

Local labour within 40 miles

99.70%

Local spend within 60 miles

655

Short courses completed

99.62%

Waste diverted from landfill

209

Apprentice weeks completed



The building is popular with natural space within the local St Ann's allotments, hosting a range of community activities, including school visits, activity days and play sessions.



SPRING BOROUGH NORTHAMPTON



NORTHAMPTON
PARTNERSHIP HOMES

CUSTOMER:

Northampton Partnership Homes

SOLUTION:

Strategic Assets Review

CONTRACT START DATE:

October 2016

CONTRACT FINISH DATE:

December 2018

VALUE:

£6.34 million

PROCUREMENT ROUTE:

Scape 3 (single source)

This project entailed the development of 34 new affordable homes (comprising 2 and 3 bed houses), a new retail unit and remodelling works to St Katherine's Court (15 storey tower block), including all external works, infrastructure and drainage.

BENEFIT OF PROCUREMENT ROUTE USED

- Enabled the council to engage Willmott Dixon to undertake a full land availability assessment in unlocking the development.
- Early engagement through the framework enabled the council to benefit from free feasibility review work to provide a platform to take the development forward.
- Significant social value was created as part of the development.

CUSTOMER OBJECTIVES

- To improve the environmental setting of the overall estate.
- To improve the energy efficiency of the existing tower block.
- To increase the provision of new homes.

CUSTOMER CHALLENGE

- Limited resources.
- Knowledge of available sites on the estate was limited.

OUR SOLUTION

- We identified and secured additional land for development
- Re-located an existing retail unit
- Took the scheme through planning
- Undertook all design and construction works.

We were initially engaged by our customer, Northampton Partnership Homes to deliver a new build scheme comprising of 18 new homes off Little Cross Street within the Spring Borough estate.

We undertook a full review of the local area to aid in our understanding of the scheme. This highlighted the potential to expand our development activities beyond this initial site. As a result, we conducted a full



SPRING BOROUGHES NORTHAMPTON

land development strategy with the aim of identifying additional sites for potential development.

As part of this exercise, we initially identified six potential sites within the estate itself which we felt offered development potential.

We then undertook title searches and planning due diligence to assess which sites were deliverable. This saw us discount three initial sites.

For the remaining three sites, we entered into dialogue with the relevant land owners to ensure the sites could be acquired and also did initial scoping work to understand the level of development achievable.

Through this exercise, we were able to secure each site and increase the development from an initial 18 new homes to 34 new homes plus the relocation of a retail unit to increase the scope of the initial site.

THE OUTCOME

- The development of 34 new homes, a new retail unit and remodelling works to St. Katherine's Court (15 storey tower block). This provided the community with much needed affordable housing.
- We also made environmental improvements to the estate, by completing all external works such as infrastructure and drainage. This improved the estate's overall external image.

BENEFITS OF OUR APPROACH FOR THE CUSTOMER

- ✓ Ensured cost certainty for our customer by taking full construction risk.
- ✓ Successfully secured planning consent on each development site with Willmott Dixon leading the planning process.
- ✓ Increased the development potential from 18 units to 34 units, increasing the number of affordable homes we were able to provide across the estate.

ADDED VALUE

9.7/10

Customer satisfaction score

100%

BREEAM assessment rating on all new buildings

42

Considerate Constructor Score

100%

Local labour within 40 miles

100%

Local spend within 40 miles

88%

SME engagement

96%

project spend with SMEs



LIVERPOOL HOUSING PARTNERSHIP LIVERPOOL



CUSTOMER:
Liverpool City Council

PARTNERS:
Liverpool Mutual Homes
and Redrow Homes

SOLUTION:
Consortium Solution

CONTRACT START / FINISH DATE:
2015 / 2020

VALUE: £205 million
(Potential investment value)

PROCUREMENT ROUTE:
Competitive dialogue

The Liverpool Housing Partnership (LHP) is a pioneering relationship forged between Liverpool City Council, Redrow Homes, Liverpool Mutual Homes (LMH) and Willmott Dixon, delivering up to 1,500 new homes and bringing 1,000 empty homes back into use.

BENEFIT OF PROCUREMENT ROUTE USED

- It provided the council with the flexibility to create a unique partnership with a consortium of award winning partners who are committed to local investment in the Liverpool City region.

CUSTOMER OBJECTIVES

- To deliver 1,500 new homes and bring 1,000 empty homes back into use
- To deliver these homes across the entire city
- To deliver a range of tenures, including market sale and affordable housing
- To deliver a range of higher council tax band homes.

CUSTOMER CHALLENGE

- The scale of the objective was such that it was too large for any one individual organisation to deliver.
- The council had access to land, yet was not in a position to directly deliver the housing requirements through their own investment.

- The council also had a range of other partnerships in place which were not fully delivering against the housing needs of the city.

OUR SOLUTION

In response to the challenges, Willmott Dixon pulled together a consortium of partners with complementary skills and expertise and who, together, could deliver the scale of development being sought by the council.

Our approach entailed:

- A consortium of partners with expertise in land identification, planning promotion, ground remediation, construction, development, sales and marketing, housing management, customer service and aftercare.
- Development of new homes on multiple sites throughout the city, providing a city wide housing programme with a variety of housing tenures.



LIVERPOOL HOUSING PARTNERSHIP LIVERPOOL

The council provided strategic planning and housing need intelligence, as well as selling any council owned land suitable for housing to the partnership for development at market value.

Capital receipts generated by the sale of the council sites and assets were reinvested into the housing programme, to enable more families to be provided with homes.

Programme delivery was closely monitored by the partnership, with quarterly and annual reports provided to the Cabinet.

THE OUTCOME

• To date, development has commenced either on site or through the planning process of nine schemes providing over 300 new homes across a variety of tenures and uses.

• This includes Marwood Tower which has delivered 80 homes for the over 55s through the refurbishment and extension of a tower block which was no longer in use.

BENEFITS OF OUR APPROACH FOR THE CUSTOMER

- ✔ Scale of delivery – by adopting a consortium-led approach we are able to deliver much more than our individual organisations could in isolation, thereby ensuring we could meet the council's objective of delivering 1,500 new homes, something which would have been difficult for one company to achieve.
- ✔ Platform to deliver 1,500 new homes and bring 1,000 empty homes back into use.
- ✔ Creating a £205 million investment, with potential for a further £200 million in subsequent years.

- ✔ The uniqueness of the partnership is that it is responsive to the housing market and the partners have a direct influence about where, when and the type of housing to be built in the city.
- ✔ Development of new homes on multiple sites throughout the city, providing a city wide housing programme with a variety of housing tenures.
- ✔ The partnership worked on a wide range of initiatives to tackle empty properties, including long-term voids, such as maximising voluntary action from property owners and securing funding to bring houses back into use. Areas where groups of empty properties are most heavily impacting on streets are being particularly targeted.

ADDED VALUE

8.4/10

Customer satisfaction (service)

8/10

Customer satisfaction (whole life performance)

99.53%

Waste diverted from landfill

40

Considerate Constructor Score

100%

Fair payment made to supply chain within 19 days

98.81%

Local labour within 40 miles

90.17%

Local labour within 20 miles

95.03%

Local spend within 40 miles

100%

SME engagement and SME spend

The project has delivered the following aims and objectives:

- **17** National Vocational Qualifications supported • **147** School/college/university site visits
- **300** Apprentice weeks (existing), **52** Apprentice weeks (project initiated) • **829** Short courses
- **149** School/college workshops • **38** Work experience placements • **45** University research projects supported



ASHTON RISE BRISTOL

DEVELOPMENT
MANAGEMENT
SERVICES



CUSTOMER:
Bristol City Council

SOLUTION:
Development Management Services

CONTRACT START DATE:
8th May 2017

CONTRACT FINISH DATE:
Anticipated 15th March 2021

VALUE:
£21.2 million

PROCUREMENT ROUTE:
Scape 3 (single source)

Ashton Rise is a mixed tenure housing development of 133 new homes, with 80 homes for market sale and 53 for council housing. It is the first scheme of this nature and scale delivered by the council for over 30 years.

BENEFIT OF PROCUREMENT ROUTE USED

- Procuring through the framework provided the customer with a one stop shop for the full suite of services that they needed: design, build and development management.
- Early engagement, at concept stage, allowed the customer to benefit from our expertise from the earliest possible point.
- Enabled the gradual expansion of the scope of employment as the project progressed; the customer could appoint us in managed packages.

CUSTOMER OBJECTIVES

- To maximise the delivery of council housing on this site, in a way that was more cost effective than standard council housing programmes.
- Adopt a cross-subsidy model; to use the proceeds from the sales units to cross subsidise the provision of council houses.
- To set a benchmark for quality in Bristol.

CUSTOMER CHALLENGE

- Having never delivered a mixed tenure scheme before, the council did not have the in-house experience required to navigate the complexities of such a scheme and successfully meet their objectives.

OUR SOLUTION

- Our strategic partnership sees us utilising our construction, sales and marketing skills to successfully deliver the largest council development in many years.
- We are providing both contracting and development management services to the council, selling homes to cross-subsidise the social rent units, with sales income being used to fund the council housing.



ASHTON RISE BRISTOL

THE OUTCOME

- 133 new homes built (80 for sale, 53 council houses), with all houses in the phase 1 sales release sold off plan.
- Delivered a level of council housing beyond many other developments in the city, with the proportion of council housing (40% of the units) exceeding policy requirements.
- A mix of sales units specifically driven to meet local need over best commercial performance, driven by the council retaining full control over the development. This has seen a higher proportion of 1 and 2 bed apartments delivered to meet local demand in the area.

BENEFITS OF OUR APPROACH FOR THE CUSTOMER

- ✓ Full control of the land and all associated decisions.
- ✓ Control of timescales by directing the rate of delivery.
- ✓ Retaining all proceeds from sales income.
- ✓ One single point of responsibility across the scheme increases consistency, reduces duplication and improves working relationships.



SERVICES PROVIDED



- Alongside our design and build offer, we provided a development management service to include:
 - Market appraisal and viability analysis
 - Financial modelling
 - Sales and marketing strategy
 - Scheme concept designs
 - House type design/specifications (ensuring products most suited for market sale)
 - Achieving planning permission
 - Management of plot sales
 - Customer care for completed units.

- In order to ensure that the customer could make informed decisions about their level of investment and the tenure mix we:
 - Ran multiple commercial models looking at different tenure splits through the feasibility process
 - Profiled different density models to assess these against commercial parameters
 - Provided market intelligence and demand information
 - Marketing strategy and materials, including all site branding

- Supporting the council to set up a long term stewardship agreement with a management agent to ensure high quality and consistency
- A project board responsible for overseeing the delivery of a project which meets the council's objectives in a fully compliant way.



ASHTON RISE BRISTOL

ADDED
VALUE

8.88/10

Customer satisfaction
(value for money)

76.1%

Local labour
within 40 miles

100%

Waste diverted
from landfill

96.69%

SME spend

COMMUNITY ENGAGEMENT ACTIVITIES



Coordinating the conversion of a building in central Bristol into 17 flats for homeless people.

A BENCHMARK FOR QUALITY



With an all-encompassing specification: all houses come with the same high spec finish and there are no hidden extras.

A HIGHLY SUSTAINABLE PROJECT



- All renewable energy in the form of a ground source heat pump for each unit. By integrating this new technology on a large scale residential scheme for the first time, it is being used as a benchmark for all developments in Bristol. Although it is more expensive to install, we registered it for the Renewable Heat Incentive so that the council will benefit from that income over next 20 years.
- By replacing carbon-intensive bitumen with an innovative method that uses non-recyclable plastic on site roads, we will save the equivalent of 150,000 single-use plastic bags.





D'URTON LANE PRESTON

FRAMEWORK
PROCUREMENT
**DEVELOPMENT
SPV SOLUTION**



CUSTOMER:
Trafford Housing Trust

SOLUTION:
Land Led Development

CONTRACT START DATE:
April 2020

CONTRACT FINISH DATE:
April 2024 (TBC)

VALUE:
£32.6 million

PROCUREMENT ROUTE:
Homes England DPP3 Framework

Mixed tenure housing development providing 250 new homes on land procured from Homes England through the DPP3 framework and to be delivered through a joint venture partnership with Trafford Housing Trust.

BENEFIT OF PROCUREMENT ROUTE USED

- The DPP3 framework gave us access to a site being disposed of by Homes England for our partner, Trafford Housing Trust (THT). Willmott Dixon's position on the framework enabled THT to have access to the site.
- Enabled Homes England the delivery of more affordable housing than a traditional approach.

CUSTOMER OBJECTIVES

- **Homes England:**
 - Achieve the highest possible land value.
 - Homes delivered at an accelerated construction pace.
 - Exchange land contracts prior to the end of March 2019.
- **Trafford Housing Trust:**
 - Access to larger development sites.
 - Ability to deliver 50% affordable housing on their schemes.
 - Be in full control of the development.

CUSTOMER CHALLENGE

- Create a housing offer which doesn't compete with surrounding development.
- Deliver a project with the completion of off-site highways works (S278) which provide access to the site.

OUR SOLUTION

- We created a joint venture (JV) with Trafford Housing Trust to give THT access to the site through our framework appointment.

THE OUTCOME

- The JV successfully bid to deliver 250 new homes over a 4 year period, providing Homes England with the most competitive land offer.
- Our solution, focussing on smaller 2, 3 and 4 bed homes was designed to not compete with surrounding new build developments, predominantly providing larger family homes.



D'URTON LANE PRESTON

BENEFITS OF OUR APPROACH FOR THE CUSTOMER

- ✔ Our partnership will allow us to deliver a scheme consisting of 50% affordable housing and 50% housing for sale, far in excess of planning policy requirements.
- ✔ Our tenure solution will enable us to deliver at an accelerated pace, a planned delivery rate of 8 homes per month (against a market average of 5 per month).
- ✔ We are making a significant contribution towards meeting local housing needs by providing a mix of homes which are currently under-supplied in the local housing market.
- ✔ The completion of off-site works (S278) enabled us to provide greater access to the site. This in turn allowed Homes England to determine greater certainty over a site start date and land value payments, as well as allowing for overall better site delivery.
- ✔ Gave THT access to a site which they would otherwise have been unable to access.

ADDED VALUE

LESSON SUPPORT FOR PUPILS



Pupils will be supported in building new habitats such as bird boxes and insect hotels for local wildlife, whilst being taught about the animals' habits and learning new skills such as basic joinery.

SAFETY TALKS FOR PUPILS



Our people will visit primary schools during assembly or class times to deliver site safety talks. These talks will be centred around the dangers children could be exposed to if they were to enter a site unsupervised.

ELECTRICAL CIRCUIT BOARD WORKSHOPS



Electrical circuit board workshops will be held to allow pupils to create sound, motion and light through building snap circuits, all whilst learning the basic principles of electronics.



To find out more about Willmott Dixon
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WILLMOTT DIXON

SINCE 1852

Caerphilly Innovation Housing

Addendum to the Feasibility

JULY 2020



Feasibility Addendum

Further to the submission of our Feasibility Report Dated June 2020 we have pleasure in enclosing further details following our presentation / review and feedback sessions.

Contractual Arrangements

The Scape Framework provides you access to projects with Willmott Dixon Construction of values between £2 - £20 million. Whilst the total for the three schemes is indicated by the report as being over this number we will have two separate contracts.

1. Trethomas (Pilot Site 1) will be the first project. – Contract value in excess of £2M
2. Oakdale and Treceenydd – These will form the second contract and will be below the £20m threshold

The reason for this split is necessitated by the need to test the product on Trethomas first and then to obtain maximum value for money through purchasing volume by combining both Oakdale and Treceenydd as one contract.

This is perfectly in accordance with Scape procurement standards and does not put the Authority at any risk of challenge.

Pre-Construction Programme

If you were to approve the Feasibility report and instruct us for the next stage we would enter into a formal PCSA Contract. This contract would run for a little over 6 months and indicative dates are indicated within the original Feasibility Report.

Fees

Within this addendum is a detailed fee schedule for the three sites which indicates the financial commitment you would be making to get these three sites through the design stage, into planning, SAB approval and a contract sum.

We have split these into Fixed Fees and Provisional Fees. These later provisional sums are generally for surveys which at this stage we are unable to fix but are based upon our best knowledge and experience. These provisional sums could be less or in some cases not required.

Please see [Appendix 1](#) for summary and details for each individual site.

Development Solutions

As advised in our Feasibility Report for the Oakdale Site we will provide our Development Solutions process during the feasibility and preconstruction phase.

This service would normally attract fee of circa £33,750.00 however in order to provide financial support to the project and to show our commitment we will deliver these services **free of charge**.

The full scope of what these services include is shown within [Appendix 2](#). For clarity the free of charge service covers all services within the feasibility and preconstruction period items 1 – 4.

A fee proposal for the remaining sections 5 – 6 will be agreed if required.

A

Appendix 1
Fee Schedule

Appendix 2
Willmott Dixon
Development Management
Services – Scope of Service

Appendix 1 Fee Schedule



	Pre-Construction Costs	
Design Team Fees & Surveys	Fixed	Provisional
Caerphilly Housing - Trecenydd	£54,092.84	£36,200.00
Caerphilly Housing - Trethomas	£57,980.30	£37,850.00
Caerphilly Housing - Oakdale	£346,510.00	£141,800.00
Preconstruction Design Team Fees & Surveys	£458,583.14	£215,850.00
Pre-Con and Design Management Fees		
Preconstruction Fees	£52,000.00	
Design Management Service Fee	£87,237.00	
	£139,237.00	
Total Expenditure for Preconstruction	£597,820.14	£215,850.00
	£813,670.14	

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Appendix 1 Fee Schedule

Trecenydd

FEE SCHEDULE		PRECONSTRUCTION			TOTAL
		Stage 2	Stage 3	Stage 4	
Description	Fixed (F) / Provisional (P)				
DESIGN FEES					
Architect	F	£7,500		£15,000	£22,500
Principal Designer	F		£1,500		£1,500
Landscape Architects	F				£0
Structural & Civil engineers	F		£9,950		£9,950
Building Services Consultant	F		£1,750		£1,750
Acoustic Consultant including Survey and Testing	F		£1,500		£1,500
Building Control	F			£2,493	£2,493
Fire engineering consultant	F		£2,500		£2,500
Air Tightness Testing including desktop review, design review, site advice and visits	F		£1,000		£1,000
Passivhaus	F	£2,993		£2,850	£5,843
NHBC	F			£5,057	£5,057
SAB	P	£6,950			£6,950
SAB Fees	P	£10,000			£10,000
Initial Flood Risk Assessment & Drainage Strategy Report	P	£350			£350
CC Survey of completed Below Ground Drainage System	P	£500			£500
Topographical Survey	P	£1,500			£1,500
Existing Utility Apparatus Information (Water Main, Sewer Main, Gas Main, Electricity Main, Telecom Main, Cable TV Main)	P	£500			£500
Soil Investigation Survey (California Bearing Ratio tests, Percolation Tests, Frost Susceptibility testing & Waste Acceptance Criteria Testing, Compaction Testing, Landfill Gas Analysis, Persistent Organic Pollutants Survey)	P	£3,000			£3,000
Waste Acceptance Criteria Testing soil	P	£500			£500
Level 1 Ecological Report (includes Desk study and Extended Phase 1 habitat survey)	P	£1,500			£1,500
Acoustic Survey (Noise Impact Assessment) to support Planning Application	P	£1,500			£1,500
Traffic Impact Assessment (Transport Assessment & Travel Statement)	P	£4,950			£4,950
Highways Act 1980 (Relates to classification, maintenance and rights of all parties in public maintained and private streets)	P			£4,950	£4,950
TOTAL		£41,743	£18,200	£30,350	£90,293

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Appendix 1 Fee Schedule

Trethomas

FEE SCHEDULE		Stage 2	Stage 3	Stage 4	TOTAL
Description	Fixed (F) / Provisional (P)				
DESIGN FEES					
Architect	F	£7,500		£15,000	£22,500
Principal Designer	F		£1,500		£1,500
Structural & Civil engineers	F		£11,950		£11,950
Building Services Consultant	F		£1,750		£1,750
Acoustic Consultant including Survey and Testing	F		£1,500		£1,500
Building Control	F			£3,117	£3,117
Fire engineering consultant	F		£2,500		£2,500
Air Tightness Testing including desktop review, design review, site advice and visits	F		£1,000		£1,000
Passivhaus	F	£2,993		£2,850	£5,843
NHBC	F			£6,321	£6,321
SAB	P	£7,000			£7,000
SAB Fees	P	£10,000			£10,000
Initial Flood Risk Assessment & Drainage Strategy Report	P	£1,950			£1,950
CC10 Survey of completed Below Ground Drainage System	P	£500			£500
Topographical Survey	P	£1,500			£1,500
Existing Utility Apparatus Information (Water Main, Sewer Main, Gas Main, Electricity Main, Telecom Main, Cable TV Main)	P	£500			£500
Soil Investigation Survey (California Bearing Ratio tests, Percolation Tests, Frost Susceptibility testing & Waste Acceptance Criteria Testing, Compaction Testing, Landfill Gas Analysis, Persistent Organic Pollutants Survey)	P	£3,000			£3,000
Waste Acceptance Criteria Testing soil	P	£500			£500
Level 1 Ecological Report (includes Desk study and Extended Phase 1 habitat survey)	P	£1,500			£1,500
Acoustic Survey (Noise Impact Assessment) to support Planning Application	P	£1,500			£1,500
Traffic Impact Assessment (Transport Assessment & Travel Statement)	P	£4,950			£4,950
Highways Act 1980 (Relates to classification, maintenance and rights of all parties in public maintained and private streets)	P			£4,950	£4,950
		£43,393	£20,200	£32,237	£95,830
TOTAL					

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Appendix 1 Fee Schedule

Oakdale

FEE SCHEDULE		Stage 2	Stage 3	Stage 4	TOTAL
Description	Fixed (F) / Provisional (P)				
DESIGN FEES					
Architect	F	£60,000		£25,000	£85,000
Principal Designer	F		£7,500		£7,500
Landscape Architects	F		£10,000		£10,000
Structural & Civil engineers	F	£49,950	£29,250		£79,200
Building Services Consultant	F		£14,000		£14,000
Acoustic Consultant including Survey and Testing	F		£7,500		£7,500
Planning Consultant	F	£10,000	£15,000		£25,000
Building Control	F			£16,733	£16,733
Fire engineering consultant	F		£10,000		£10,000
Air tightness testing including desktop review, design review, site advice and visits	F		£5,000		£5,000
Passivhaus	F	£11,970		£11,400	£23,370
NHBC	F			£63,207	£63,207
SAB	P	£6,950			£6,950
SAB Fees	P	£15,000			£15,000
Initial Flood Risk Assessment & Drainage Strategy Report	P	£1,950			£1,950
CCTV Survey of completed Below Ground Drainage System	P	£5,000			£5,000
Topographical Survey	P	£10,000			£10,000
Existing Utility Apparatus Information (Water Main, Sewer Main, Gas Main, Electricity Main, Telecom Main, Cable Tv Main)	P	£5,000			£5,000
Soil Investigation Survey (California Bearing Ratio tests, Percolation Tests, Frost Susceptibility testing & Waste Acceptance Criteria Testing, Compaction Testing, Landfill Gas Analysis, Persistent Organic Pollutants Survey)	P	£30,000			£30,000
Waste Acceptance Criteria Testing soil	P	£5,000			£5,000
Level 1 Ecological Report (includes Desk study and Extended Phase 1 habitat survey)	P	£15,000			£15,000
Arboricultural - Existing Tree Survey & Tree Constraints Plan	P	£3,000			£3,000
Acoustic Survey (Noise Impact Assessment) to support Planning Application	P	£10,000			£10,000
Traffic Impact Assessment (Transport Assessment & Travel Statement)	P	£9,950			£9,950
Planning Condition Discharge Fees	P			£10,000	£10,000
Highways Act 1980 (Relates to classification, maintenance and rights of all parties in public maintained and private streets)	P			£14,950	£14,950
		£248,770	£98,250	£141,290	£488,310
TOTAL					

Project: Oakdale, Caerphilly

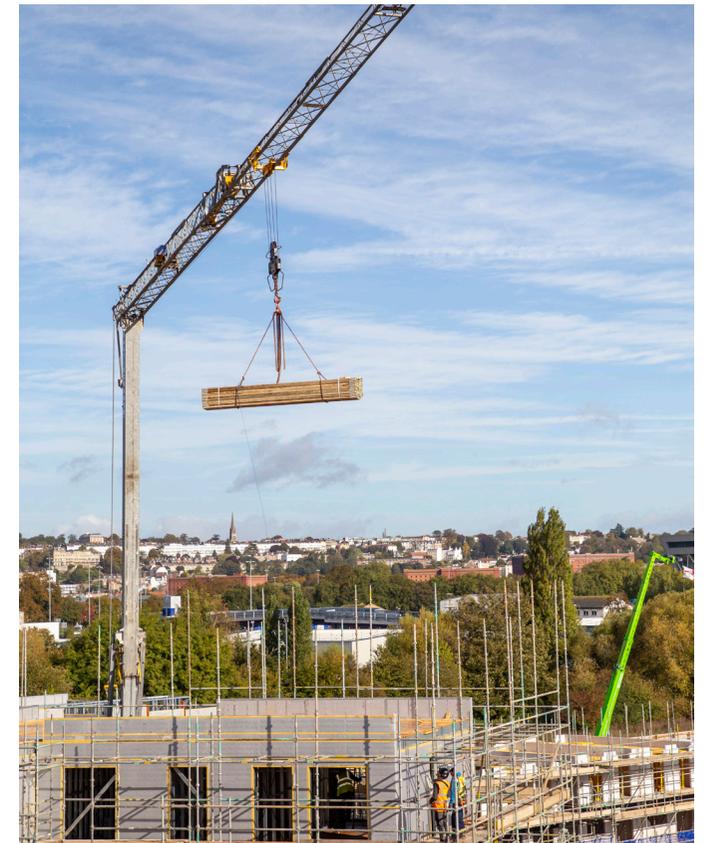
Description: Mixed tenure housing development.

Duration: circa 3 years (including pre-development phase)

A detailed strategy and proposal for the Oakdale development was put forward in the Outline Development Analysis previously issued. This document aims to further clarify the scope for each stage of the project and the Willmott Dixon fees that may be required at each stage, we have also established a schedule of external costs likely to be required to bring the development to fruition and completion.

We are proposing our Development Management model established within our Development Solutions team which adopts the principles and benefits of joint ventures, but avoids the costs and complexity that can be associated with such vehicles.

We bring together the best in construction, residential development and private rental specialism under one roof. Our offering will sit alongside and compliment the traditional Design and Build service provided through the SCAPE framework ensuring that every decision is made to both achieve your aspirations and increase the value and sales rate achieved on the scheme.



Feasibility and Preconstruction

1. Feasibility / Business Plan Development

Purpose: To establish our customers aspirations, potential budget and how the local market might be best utilized to maximize return whilst delivering on pre agreed outcomes through research.

Activity	Difference to Construction Services
Review of scope of service and scheme aspiration requirements with customer to ensure we can drive value.	Specialist knowledge in market data to influence the design and scope.
Market research to establish best uses for the Oakdale site including tenure, mix and house types appropriate for the local market.	Specialist knowledge in market data to influence the design and scope.
Review of site to formulate initial concept ideas with sales values and rates a key driver in design.	Specialist knowledge in market data to influence the design and scope.
Commercial modelling to review viability of different use classes and mixes to maximize customer return against agreed outcomes.	Specialist knowledge in market data to influence the design and scope.
Providing specialist advice on S106, CIL and statutory contributions required for the development.	This will provide advice on costs beyond the design and build element and its usual expertise.
Advising on overall development costs (beyond construction costs), development value, project income, financial modelling, viability tests and solutions.	This will provide advice on costs beyond the design and build element, to cover other development costs not included within the construction costs.
Fee: 8 Days @ £750.00 = £6,000.00-Free of charge	

Appendix 2 Scope of Service



2. Sales and Marketing

Purpose: Undertaking further research around the scope established within feasibility with the purpose of producing and delivering a bespoke sales and marketing strategy aimed at enhancing the return in values and rate of sales for Caerphilly County Borough Council.

Activity	Difference to Construction Services
Produce sales and marketing budget in line with appraisal.	Separate from construction offer.
Development of a robust sales & marketing strategy for the development focused around the local market.	Separate from construction offer.
Undertaking detailed sales and market research to understand demographics and purchaser profiles including likely current and future demand.	Separate from construction offer.
Creation of branding to promote and market developments.	Separate from construction offer.
Marketing collateral and IP rights; this includes marketing protocols, website management and brochures etc.	Separate from construction offer.
Developing bespoke flexible yet cost effective internal specifications that mirror purchaser aspirations to encourage a healthy rate of sales.	Separate from construction offer.
Selection and management of the appointed sales agents.	Separate from construction offer.
Fee: 10 Days @ £750.00 = £7,500.00 – Free of charge	

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3. Design & Technical Expertise

Purpose: Each development is bespoke to the local market and the times it is delivered. As such market patterns, statutory requirements and finishing trends need to be balanced to create a product suitable to the area and target demographics. Without this sales values and rates will suffer putting the Council's investment at risk of not achieving the true potential.

Activity	Difference to Construction Services
Creating a detailed design brief for planning architect defining unit mix and sizes that will optimise space and profitability.	This differentiates from the construction offer as this is focussed on creating the right mix from a development income perspective to maximise commercial returns. The construction offer focusses on the technical side of the scheme.
Working with our build team to deliver value engineered solutions that reduce cost without impacting the end value and saleability of the product.	Specialist knowledge in market data to influence the design and scope.
Working with the design team to create detailed internal layouts that maximise demand and sales income yet remain within a pre-defined cost budget.	This differentiates from the construction offer as this is focussed on creating the right internal layout from a development income perspective to maximise commercial returns. The construction offer focusses on the technical side of the scheme.
Ensure the right product mix and aesthetic intent in advising the design team.	This differentiates from the construction offer as this is focussed on creating the right scheme layout from a development income perspective to maximise commercial returns. The construction offer focusses on the technical side of the scheme.
Advising on construction materials, methodology, common part layouts and the interface with commercial and residential uses.	This differentiates from the construction offer as this is focussed on creating the right scheme layout from a development income perspective to maximise commercial returns. The construction offer focusses on the technical side of the scheme.
Fee: 15 Days @ £750.00 = £11,250.00 Free of charge	

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Appendix 2 Scope of Service



4. Planning

Purpose: Liaising with the local planning authority and design team to ensure the correct mix, site layout and aesthetics detailed in the design and sales strategy are achieved to ensure sales values are enhanced and a product suitable to the market is achieved and not diluted in the process.

Activity	Difference to Construction Services
Attending planning meetings, monitoring and negotiating with planning officers from pre app through to determination to ensure the sales and development intent is not diluted through the process.	Separate from construction offer.
Calculation, negotiation and administration of CIL obligations and any relief that may be achievable.	Separate from construction offer.
Fee: 12 Days @ £750.00 = £9,000.00 Free of charge	

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Construction Phase

5. Delivery of Development and Sales & Marketing – Optional and subject to negotiation

Purpose: With an agreed sales and marketing strategy in place created to achieve your aspirations we will manage the process and deliver on the agreed outcomes ensuring the councils investment achieves the greatest return possible.

Activity	Difference to Construction Services
Implementing and continually reviewing robust sales and marketing strategies for maximum exposure and creating interest.	Separate from construction offer.
Getting the right product delivered on time and managing customers' expectations.	This will advise on elements away from the normal design and build scope.
Delivering the right quality, attention to detail and managing all aspects of the development process to ensure commercial return is achieved.	This will advise on elements away from the normal design and build scope.
Managing all aspects of the development from inception through to completion beyond the design and build delivery.	Separate from construction offer.
Overseeing branding and public relations liaising with the council team as necessary.	Separate from construction offer.
Where appropriate registering with Help to Buy (or equivalent) to support scheme sales.	Separate from construction offer.
Arranging suitable specialists as required, such as mortgage advisors, to support the sales process as appropriate	Separate from construction offer.
Overseeing the design and fitting out of marketing suite and show homes.	Separate from construction offer.
Holding launch events and open days to maximise exposure and return for the development.	Separate from construction offer.
Managing and securing newly constructed properties after handover until sales and lettings.	Separate from construction offer.
Liaising with potential estate management companies	Separate from construction offer.
Production of handover information.	Separate from construction offer as this relates to sales specific home user guides, sales reporting and purchaser confidence.
Managing the sales and completion of the homes including liaising with solicitors through the sales process.	Separate from construction offer.
Fee: TBC	

6. Governance – Optional and subject to negotiation

Purpose: At Willmott Dixon we understand the governance required within Council customers to allow a project to both come to fruition and to progress. As such our governance offering provides you with the initial gateway reports along with real time reporting and feedback to allow councils cabinets and decision makers the confidence in their investment.

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Activity	Difference to Construction Services
Creation and management of the business plan.	This will provide advice on elements beyond the design and build element, to cover other development costs not included within the construction costs.
Support in developing cabinet and internal approval papers as required.	Separate from construction offer.
Creating and chairing a project board, and associated sub groups, to ensure suitable governance and management of the project.	Separate from construction offer.
Preparing and circulating the Board papers to the Partnership Board on a monthly basis including minute taking and issuing the minutes.	Separate from construction offer.
Assisting in the preparation and maintenance of the Development Account, the Financial Model, and such other relevant accounts, records, cost reports, and budget estimates.	Separate from construction offer.
Producing and managing the financial modelling of the development.	Separate from construction offer.
Advising on development costs, development value, project income, financial modelling, viability tests and solutions.	Separate from construction offer.
Monitoring of financial model through delivery against project business plan.	Separate from construction offer.
Providing weekly reports detailing sales values and rates achieved and reforecasting the expected GDV against final position.	Separate from construction offer.
Production of final commercial position report.	Separate from construction offer.
Fee: TBC	