



GREAT YARMOUTH
BOROUGH COUNCIL

Scrutiny Committee

Date: Tuesday, 25 June 2024

Time: 18:30

Venue: Council Chamber

Address: Town Hall, Hall Plain, Great Yarmouth, NR30 2QF

AGENDA

Open to Public and Press

1 APOLOGIES FOR ABSENCE

To receive any apologies for absence.

2 DECLARATIONS OF INTEREST

You have a Disclosable Pecuniary Interest in a matter to be discussed if it relates to something on your Register of Interests form. You must declare the interest and leave the room while the matter is dealt with.

You have a Personal Interest in a matter to be discussed if it affects

- your well being or financial position
- that of your family or close friends
- that of a club or society in which you have a management role
- that of another public body of which you are a member to a greater extent than others in your ward.

You must declare a personal interest but can speak and vote on the matter.

Whenever you declare an interest you must say why the interest arises, so that it can be included in the minutes.

- 3 **MINUTES** 3 - 7
- To confirm the minutes of the meeting held on 23 April 2024.
- 4 **MATTERS ARISING**
- To consider any matters arising from the above minutes.
- 5 **24-066 - 2023-24 ANNUAL PERFORMANCE REPORT** 8 - 53
- Report attached.
- 6 **GRASS CUTTING AND STREET CLEANSING**
- An update will be given at the meeting.
- 7 **COUNCILLOR CALL FOR ACTION HAVEN BRIDGE PUBLIC HOUSE** 54 - 81
- Report attached.
- 8 **SETTING OF 2024/2025 WORK PROGRAMME**
- The Committee is asked to consider and agree the setting of the 2024/2025 Work Programme.
- 9 **EXCLUSION OF PUBLIC**
- In the event of the Committee wishing to exclude the public from the meeting, the following resolution will be moved:-
- "That under Section 100(A)(4) of the Local Government Act 1972, the public be excluded from the meeting for the following item of business on the grounds that it involved the likely disclosure of exempt information as defined in paragraph 1 of Part I of Schedule 12(A) of the said Act."



GREAT YARMOUTH
BOROUGH COUNCIL

Scrutiny Committee

Minutes

Tuesday, 23 April 2024 at 18:30

PRESENT:-

Councillor Williamson (in the Chair); Councillors Freeman, Grant, Galer, Hammond, Jeal, Murray-Smith, Robinson-Payne, Thompson, Wainwright & Waters-Bunn.

Councillor McMullen attended as a substitute for Councillor Cordiner-Achenbach.

Councillor Wells attended as an observer.

Ms C Whatling (Monitoring Officer), Ms K Sly (Executive Director - Resources), Mr J Wilson (Head of Environment & Sustainability), Mr J Wedon (Information Governance Lead & Data Protection Officer), Mrs S Wintle (Corporate Services Manager), Ms J Bowgen (HRA Finance Manager), Mrs N Hayes (Executive Director - Place), Mr D Zimmerling (IT Support) & Mrs C Webb (Democratic Services Officer).

01 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Cordiner-Achenbach.

02 DECLARATIONS OF INTEREST

There were no declarations of interest given at the meeting.

03 MINUTES

The minutes of the meeting held on 27 February 2024 were confirmed.

04 COUNCILLOR CALL FOR ACTION - UPDATE

The Chair reported that the Head of Environment & Sustainability had provided a report at the last meeting which had been attached to the minutes for information and would give a verbal update at the meeting.

The Head of Environment & Sustainability reported that the results of structural survey had been completed and there was no imminent danger to the public. A confidential report would be presented to Cabinet on 16 May 2024 detailing potential enforcement action. Once the necessary notices had been served, he would be in a position to share the action plan and the timeline for compliance with the Scrutiny Committee.

Councillor Waters-Bunn asked if the freeholder or tenant was paying business rates on the property. The Head of Environment & Sustainability reported that he would need to check but advised that there were some exemptions.

Councillor Waters-Bunn reported that a householder had to pay council tax whatever the condition of their property and the Council should apply the same rules for business owners.

A member of the public requested to speak from the public gallery. The chair advised that he was not allowed to speak at the meeting. The member of the public refused to sit down and be quiet so the Chair closed the meeting at 18:38 and members were requested to leave the Council Chamber and gather in the Rambouillet Room.

The meeting reconvened at 19:01.

Councillor Wells reported that he endorsed the report which had been given to committee by the Head of Environment & Sustainability. Any councillor or ward councillor wishing to attend the next meeting of Cabinet to contact him and he would ensure that an invitation was extended.

RESOLVED:-

That the Committee note the update report.

05 23-128 - QUARTER THREE PERFORMANCE REPORT

The Committee received and considered the report from the Information Governance Lead & Data Protection Officer.

The Information Governance Lead & Data Protection Officer reported that the report presents an update on performance for the third quarter of 2023/24 (Oct – Dec) where progress is assessed against targets which are set at the start of the financial year. The report also provides an update on the position of key projects that are linked to

the corporate priorities from 'The Plan 2020-2025'. A summary of progress for the suite of key projects and individual highlight reports for each of these key projects are presented in Appendix 1 of this report. The performance measures, at Appendix 2 of the report, give a comprehensive overview of how the authority as a whole is performing and cover most Council functions.

Councillor Wainwright referred to page 62 of the agenda pack, EN05 (b), and asked for clarification as to what the term "detritus" included and what the audit on the outer parishes meant. He felt that all of the Borough should be included in any audit and not just the outer parishes. The Head of Service reported that the outer parishes might not be receiving adequate street cleansing and it was necessary to ascertain what condition these areas are in. The Council was in the process of replacing its ageing sweeper fleet. The term outer parishes referred to any villages outside of Great Yarmouth, Gorleston & Bradwell.

Councillor Wainwright referred to item HN04, on page 63 of the agenda pack, the cumulative cost of void properties, and asked why there had been a huge increase on the cost of the previous year once again. The Information Governance Lead & Data Protection Officer reported that the cost increase was due to the cost of works on large, void properties, which are required to be brought up to FHS. Work is ongoing with tenants to ensure that they upkeep their properties to the standard which the Council expects and ELT had allotted resources to carry this workstream out.

Councillor Grant asked for an assurance that we would not allocate properties to tenants before major works were undertaken as he would rather that they were updated before they were rented. Councillor Grant asked if every tenant was visited once a year by the tenancy team and how many tenancy audits were carried out annually.

The Chair requested that a Housing Officer be invited to attend the next Scrutiny Committee meeting to give a report on Voids.

RESOLVED:-

That the Committee note the report and that a Housing Officer be invited to attend the next meeting to give a report on Voids.

06 24-023 - ANNUAL ACTION PLAN 2024-25

The Committee received and considered the report from the Information Lead and Data Protection Officer.

The Information Lead and Data Protection Officer reported that the report introduces the Council's Annual Action Plan for 2024-25. The Annual Action Plan 2024-25 documents the projects and activities that will be taken forward by the Council during 2024-25, this builds on the previous year's action plan and continues the delivery of 'The Plan 2020 - 2025'.

The Annual Action Plan also includes a suite of Performance Indicators that relate to 'The Plan 2020 - 2025' and on-going service delivery of the Council. This data will be presented to quarterly to the relevant Portfolio Holders.

The Information Lead and Data Protection Officer reported that there was a formatting error on item number 18, on page 23, of the agenda pack, as the text has been duplicated. He reported that he could send a corrected version to Members following the meeting, if required.

Councillor Waters-Bunn referred to item number 19 on page 23 of the agenda report and asked that as the Council intended to consolidate the various community hubs which were identified in the report, that the Committee be given an assurance that all GYBC staff concerned would retain their jobs.

The Information Lead and Data Protection Officer reported that as far as he was aware, there were no plans for job cuts for the GYBC staff involved.

RESOLVED:-

That the Committee note the report.

07 23-181 - 2023/24 BUDGET MONITORING REPORT - PERIOD 9

The Executive Director - Resources reported that this report presents the month 9 budget monitoring position for financial year 2023/24 for both the General Fund and Housing Revenue Account (HRA) including the respective capital programmes and financing. It includes explanations for significant variances to the budgets currently forecast for the full year.

The Chair advised that, in future, this report should be presented to the Committee in June, rather than April, as this would give the in-year position.

RESOLVED:-

That the Committee note the contents of the cabinet report which was approved by Cabinet on 4 March 2024.

08 SCRUTINY COMMITTEE ANNUAL REPORT 2023/24

The Chair reported that the purpose of this Annual Report was to inform Council and members of the public of the work undertaken by the Scrutiny Committee during 2023/24. The Chair reminded Members that the Scrutiny Committee was an independent committee and effective scrutiny enhances accountability, ensures transparency of decision-making, contributes to service improvement, and acts as a 'check and balance' on decision-makers.

The Chair thanked the Monitoring Officer, Corporate Services Manager & Democratic Services Officer for all their hard work supporting the committee.

RESOLVED:-

That the Committee note the report.

09 WORK PROGRAMME

The Committee received and considered the Work Programme.

Councillor Jeal requested that playgrounds and playground maintenance be added to the Work Programme. The Committee agreed that this item be added to the Work Programme 2024-25 which would be updated in May.

RESOLVED:-

That the Committee note the Work Programme.

The meeting ended at: TBC

CABINET



URN: 24-066

Report Title: Annual Performance Report 2023-24

Report to: Scrutiny Committee

Date of Meeting: 25th June 2024

Responsible Cabinet Member: Carl Smith – Portfolio holder Governance, Finance and Major Projects

Responsible Director / Officer: James Wedon – Information Governance Lead and Data Protection Officer

Is this a Key decision? No

SUBJECT MATTER

The following report gives an update on the Council's annual performance for the financial year 2023-24. The report is broken down into two sections:

- Progress of key projects as at Quarter 4 2023-24 (Appendix 1)
- Annual performance report of Key Performance Indicators 2023-24 (Appendix 2)

RECOMMENDATION

- Cabinet is asked to review, comment and approve the Annual Performance report for 2023-24.
- All key projects will continue to be monitored over the forthcoming financial year with the aim of maintaining a green status (on target) and where possible attaining a green status for those key projects which are currently amber.





1. Introduction

- 1.1. Throughout 2023-24 key projects and performance measures were reported to the Executive Leadership Team, Cabinet & Scrutiny Committee on a quarterly basis. The Council's other three service committees then received their relevant performance measures data.

2. Progress Overview of Key Projects (Appendix 1)

- 2.1. All the Council's key projects have progressed during the financial year and were regularly monitored with quarterly progress updates provided to ELT. Cabinet & Scrutiny Committee. Any projects that were 'Amber' or 'Red' had an explanation of the reason and an action plan to move the project back on course included in the progress update.

Each highlight report contained in Appendix 1 details a summary of the project, milestones and achievements, and a financial summary. Each report also has a current status, which can be green, amber or red. Out of the 11 reports, 10 have a current green status defined as no problems or minor issues and 1 has a current amber status where problems have been identified and a contingency plan is in place.

	Key Project Current Status	Total
	Green - no problems or minor issues	10
	Amber - problems identified but contingency plan in place	1
	Red – serious problems out of tolerance	0





3. Performance Measures 2022/23 (Appendix 2)

- 3.1 The performance measures provide a comprehensive overview of how the authority as a whole is performing and cover most Council functions.

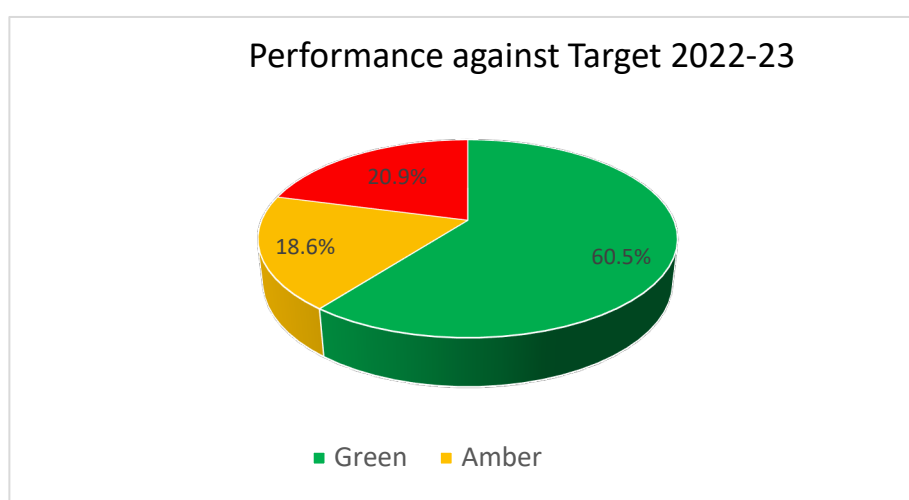
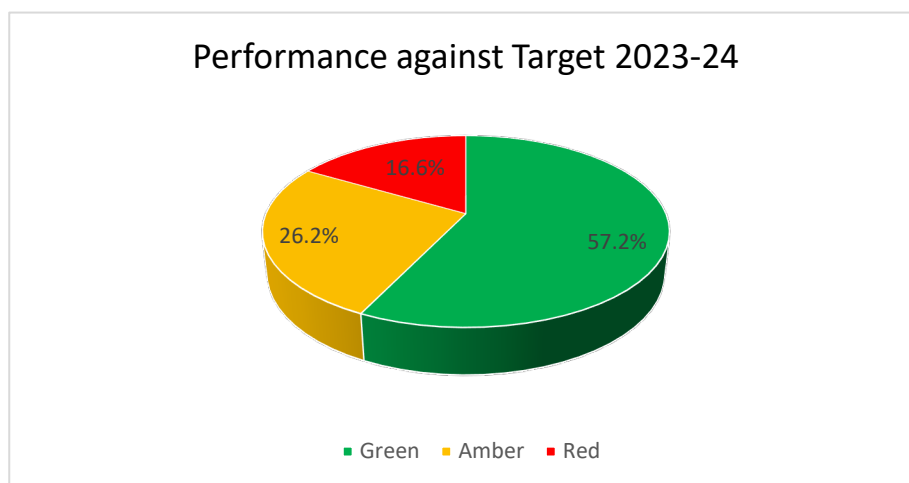
- 3.2 The tables in the report appendices provide the following information:

- Description of measure/indicator
- 2022/23 outturn figure
- 2022/23 target
- Status (outturn against target)
- 2021/22 outturn figure
- Current performance/trend data
- Short commentary on performance over the year

- 3.3 There are 66 measures reported in the annual performance report, a performance rating has not been assigned to 20 of the 66 measures as targets for these measures are either currently under review, or there is insufficient control over the outcome to set a target. Information is not currently available for 4 measures due to reporting issues identified as part of a system conversion. A breakdown of the residual 42 measures is included below:

	Performance Measures against Targets	Total
	Green - Performance has met or exceeded target	24
	Amber - Performance is below target but within tolerance	11
	Red – Performance is below target and tolerance	7

3.4 The charts below show comparison data on the percentage of performance measures against target between 2023-24 and 2022-23.



3.5 The 7 measures that are within the red status which are below the tolerance level set and not achieving the set target are listed below. An explanation of the performance for all areas is provided below each measure in the report appendices:

- PR12: % of Audit days delivered (of the annual plan)
- PR13a: Internal Audit recommendations - Number of priority 1 Internal Audit recommendations outstanding
- PR13b: Internal Audit recommendations - Number of priority 2 Internal Audit recommendations outstanding
- PR15a: Corporate Property Portfolio % Arrears per annum
- PR15b: Corporate Property Portfolio Total Arrears amount in £'s
- EN06: Contamination rate in dry recycling
- HN04: Average cost of a Void repair (Housemark Indicator)

3.6 Data Quality note:

All data included in this report for the 2023/24 financial year is provisional unaudited data and is categorised as management information. All 2023/24 results may therefore be subject to later revision.

4. Financial Implications

None

5. Risk Implications

None

6. Legal Implications

None

7. Conclusion

None

8. Background Papers

None

Areas of consideration: e.g. does this report raise any of the following issues and if so how have these been considered/mitigated against?


Area for consideration	Comment
Monitoring Officer Consultation:	N/A
Section 151 Officer Consultation:	N/A
Existing Council Policies:	None
Financial Implications (including VAT and tax):	None
Legal Implications (including human rights):	None
Risk Implications:	None
Equality Issues/EQIA assessment:	N/A
Crime & Disorder:	N/A
Every Child Matters:	N/A

KEY PROJECTS – SUMMARY REPORT QUARTER 4 2023/24 (Jan - Mar)**Key projects that impact on the corporate priorities in ‘The Plan 2020 – 2025’.**

Detailed commentary from each project lead is provided in the next section.

Project	Project Lead	SRO Officer	Current Position
KP01 – Energy Park, Business Incubator and related offshore activities	Steve Logan	Iain Robertson	
KP06 – Winter Gardens	TBC	Iain Robertson	
KP08b – Market Place Public Realm Improvements	Tom Warnes (Greyfriars)	Iain Robertson	
KP11 – The Conge Redevelopment	Claire Wilkins	Iain Robertson	
KP12 – North Quay Redevelopment	David Glason	Iain Robertson	
KP13 – Operations and Maintenance Base	David Glason Jon Barnard (Greyfriars)	Iain Robertson	
KP15 – Library relocation & University Campus	Adri Van der Colff (Greyfriars)	Natasha Hayes	
KP16 – Town Wall restoration & walking trail	Hannah Woodruff	Natasha Hayes	
KP17 – Creation of a Sculpture trail	Tracey Read	Natasha Hayes	
KP19 – Transitional Housing Scheme	Claire Wilkins	Paula Boyce	
KP20 - Physical Enhancements of the Railway Station Gateway (Town Deal Intervention 9)	David Glason	Iain Robertson	

Key	
	No problems or minor issues
	Problems identified but contingency plan in place
	Out of tolerance serious problems

Project Highlight Report		 GREAT YARMOUTH BOROUGH COUNCIL	
Project Name	Business Incubation Units	Project Sponsor	David Glason
Date of Report	4 th April 2024	Project Manager	Steve Logan
Reporting Period	Q4 2023/24	Finance Officer	Helena Craske

Project Status			GREEN – no problems or only minor issues
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Project Overview

The Incubator will help to achieve several of the economic and regeneration objectives within Great Yarmouth. These include increasing the amount of high quality, affordable commercial floor space, the amount of shared work facilities (to achieve higher levels of innovation), the extent of business enterprise in the town and the extent of collaboration between businesses (attraction of renewable energy industry and skilled job creation)

Project Timetable (Key upcoming milestones)

Milestone	Target date	Achieved Date	Status	RAG
RIBA Stage 3 Business Incubator architectural designs completed and cost plan prepared (aligned with budget).	August 2023	August 2023	Completed	
RIBA Stage 3 package submitted to planning for approval in accordance with South Denes Local Development Order (LDO).	September 2023	September 2023	Completed	
Confirmation of conformity with LDO received from GYBC planning.	December 2023	December 2023	Completed	

Key activities achieved this reporting period	Areas of work for next reporting period
No further work planned. Project halted pending further sources of funding being sought.	N/A

Project Changes (Have you or are you proposing any changes to scope, costs or timescales, if so what, why and what will be the impact? Any changes need to be approved by an appropriate person/body.

The project has been approved to progress up to RIBA Stage 3 and has been halted at that point. The council will be pursuing new sources of funding for the Business Incubator project to allow it to progress at a later date.

Project Risks – the top 2 highest risks


Issue No	Significant Risk/Issue Description	Mitigation actions	RAG
1	Large increase in inflation (minimum 15 %).	Inflationary pressures generally within the GYBC development programme have led to the temporary halting of the project after RIBA Stage 3 completion.	Red
2	No new sources of funding found.	Council to investigate new sources of funding to move forward.	Amber

Financial Summary				
	Capital	Revenue	RAG	Comment
Total Budget Approved	£245,000	£0		
Funded by:				
GYBC	£0	£0		
Town Deal Fund	£245,000	£0		
Total Funding	£245,000	£0		
Actual Spend to date	£242,246	£0	To 31-03-24 not including any year-end accruals	

Project Manager projections:

Forecast spend	Quarter 1		Quarter 2		Quarter 3		Quarter 4	
	Capital	Revenue	Capital	Revenue	Capital	Revenue	Capital	Revenue
FY 22/23	£	£	£	£	£	£	£	£
FY 23/24	£	£	£	£	£	£	£2,754	£
FY 24/25	£	£	£	£	£	£	£	£

Financial data verified by (name of finance officer)	Date
Helena Craske	11-04-24

Project Highlight Report		 GREAT YARMOUTH BOROUGH COUNCIL	
Project Name	Restoration and Commercial use of the Winter Gardens	Project Sponsor	Iain Robertson
Date of Report	8 th April 2024	Project Manager	Iain Robertson (temporary)
Reporting Period	Q4 - January to March 2024	Finance Officer	Jane Bowgen

Overall Project Status			GREEN – no problems or only minor issues
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Project Overview

To restore, re-purpose the Grade II* Listed building, transforming both the internal and external spaces into an all-year seafront attraction for both the local community and the visitors to Great Yarmouth.

Project Timetable (Key upcoming milestones)

Milestone	Target date	Achieved Date	Status/Comment	RAG
RIBA Stage 3 Complete Design & Report	17 th Aug 2023	August '23	Completed	
Stage 2 Grant Application	Aug 23	Aug 23	Completed	
Listed Building Permission	November 23	November 23	Granted	
HF Grant Approval Award	December 23	January 24	Completed	
Sign Grant Contract	March 2024	March 24	Completed	
Permission to Start & Start Up Meeting	March 24	March 24	Completed	
Permission to Start	April 24		In progress	
RIBA 4 commence	April 24		In progress	

Key activities achieved this reporting period	Areas of work for next reporting period
Project Management: <ul style="list-style-type: none"> Artelia dis-instructed Appoint horticulture expert 	Project Management: <ul style="list-style-type: none"> Sign Grant Contract ITT for new PM/Qs to be issued Risk Register update Programme update PEP update Cost Plan & budget approved by Cabinet Permission to Start RIBA 4 Various workshops pre-RIBA 4 Set low energy consumption benchmarking and embodied carbon reduction targets Establish procurement strategy for main works contract
Finances: <ul style="list-style-type: none"> As above 	Finances: <ul style="list-style-type: none"> Approved budget Cabinet & Council Feb 24 Approved Cost Plan Commence fund raising strategy

Project Changes (Have you or are you proposing any changes to scope, costs or timescales, if so what, why and what will be the impact? Any changes need to be approved by an appropriate person/body.

There are no project changes in this reporting period.

Issue No	Significant Risk/Issue Description	Mitigation actions	RAG
1	Financial risk to Council managing project of this magnitude and national importance.	The cost plan and budget continues to be tested and reviewed at regular design stages by the appointed design team and overseen by a qualified client-side project manager.	
2	Programme delays experienced due to Historic England interventions and scheduling of decision-making requirements.	Listed Building Consent granted but review of design amends during RIBA 4 impacting on conservation & heritage Discharging of planning conditions	
3	Commercial Operator withdraws from project.	Liaison has continued following positive outcome and a partnership discussion is ongoing to continue the development of the agreement in line with the other preferred partners.	
4	Late changes to client brief: Changes lead to abortive work, increased design costs not budgeted for and delays to the project whilst re-design is undertaken. Grant Agreement may need to be extended.	Project governance requirements are factored into the programme to ensure decisions for change can be captured. Innovation gaps to be tested, costed and implemented if acceptable	
5	Construction costs continue to escalate and failure to procure suitable specialists in timber, iron/metalwork, glazing components	Continued monitoring of market conditions and execute proactive procurement strategy	


Financial Summary				
	Capital	Revenue	RAG	Comment
Total Budget Approved	£17.169m	£1.302m		£18.471m total Delivery Budget only. Additional budget for procurement & beach coach café to be approved. Development budget outturn £0.915m completed August 2023.

Funded by:			
GYBC	£1.079m	£0	Borrowing & Revenue contribution and EMR – contingency fund.
National Lottery Heritage Fund	£11.129	£0.717m	£11.845m total delivery grant.
Town Deal	£5.790m	£0.285m	£2m additional funding subject to approval May 23
Business Rates Pool	£0	£0.011m	
Public Sector	£0.250m	£0	
Non-Cash volunteers	£0	£0.075m	
Other	£0	£0.225m	
Total Funding	£18.248m	£1.313m	
Actual Spend to date to 31st March 2024	£0.000m	£0.000m	

Project Manager projections: Forecast as per cashflow submitted for Permission to start March 2024.

Forecast spend	Quarter 1		Quarter 2		Quarter 3		Quarter 4	
	Capital	Revenue	Capital	Revenue	Capital	Revenue	Capital	Revenue
	£000	£000	£000	£000	£000	£000	£000	£000
FY 24/25	0.067m		0.148m		0.180m		0.181m	
FY 25/26	0.329m		1.811m		1.777m		1.753m	
FY26/27	2.347m		1.648m		1.665m		1.680m	
FY 27/28	2.218m		1.932m		0.209m		0.139m	
FY 28/29	0.122m		0.117m		0.112m		0.034m	

Financial data verified by (name of finance officer)	Date
J Bowgen	08/04/2024

Project Highlight Report				 GREAT YARMOUTH BOROUGH COUNCIL
Project Name	Marketplace Public Realm Improvements		Project Sponsor	Iain Robertson
Date of Report	8 th April 2024		Project Manager	Tom Warnes, Greyfriars PM
Reporting Period	Q4 - January to March 2024		Finance Officer	Helena Craske
Project Status		AMBER – Problems but within contingency plan		
Project Overview				
The project aim is to deliver public realm enhancements surrounding the new market building which aims to improve the functionality and sense of place for the area whilst preserving the historic character. Stakeholders have been consulted to inform design. Scope is to declutter, undertake repairs, removal and reconstruction of paved surfaces to the north and south Market Place, refurbish lighting columns, introduce new integrated trees, benches and planters, new street furniture and creation of a southern piazza with new lighting.				
Project Timetable (Key upcoming milestones)				
Milestone	Target date	Achieved Date	Status	RAG
Detailed designs with Bills of Quantity issued to contractors by end December 2023	December 23	December 23	Complete	
Contractors fixed prices received early February 2024. Further technical clarifications completed around Yorkstone in southern area and contractors returned final best prices by early March.	March 24	March 24	Complete	
OWG & MWG approved scope subject to fixed contract prices from contractors	Feb 24	Feb 24	Complete	
Forecast to sign construction contract	April 24		Ongoing	
Construction Start	May 24		Mobilisation Ongoing	
Construction Finish	December 24		Programme indicates January PC but there is a 4 week bad weather window	
Key activities achieved this reporting period		Areas of work for next reporting period		
Design: <ul style="list-style-type: none">CompletedAdditional items to be priced up once contractor appointed		Design: <ul style="list-style-type: none">Completed with BQCritical path for additional items delivery to be completed		
Commercial: <ul style="list-style-type: none">Contract negotiations April		Commercial: <ul style="list-style-type: none">Complete signing construction contract April 2024		
Programme: <ul style="list-style-type: none">Start May 24		Programme <ul style="list-style-type: none">Comms Plan to be approved		

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<ul style="list-style-type: none">Complete December 24	<ul style="list-style-type: none">Stakeholder (market traders) engagement		
Project Changes (Have you or are you proposing any changes to scope, costs or timescales, if so what, why and what will be the impact? Any changes need to be approved by an appropriate person/body.			
Project has had to de-scope to be able to become affordable and within budget. Descoped scheme has been presented to OWG and MWG and received approval to proceed.			
Project Risks – the top 5 highest risks			
Issue No	Significant Risk/Issue Description	Mitigation actions	RAG
1	Programme slippage due to length of time to produce revised scope and price up revised scheme. Potential to reduce construction programme due to descoped extent of work.	Scope of work now reduced and offers programme saving in construction. Programme to be aligned with contract.	
2	Unidentified ground constraints – There is a risk that the ground conditions/utilities encountered are not as anticipated.	Undertake trial holes have been undertaken to prove the design concept. Residual risk is low, however still the possibility of services being encountered during construction.	
3	Alignment with other projects, The Place, build ongoing if further delays arise this could impact a potential start date.	Ongoing co-ordination with Palmers project team.	
4	Mixed messaging on scheme completion could cause uncertainty with local businesses.	A robust communications plan developed and implemented to ensure that stakeholders expectations are managed.	

Financial Summary				
	Capital	Revenue	RAG	Comment
Total Budget Approved	£5,806,000	£		
Funded by:				
GYBC	£	£		
Future High Street Fund	£5,624,875	£0		
HAZ	£181,125	£0		
Total Funding	£5,806,000	£		
Actual Spend to date	£602,837	£	To 31-03-24 but not including any year-end accruals	

Project Manager projections:

Forecast spend	Quarter 1		Quarter 2		Quarter 3		Quarter 4		Total
	Capital	Revenue	Capital	Revenue	Capital	Revenue	Capital	Revenue	
FY 22/23	-	-	-	-	-	-	-		£
FY 23/24									£
FY 24/25	£1,100,000		£1,800,000		£1,800,000		£503,163		£

Financial data verified by (name of finance officer)	Date
H Craske	11-04-24

Project Highlight Report		 GREAT YARMOUTH BOROUGH COUNCIL	
Project Name	FHSF Intervention 3 The Conge	Project Sponsor	Iain Robertson
Date of Report	22 April 2024	Project Manager	Claire Wilkins
Reporting Period	Q4 – January 24 – March 24	Finance Officer	Helena Craske

Project Status			GREEN – no problems or only minor issues
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Project Overview

Transforming The Conge: by 2025, The Conge is transformed with new development lining both sides of the lower half of the street connecting it to the renewed Market Place. Funding relates to the SOUTH side only.

Project Timetable (Key upcoming milestones)

Milestone	Target date	Achieved Date	Status/Comment	RAG
Appointment of Strategic Partner		27 March 24	Development and Partnership Agreement signed making GYBC strategic partners with Broadland Housing Association and Orwell Housing Association	
Demolition of buildings to the South	Delayed to February 24	28 March 24	Buildings all demolished to slab and hoarding the process of being erected.	
Expenditure in full of additional Future High Streets Fund to comply with funding conditions	31 st March 24	27 March 24	Funding utilised to support site investigation and design work of new planning application. Funding conditions met.	
Vacant possession of the Top Northeast site	April 24		Notices served and vacant possession expected – no impact on timescales of delivery therefore RAG remains green.	
New planning permission to be submitted	Revised to May 24		A detailed planning submission is well underway. Currently in pre planning consultation phase.	
Vacant possession of lower North side	Date as yet unknown		Negotiations / discussions with long leaseholders underway.	

Key activities achieved this reporting period	Areas of work for next reporting period
<ul style="list-style-type: none"> - Broadland and Orwell Housing Associations appointed as the Council's Strategic Partner - Demolition of the South Side complete - Site investigation work and pre planning investigations undertaken to inform new planning application - Bid for additional funding submitted to the OPE Brownfield Land Release Fund (BLRF) Round 3 	<ul style="list-style-type: none"> - Submission of new planning application - Vacant possession of the North East section (adjacent to job centre) - Outcome of BLRF announced

Project Changes (Have you or are you proposing any changes to scope, costs or timescales, if so what, why and what will be the impact? Any changes need to be approved by an appropriate person/body.

Cost - Within budget

Timescales - Actions to date within deadlines to meet grant funding requirements

Project Risks – the top 5 highest risks

Issue No	Significant Risk/Issue Description	Mitigation actions	RAG
1	Viability gap	Use of FHSF and other secure grant funding to increase viability to south side of The Conge. Strategic Partner to bring additional funding to address remaining viability gap, will remain a risk until grant secured. Additional funding streams being considered to support delivery of both the North and South sites.	
3	Failure to secure vacant possession of North side of site due to long leasehold interests, area overall will not achieve the place-making benefits sought.	Meaningful discussions underway with long leaseholders however no funding in place to achieve site assembly at this time. Notices already served on the Top North section not affected by long leases.	
4	Failure to re-develop - Key town centre site remains demolished / vacant	Contract with Strategic Partner incorporates long-stop date. GYBC working collaboratively to progress delivery.	

Financial Summary

	Capital	Revenue	RAG	Comment
Total Budget Approved	£1,093,882	-		£883,882 for South Side and £210,000 for North Side


Funded by:

GYBC	£220,000		
Future High Street Fund	£654,727		
Other grant funding	£219,155		
Total Funding	£1.093,882		
Actual Spend to date	£997,032		To 31-03-24, but still subject to year-end accruals/adjustments

Project Manager projections:

Forecast spend	Quarter 1		Quarter 2		Quarter 3		Quarter 4	
	Capital	Revenue	Capital	Revenue	Capital	Revenue	Capital	Revenue
FY 22/23	£	£	£	£	£	£	£	£
FY 23/24	£	£	£	£	£	£	£	£
FY 24/25	£96,850	£	£	£	£	£	£	£

Financial data verified by (name of finance officer)	Date
Helena Craske	23.04.24

Project Highlight Report		 GREAT YARMOUTH BOROUGH COUNCIL	
Project Name	North Quay Riverside Gateway	Project Sponsor	Iain Robertson
Date of Report	17 April 2024	Project Manager	Greyfriars (Infrastructure) Lambert Smith Hampton (land assembly)
Reporting Period	Q4 – January to March 2024	Finance Officer	Helena Craske

Project Status			GREEN – no problems or only minor issues
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Project Overview

Comprehensive redevelopment of the North Quay Riverside Gateway in Great Yarmouth – a strategic site allocation in the Great Yarmouth Local Plan and North Quay SPD 2020. Town Deal & LUF 2 spend by 31st March 2026

Project Timetable (Key upcoming milestones)

Milestone	Target date	Achieved Date	Status	RAG
Procurement of a Development Partner – PIN issued August; developer contact and soft market testing commenced. Developer awareness event held on 13 th September. Activity & Market Report requested from Lambert Smith Hampton. Procurement legal advice sought in advance of Cabinet meeting on 16 th May to review and agree next steps regarding procurement of a developer.	May 2024	WiP	On track	
Procurement of a Development Partner - Target contract award Autumn 2024 Once developer appointed, pursue masterplan design process and planning application	Autumn '24	WiP	On track	
CPO team appointed. Cabinet Report required for final approval to make CPO with Statement of Reasons	March-September 2025		On track	
Land Assembly team appointed. Cabinet approved Land Assembly & Engagement Strategy in July 2023 with budget. Strategy implemented, all persons having a property interest in North Quay contacted. Inspections, valuations and negotiations ongoing to site assemble.	March to September 2025	WiP	On Track	
Vauxhall Bridge survey completed in January 24. Development constraints plan highlighting technical constraints (e.g. UKPN HC cable, water main etc) completed. Investigations of utility & services commenced.	2024/25	WiP	On track	
Reclaim Public Highway	Sept 2024	WiP	On track via NCC Highways	
Flood Defences – Balfour Beatty costed options report received and in process	March 2024	WiP	On track	

of analysis and review to form a flood resilience strategy with the EA.				
Planning application for scheme	March 25	WiP	On Track	
CPO Vesting Order	March 26		On Track	
Key activities achieved this reporting period		Areas of work for next reporting period		
<ul style="list-style-type: none">• DLUHC engagement• Sharpe Pritchard & LSH initiate PIN to secure development partner 2024• Developer awareness event / REVO promotion / Developer engagement and procurement launch September 2023• Cabinet report approved Land Assembly & Engagement Strategy and budget• GYBC implemented the strategy• NCC to commence proceedings to enforce Highways Acts against landowner re Vauxhall Bridge highways land• Report to Cabinet requesting approval to project budget to 31st March 2026• Costed options report received from Balfour Beatty• Structural survey completed on Vauxhall Bridge		<ul style="list-style-type: none">• Pursue and continue Land Assembly strategy• Engage with landowners, tenants• Engage with developers completed and next steps to be approved by Cabinet May 2024• Procurement strategy to be completed and implemented subject to Cabinet approval• Progress engagement with Environment Agency / EPOCH 3 Compartment G / Coastal Partnership East re: Innovative Resilience Fund to develop flood resilience strategy• Progress scope of work and tripartite agreement for securing sustainable future for Vauxhall Bridge• Liaise with NCC to support securing enforcement of highway rights regarding the land south of Vauxhall Bridge• Communications strategy to be finalised and approved		
Project Changes (Have you or are you proposing any changes to scope, costs or timescales, if so what, why and what will be the impact? Any changes need to be approved by an appropriate person/body.				
No project changes this period.				
Project Risks – the top 5 highest risks				
Issue No	Significant Risk/Issue Description	Mitigation actions		RAG
1	Failure to secure sufficient land holdings	Land Assembly Strategy with budget approved and team implemented. Engagement with property owners has commenced.		
2	Lack of developer interest following open procurement	Ongoing engagement with potential developer partners via LSH. GYBC consider going alone to pursue masterplanning and planning permission		
3	Viability - insufficient funding to deliver the project	LSH viability options & engagement with potential developers & funding partners		
4	CPO – Committee does not approve resolution or local objections raised	Project team to work closely with nplaw and appointed consultants to draft resolution		


Financial Summary				
	Capital	Revenue	RAG	Comment
Total Budget Approved	£27,300,000	£0		

Funded by:			
GYBC – Levelling up Match	£2,200,000	£0	
GYBC Cap. Programme	£2,500,000	£0	
Town Deal Fund	£2,600,000	£0	Deadline for spend Mar 2026
Levelling Up Fund	£20,000,000	£0	Awarded January 2023. Deadline for spend Mar 2026
Total Funding	£27,300,000	£0	
Actual Spend to date	£841,815	£0	Actual spend to 31-03-24 – prior to completing year end accruals

Project Manager projections:

Forecast spend	Quarter 1		Quarter 2		Quarter 3		Quarter 4	
	Capital	Revenue	Capital	Revenue	Capital	Revenue	Capital	Revenue
FY 22/23	£	£	£	£	£	£	£	£
FY 23/24	£	£	£	£	£	£	£	£
FY 24/25	£	£	£5,000,000	£	£	£	£5,000,000	£
FY 25/26	£	£	£8,229,093	£	£	£	£8,229,092	£

Financial data verified by (name of finance officer)	Date
Helena Craske	17-04-24

Project Highlight Report		 GREAT YARMOUTH BOROUGH COUNCIL	
Project Name	Great Yarmouth Operations & Maintenance Facility (phase 1)	Project Sponsor	David Glason
Date of Report	22nd April 2024	Project Manager	Kate Dinis
Reporting Period	1 st January – 31 st March 2024	Finance Officer	Helena Craske / Tom Galer (NCC)

Project Status			GREEN – no problems or only minor issues
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Project Overview

The objectives of the Proposed Scheme are:

- Deliver an Operations & Maintenance facility at the existing Port of Great Yarmouth to serve the operation of North Sea offshore windfarms.
- Create new, additional employment and training opportunities at the Port site, during the construction and operation of the Proposed Scheme.
- Provide the opportunity for further site development once construction is complete.

This will be achieved through:

1. Demolition (in part) and upgrading of the Quay wall.
2. Construction of a floating pontoon for Crew Transfer Vessels.
3. Creating storage and parking areas.
4. Delivering an electricity substation/kiosk and associated utility provisions.

The site is located to the southern tip of the South Denes Road, covering an area of approx. 6.9 hectares with a perimeter of 1,600m.

Project Timetable (Key upcoming milestones)

Milestone	Target date	Achieved Date	Status	RAG
Design package for Tender delivered		May 2021	Completed	
Planning Application (06/21/0415/F) submitted to GYBC LPA		May 2021	Completed	
MMO Construction License application submitted		May 2021	Completed	
Demolition works completed		June 2021	Completed	
Commenced main works tender process using EHA4 framework		June 2021	Completed	
Commenced main works tender process using Open Tender		August 2021	Completed	
NALEP Funding released		March 2022	Completed	
Flood Risk Assessment Permit granted		August 2022	Completed	
Contractor Award		September 2022	Completed	
Planning Approval granted		September 2022	Completed	
Construction Issue Drawings distributed		October 2022	Completed	
Contractor access to Site		February 2023	Completed	
MMO Construction License granted		February 2023	Completed	
Completion of UXO Site Investigation		April 2023	Completed	
Perform additional Ground Investigation		June 2023	Completed	
Discharge of Pre-Construction Planning Conditions		August 2023	Completed	
Construction commencement		September 2023	Commenced	
Pontoon installation	May 2024		Delayed	
Contractor demobilisation	October 2024		Delayed	

Key activities achieved this reporting period	Areas of work for next reporting period
<ul style="list-style-type: none"> 75% of the quay wall sheet piles have been installed 	<ul style="list-style-type: none"> Continue quay wall sheet pile installation
<ul style="list-style-type: none"> Fencing has been installed in advance of the storage area works 	<ul style="list-style-type: none"> Completion of fencing works
<ul style="list-style-type: none"> Land stripping / excavation in storage area land has commenced for drainage 	<ul style="list-style-type: none"> Completion of land stripping
<ul style="list-style-type: none"> Gas protection slabs installation commenced 	<ul style="list-style-type: none"> Completion of installation under supervision of Cadent Gas
<ul style="list-style-type: none"> Anchor wall is estimated at being 90% complete. The remaining element is the northern end. 	<ul style="list-style-type: none"> Completion of anchor wall
<ul style="list-style-type: none"> Suite of Licences progressed to gain access to all parcels of land 	<ul style="list-style-type: none"> Signing of all licences
<ul style="list-style-type: none"> Re-phasing of access road and turning head: Submission of the Non Material Amendment (NMA) to the Local Planning Authority. 	<ul style="list-style-type: none"> Determination of the NMA submission
<ul style="list-style-type: none"> Remediation: A discharge of planning conditions application has been submitted to the Local Planning Authority (LPA). No further remediation is anticipated on site, save for unforeseen contamination. 	<ul style="list-style-type: none"> Monitoring for unforeseen contamination
<ul style="list-style-type: none"> Site ground conditions: A number of CBR tests have been completed to validate ground conditions. 	<ul style="list-style-type: none"> Assess results against design.

Project Changes (Have you or are you proposing any changes to scope, costs, or timescales, if so what, why and what will be the impact? Any changes need to be approved by an appropriate person/body.

- A Non-Material Amendment for the re-phasing of the access road and turning head submitted to the LPA.
- Financial forecast is being assessed regularly to understand the impact of the above to the final estimated outturn.


Project Risks – the top 5 highest risks

Issue No	Significant Risk/Issue Description	Mitigation actions	RAG
1	Remediation – The full extent of remediation required is unknown until earthworks are completed.	1) Ongoing communication with Contractor to use the early warning process. 2) Remediation strategy in place for contamination. 3) Preparation of comprehensive Remediation Method Statement in collaboration with Tilbury Douglas (TD) and experts from WSP and Norfolk Partnership Laboratory.	Yellow
2	Pontoon Design - Pontoon designs may require option engineering due to results from latest wave analysis data indicating more onerous conditions than earlier survey data.	1) Undertake wave analysis report to inform design of required loading capacities. 2) Option engineer pontoon designs if necessary. 3) Designers of concept pontoon design to review & confirm suitability of any option engineered designs.	Red
3	Below ground obstructions – Several obstructions have been encountered during the excavations, such as historic sheet pile walls, fuel lines, tie rods, and anchor walls and services. There is potential for further obstructions to be discovered as works progress.	1) Technical meetings held with the contractor and design team to identify remedial measures to reduce the risk of the obstructions. 2) Revising of designs to take into account obstructions and ensure there are no further clashes with the works package.	Red

		3) Removal / making good of obstructions to allow the progression of works in areas where designs cannot be altered to accommodate obstructions.	
4	Site Ground conditions – Site ground conditions as tested by the Contractor differ to those assumed within the design.	1) Discussion with Contractor to assess limitations of CBR testing completed. 2) Discussions with Designer to agree subbase levels.	
5	Ecological restrictions – Species are identified during construction works.	1) Presence of Ecological Clerk of Works during Percussive Piling to monitor for marine mammals. 2) Pre-works and Monthly surveys by Ornithologists to monitor for little tern. 3) Engagement with Natural England.	

Financial Summary				
	Capital	Revenue	RAG	Comment
Total Budget Approved	£24.8m	£0	Amber	Approval granted at Norfolk CC full Cabinet meeting on 26/09/23 to align DLUCH funding to this project of £3.4m.

Funded by:			
New Anglia Local Enterprise Partnership	£6m	£0	
Great Yarmouth Borough Council	£1.5m	£0	
Norfolk County Council	£1.5m	£0	
Norfolk Pooled Business Rates Pool	£1m	£0	
Norfolk County Council prudential borrowing to be repaid from Great Yarmouth Enterprise Zone Pot B business rates funding	£11.4m	£0	
Department for Levelling Up, Housing and Communities	£3.4	0	
Total Funding	£24.8m	£0	
Actual Spend to date	£12.5m	£0	

Project Highlight Report		 GREAT YARMOUTH BOROUGH COUNCIL	
Project Name	The Place - University Centre and Library	Project Sponsor	Natasha Hayes
13 November	22 April 2024	Project Manager	Adri Van der Colff
Reporting Period	Q4 – January – March 2024	Finance Officer	Helena Craske

Project Status	Project is performing well overall despite several issues with the existing structure, the poor state of the roof and notifiable asbestos emerging as the refurbishment works are progressing. The delay to the programme is currently being assessed. The project is currently expected to be completed in early 2025.	GREEN
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Project Overview

The project involves the full refurbishment of the former Palmers Department store in the Marketplace to create a home for the relocated public library and a new University Centre. The overall aim of the co-located 'learning centre' which will be known as The Place, is to improve access to learning at all levels, to increase the levels of skills and ultimately to improve employability in Great Yarmouth. The Library Relocation and University Centre is a partnership between Great Yarmouth Borough Council, East Coast College, the University of East Anglia and the University of Suffolk.

Project Timetable (Key upcoming milestones)

Milestone	Target date	Achieved Date	Status	RAG
Lease and Agreement to Lease to be finalised and signed off	January 2024	Ongoing - April 2024	Agreed in principle – awaiting hardcopy contracts to be signed by April 2024	
Roof repair works to building – commenced September 2023	March 2024	Ongoing - July 2024	Works delayed due to substantial issues with poor condition (rotten trusses) and poor weather. This has an impact on the rest of the building due to internal scaffolding.	
Topping out ceremony	April 2024	April 2024	To celebrate the completion of the completion of the first section of the roof 19 th April 2024	
Plans for opening programme and temporary library provision during closure period underway	July 2024	Ongoing - July 2024	Exploring a mobile library being positioned in car park. An audience participation programme is being developed.	
Project completion including period for client fit-out and move.	October 2024	Early 2025 (exact date tbc)	Delay anticipated due to unforeseen issues with structure, asbestos and	

			condition of roof. Tenants alerted.	
Key activities achieved this reporting period		Areas of work for next reporting period		
<ul style="list-style-type: none">First roof section (tiled roof over former men’s department) completed. The rest of the roof works are underway.Floor linings completed. Steel installations. Internal drylining and M&E first fix underway.Site visits by several student groups from East Norfolk Sixth Form College and East Coast College, as well as staff groups from partners.Operational management group formed to discuss running of the building.Partnership agreement about running of building and curriculum offer in development.Furniture packages are out to competitive tender.		<ul style="list-style-type: none">Metal roof over Stonecutters Way warehouse and flat roof to be completed. Works to front building and other pitched slated roofs to be nearing completion.Main fit-out project to continue. Window replacement works to commence. Duct work to commence. New staircase installed.Hardcopy leases signed by tenants.Suppliers appointed for furniture packages.Audience Development working group established.		
Project Changes (Have you or are you proposing any changes to scope, costs or timescales, if so what, why and what will be the impact? Any changes need to be approved by an appropriate person/body.				
No scope changes. No budget changes. Programme to be reviewed and re-sequenced by contractor to take into account unforeseen issues with poor condition of the building and particularly the roof. Revised completion date for occupation expected to be early 2025.				
Project Risks – the top 5 highest risks				
Issue No	Significant Risk/Issue Description	Mitigation actions		RAG
1	Inclement weather hampers progress. Wet and windy conditions cause delays to roof works.	The exceptionally wet and windy weather over the winter and into the Spring has made roof repair works very challenging. Roofers have been re-deployed to the inside of the building to carry out other works to mitigate the worst of the bad weather.		
2	It may not be possible to incorporate all sustainable technology to give the building a good EPC rating and help tenants save on their energy bills. This is due to sharp inflationary increases in mechanical equipment.	Cost of new technology (e.g. air source heat pumps and PV panels) included in Morgan Sindall price. It was not necessary to cut out any sustainable solutions as part of value engineering. Good sustainability / net zero outcomes were achieved when put through model.		
3	Unexpected issues due to the age and condition of the building encountered during the refurbishment period could cause delays.	Additional asbestos was uncovered as well as rotten roof trusses, structural members in poor condition and other issues with fire protection. This could lead to further delays. This risk will remain open while the roof is being repaired and internal strip-out underway due to the age and condition of the building. Partners (tenants) have been made aware of this potential slippage and do not anticipate unsurmountable issues operationally or commercially.		

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4	A longer construction period would lead to increased costs.	Most of the contingency budget has been spent due to significant issues with the fabric of the building. If further unexpected issues are uncovered, the project may exceed budget. The site team will try to mitigate delays, condense programme, increase resources and stagger the completion and fit-out to mitigate this.	
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Financial Summary				
	Capital	Revenue	RAG	Comment
Total Budget Approved	£18,170,585	£267,000		Costs based on contract sum.

Funded by:			
GYBC	£694,312	£0	Borrowing
Norfolk Strategic Fund (business rates)	£0	£190,000	Grant for project development costs
One Public Estate Phase 8	£0	£77,000	Grant for project development costs
Future High Street Fund	£4,090,659	£0	Capital funding grant
Town Deal Fund	£8,468,947	£0	
Norfolk County Council	£2,000,000	£0	Capital contribution to project (library element) – VAT recoverable
East Coast College / University of Suffolk partnership	£2,916,667	£0	Capital contribution to project (university element) - VAT non-recoverable = £3,500,000
Total Funding	£18,170,585	£267,000	
Actual Spend to date	£5,358,380	£267,000	Capital spend to 31/03/2024. Revenue - Project development to RIBA Stage 2, no further revenue spending expected.

Project Manager projections:

Forecast spend	Quarter 1		Quarter 2		Quarter 3		Quarter 4	
	Capital	Revenue	Capital	Revenue	Capital	Revenue	Capital	Revenue
FY 23/24	£	£	£	£	£	£	£	£
FY 24/25	£3,208,009	£	£3,804,947	£	£2,075,312	£0	£2,743,450	
FY 25/26	£980,487	£0	£	£0	£	£0	£	

Financial data verified by (name of finance officer)	Date
Helena Craske	22/04/2024

Project Highlight Report		 GREAT YARMOUTH BOROUGH COUNCIL	
Project Name	Public Wayfinding and Sustainable Connectivity Town Wall Restoration	Project Sponsor	Natasha Hayes
Date of Report	18 th April 2024	Project Manager	Hannah Woodruff
Reporting Period	Q4 January to March 2024	Finance Officer	Jane Bowgen

Project Status			GREEN – no problems or only minor issues
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Project Overview

Town Wall - The project will develop a walkable route along the 1.2 mile medieval town wall of Great Yarmouth using the historic asset as a means of linking the town together. The project will involve enabling a clear unobstructive footpath, interpretation of the ancient monument through physical panels/boards artwork and online webpages, seating, planting, and where appropriate improvement to the public realm. Creating a walkable route and enhancements along the wall will showcase and celebrate one of the town's most important heritage assets, allow for better appreciation of our culture and support health and wellbeing.

Project Timetable (Key upcoming milestones)

Milestone	Target date	Achieved Date	Status/Comment	RAG
Production of Conservation Plan	Dec 2022	Dec 2022	Complete	
Production of comprehensive project plan	Q4 2023	In development	On track	
Procurement of professional team	Q1 2024		On track	
Procurement of contractor	Q1 2024		On track	
Works start date	Q2 2024		On track	
Works completion	March 2026		On track	

Key activities achieved this reporting period	Areas of work for next reporting period
<ul style="list-style-type: none"> Continuation of Project Planning Phase Indicative costings drafted. Draft project plan edited. Need for QS support identified re costing plans. Liaising with Historic England re Ancient Monument Consent requirements Civic Society and volunteers engaged. NMS been engaged to propose a public event/activity for the town wall. Morton Partnership commissioned to complete survey of Town Wall 	<ul style="list-style-type: none"> Development to RIBA 3 Morton Partnership to carry out high level walk of the town wall and deliver feedback on areas of high priority to ensure safe use of the wall route. Project Plan and costings to be updated to reflect feedback from Structural Engineers Mapping of ownership of all sections of all to be completed. Planning to be engaged. Link to Long-Term Plan.

Project Changes (Have you or are you proposing any changes to scope, costs or timescales, if so what, why and what will be the impact? Any changes need to be approved by an appropriate person/body).

Nothing to report

Project Risks – the top 5 highest risks

Issue No	Significant Risk/Issue Description	Mitigation actions	RAG
1	In house capacity and resource	Cultural officer to support project	
2	Inflation & costs of materials	Monitor and value engineering	
3	Planning permission required	Officers to work closely with GYBC Planning Team to ensure all, if any, conditions can be met	
4	Procurement of specialist contractor	Early discussions with specialist contractors	
5	Unforeseens due to complex nature of ancient monument	Additional surveys may be required	

Financial Summary

	Capital	Revenue	RAG	Comment
Total Budget Approved	£0.520m	£0.090m		Town Deal Connectivity Public Wayfinding


Funded by:

GYBC	£0	£0	
Town Deal Programme	£0.285m	£0	
Heritage Action Zone	£0.185m	£0	HAZ Programme – match funding non cash
Historic England	£0	£0.090m	HE Funding agreement 2122 – 2324– match funding non cash
Total Funding	£0.520m	£0.090m	£0.610m
Actual Spend to March 2024	£0.185m	£0.070m	HAZ and Historic England Town Wall spend.

Project Manager projections:

Forecast spend	Quarter 1		Quarter 2		Quarter 3		Quarter 4	
	Capital	Revenue	Capital	Revenue	Capital	Revenue	Capital	Revenue
FY 22/23					-	-	£0.185m	£0.030m
FY 23/24	-	-	-	-	-	-	-	£0.040m
FY 24/25	-	-	-	-	-	-	-	£0.020m
FY 25/26	-	-	-	-	-	-	£0.285m	-

Financial data verified by (name of finance officer)	Date
J Bowgen	19/04/2024

Project Highlight Report		 GREAT YARMOUTH BOROUGH COUNCIL	
Project Name	KP17 - Sculpture Trail	Project Sponsor	Natasha Hayes
Date of Report	19.04.2024	Project Manager	Tracey Read
Reporting Period	Q4 2023/24	Finance Officer	Jane Bowgen

Project Status			GREEN – no problems or only minor issues
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Project Overview
<p>Sculpture and public art trails radiating from the town centre will create visual rhythms of connectivity supporting wayfinding and signposting. The project will strategically populate the urban area with sculpture and public art creating an outdoor gallery carefully located for navigation and to connect the town.</p> <p>The project will deliver 30 permanent works of public art/sculpture in various forms including traditional sculpture and street art. This will be complemented with an annual sculpture event where a significant art exhibition is staged for a 4-week period.</p>

Project Timetable (Key upcoming milestones)				
Milestone	Target date	Achieved Date	Status	RAG
Feasibility stage	Dec 2022	Dec 2022	Complete	
Concept design	Feb 2023	Q2 2023/24	Complete	
Sculpture procurement	Q3 2023	Q4 2023/24	Complete	
Installation start	Q4 2023/24	Q3 2024/25	On track	
Project completion	Q3 2024	Q4 2024/25	On track – in line with TD funding completion	

Key activities achieved this reporting period	Areas of work for next reporting period
<ul style="list-style-type: none"> Artists procured and agreements signed Project in development phase – all artworks being developed by artists Budget reviewed against artwork costings; project within budget TCMWG approved wayfinding route, sculpture locations, procurement strategy and programme Communications plan drafted press release issued with final selections OWG meeting monthly to oversee delivery 	<ul style="list-style-type: none"> Artwork Selection Panel to be convened to review developed artworks – maquettes expected from all artists April 2024 Planning and site surveys to commence April 2024 Community engagement to take place Procurement of contractor for installations

Project Changes (Have you or are you proposing any changes to scope, costs or timescales, if so what, why and what will be the impact? Any changes need to be approved by an appropriate person/body.
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N/A

Project Risks – the top 5 highest risks

Issue No	Significant Risk/Issue Description	Mitigation actions	RAG
1	In house capacity and resource	Cultural officer supporting with project	
2	Inflation & costs of materials	Monitor and value engineering	
3	Planning permission required	Officers to work closely with GYBC Planning Team to ensure all, if any, conditions can be met	

4	Site surveys	Work closely with Property and Planning	
5	Public perception/negativity	Robust communications plan	

Financial Summary

	Capital	Revenue	RAG	Comment
Total Budget Approved	£0.295m	£		Town Deal Connectivity Public Wayfinding

Funded by:

Town Deal Programme	£0.333m	£0	
Future High Street Fund	£0.050m	£0	Mkt place sculpture - Match funding noncash
Total Funding	£0.383m	£0	
Actual Spend to date March 2024	£0	£0	

Forecast spend	Quarter 1		Quarter 2		Quarter 3		Quarter 4	
Project Manager projections:	Capital	Revenue	Capital	Revenue	Capital	Revenue	Capital	Revenue
FY 23/24	£	£	£	£	£	£	£	£
FY 24/25	£	£	£	£	£	£	£0.383m	£
FY 25/26	£	£	£	£	£	£	£	£

Financial data verified by (name of finance officer)	Date
Jane Bowgen	19/04/2024


Project Highlight Report

Project Name	Transitional Housing Scheme	Project Manager	Claire Wilkins
Date of Report	22.4.24	Project Sponsor	Paula Boyce
Reporting Period (Quarter months)	Q4 – January 24 – March 24	Finance Officer	Helena Craske – Capital

Project Status			GREEN – no problems or only minor issues
Project Overview			
<p>Purchase of 7 properties ‘off the shelf’ to be used as ‘Transitional Housing’ to meet the needs of those with low or medium support needs who are rough sleeping or at risk of rough sleeping.</p> <p>Project to be delivered in 2 Phases. (One block of three flats, one block of 4 flats)</p>			
Key activities achieved this reporting period		Areas of work for next reporting period	
<ul style="list-style-type: none">- Completion on the acquisition of ‘Phase 2’ block of four homes.- Void works underway to ready the properties for let		<ul style="list-style-type: none">- Occupation of the homes- Recruitment of post to support the occupants	
Project stage tolerance status			
<i>How execution of the project and management stage are performing against their tolerances (e.g. cost/time actuals and forecasts)</i>			
<p>Phase 1 (3 homes) – Completed within budget and funding timescales.</p> <p>Phase 2 – (4 home) – scheduled for completion within budget and funding timescales.</p>			

Issue No	Significant Risk/Issue Description	Mitigation actions	RAG
1	Failure to complete Phase 2 within funding timescales and within budget.	All work required is currently booked in and programmed to complete within funding timescales.	
2	Interest rate increases since the outset of the project are having significant impact on viability of proposed purchases.	Additional funding agreed by DLUHC to support delivery.	
3	Failure to appoint to the Support Worker post – support for Phase 1 is currently being provided within the Rough Sleeper Team, there is not the capacity to support 4 more people.	Job is advertised and interviews pending	

Financial Summary			
	Capital	Revenue	Notes on Background
Total Budget Approved	£745,512		
Funded by:			
GYBC	£325,115		
Homes England Grant and GYBC Capital contribution	£420,397	£45,682	Revenue grant funding to subsidise cost of support worker
Actual Spend to date	£683,887	£0	To 31-03-24, but still subject to year-end accruals/adjustments
Total Funding Utilised	£683,887		
Income Achieved	£0		
Savings Achieved	£0		
Financial data verified by;			Date
Helena Craske (Capital)			23-04-24

Project Highlight Report		 GREAT YARMOUTH BOROUGH COUNCIL	
Project Name	Improvements to Great Yarmouth Rail Station	Project Sponsor	David Glason
Date of Report	17 th April 2024	Project Manager	Steve Logan
Reporting Period	1 st January – 31 st March 2024	Finance Officer	Helena Craske

Project Status			GREEN – no problems or only minor issues
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Project Overview

To improve a key commuter/visitor gateway to enhance physical connectivity and sustainable transport. Improving the arrival by rail to Great Yarmouth is crucial to encourage sustainable travel choices by workers and visitors. Investment has been made by Abellio into the rolling stock and the signaling however this is not translating into significant numbers travelling via train. The Great Yarmouth Transport Strategy notes 'The main station building in Great Yarmouth serves as a poor gateway feature to the town'. Town Deal funding to be used for minor capital improvements to the station building.

Project Timetable (Key upcoming milestones)

Milestone	Target date	Achieved Date	Status	RAG
Approval of Town Deal summary documents enabling funds to be spent	June 2022		Completed	
Discussion with Greater Anglia on procurement strategy and scope of works	November 2023		Completed	
Greater Anglia / Community Rail Partnership to procure the works – finalisation and acceptance of tenders	January 2024		On track for April 2024	
Commencement of works	February 2024		On track for April 2024	
Completion of Towns Fund element of the works	31 March 2024		On track for May 2024	
Completion of Norfolk Community Rail Partnerships / Changing Places element of the works	June 2024		On track for June 2024	

Key activities achieved this reporting period	Areas of work for next reporting period
<ul style="list-style-type: none"> Agreement on funding process reached between GYBC and Greater Anglia / Community Rail Partnership 	<ul style="list-style-type: none"> Completion of tender process and acceptance of suppliers
<ul style="list-style-type: none"> Works scoped out with Greater Anglia and Community Rail Partnership which include: a Changing Places facility in the main building & improved 'out of hours' entrance/exit with a brighter/safer experience to include: new lighting, connectivity to new CCTV coverage, signage, modern posters and imagery (also on platform/within Rail Station), cycle parking, redecoration of both entrances and new non-slip flooring for 'out of hours' entrance/exit. New long distance footpath information hub also being delivered to mark the start of Wherryman's Way, Weavers Way and Angles Way). 	<ul style="list-style-type: none"> Agreement of costed works to be undertaken & delivery by all parties
<ul style="list-style-type: none"> Project also benefitting from new real time bus information at the Rail Station and new bus stops with signage, through the Bus Service Improvement Plan (working with Norfolk County Council) 	<ul style="list-style-type: none"> Completion of these works

<ul style="list-style-type: none">Great Yarmouth Transport & Infrastructure Member Steering Group support	<ul style="list-style-type: none">Report on delivery		
Project Changes (Have you or are you proposing any changes to scope, costs or timescales, if so what, why and what will be the impact? Any changes need to be approved by an appropriate person/body.			
The method of procurement has changed, now using the services of the Norfolk Community Rail Partnership to co-ordinate and procure suppliers on behalf of Greater Anglia. This will allow the faster procurement of suppliers, having experience in delivering at Lowestoft Rail Station.			
Project Risks – the top 5 highest risks			
Issue No	Significant Risk/Issue Description	Mitigation actions	RAG
1	Improvement costs exceed budget	The works have been scoped out on an item by item basis, none of which are contingent on each other. Once prices received, then if over budget, a prioritisation process will take place to ensure the project remains within budget.	
2	Suppliers unable to supply works/products within programme	Early engagement with suppliers during tender process, to ensure that programme is clear, and working within programme dates is part of the tender approval process.	
3	Inflation/increased costs of materials	Ensure that there is no delay between selection of suppliers and closing the contract.	
4	Planning consent needed, which would have programme implications.	Assess all elements of the works which are being procured by Greater Anglia / Community Rail Partnership and ensure planning matters are assessed.	
5	Greater Anglia make strategic decision to not engage with procuring the works, leaving not enough time for GYBC to pick up the threads and move forward on programme.	Maintain close communications with Greater Anglia.	

Financial Summary				
	Capital	Revenue	RAG	Comment
Total Budget Approved	£52,180.00	£150,000.00		

Funded by:			
GYBC	£0	£0	
Town Deal Fund	£0	£150,000.00	
Norfolk Community Rail Partnership	£52,180.00	£0	
Total Funding	£52,180.00	£150,000.00	
Actual Spend to date	£0	£2,000	

Forecast spend	Quarter 1		Quarter 2		Quarter 3		Quarter 4	
Project Manager projections:	Capital	Revenue	Capital	Revenue	Capital	Revenue	Capital	Revenue
FY 22/23	£	£	£	£	£	£	£	£
FY 23/24	£	£	£	£	£	£	£	£
FY 24/25	£	£	£52,180	£148,000	£	£	£	£
Totals:	£	£	£	£	£	£	£	£
Financial data verified by (name of finance officer)				Date				
Helena Craske				17-04-24				

PERFORMANCE INDICATORS – ANNUAL REPORT 2023/24

OPERATIONAL MEASURES

Performance Measure	2023/24 Actual	2023/24 Target	Status	22/23 Outturn	Trend
PR01: Average time to assess Housing Benefit: New claims (Quarterly Cumulative)	9 days	16 days	G	13 days	↑
Commentary: A really good result for the year averaging 9 days to fully assess New Claims against a target of 16 days and a national average of 20 days stated on the latest release of national performance indicators (Q2 2023/24).					
PR02: Average time to assess Housing Benefit: Change in circumstances (Quarterly Cumulative)	6 days	10 days	G	9 days	↑
Commentary: A really good result for the year averaging 6 days to fully assess changes in circumstances against a target of 10 days and a national average of 9 days stated on the latest release of performance performance indicators (Q2 2023/24).					
PR03: Collection rates Council Tax (Quarterly Cumulative)	95.7%	96%	A	96%	↓
<p>Commentary: The Council Tax collection target was just missed by 0.3%. The 2023/24 financial year was again a challenging year due to the national financial and economic challenges of the current national cost of living crisis.</p> <p>Being 0.3% under target means that this was only just below the target that was set. However, even in this difficult climate almost the same collection rate as 2022/23 was achieved for 2023/24. Some of the reason for not reaching the target set could be accounted for with the Single Resident Discount Review that was carried out throughout the year and added an extra £200,000 to the collectible council tax, some of which would have still been outstanding at the end of the financial year.</p> <p>This collection rate was almost met whilst still incorporating sensitive collection methods and by effective working with our Early Help Hub and debt advice agencies such as Citizens Advice and DIAL.</p>					
PR04: Empty Homes					
a) Number of long term empty homes (6 months or more)	586	Less than 600	G	584	↓
b) Number of long term empty homes (Over 2 years) (Snapshot at last day of quarter)	166	Less than 160	A	144	↓
Commentary: PR04(a) is within target & PR04(b) is above target but within tolerance					

Performance Measure	2023/24 Actual	2023/24 Target	Status	22/23 Outturn	Trend
PR05: Collection rates NNDR (Quarterly Cumulative)	98.2%	97.5%	G	97.8%	↑
<p>Commentary: The 2023/24 financial year was again a challenging one for Business Rates collection due to the current national financial and economic challenges.</p> <p>However, even in this difficult climate the year end target collection rate for 2023/24 was exceeded by 0.7%. This collection rate was met whilst still incorporating sensitive collection methods and by effective design and implementation of various discretionary rate relief schemes that were introduced during the year such as Retail Hospitality and Leisure Relief.</p>					
PR06: Contact centre telephone calls: Percentage of Contact Centre calls answered as a % of all calls offered (Quarterly Cumulative)	87.65%	90%	A	80.16%	↑
<p>Commentary: This is excellent performance on Q4 and annual outturn for both PR06 and PR07 with the team still experiencing some long term sickness and newer members of the team not yet fully trained</p>					
PR07: Contact centre telephone calls: Average wait time by customers contacting the Contact Centre (Quarterly)	1m 07s	1m 30s	G	2m 30s	↑
<p>Commentary: This is excellent performance on Q4 and annual outturn for both PR06 and PR07 with the team still experiencing some long term sickness and newer members of the team not yet fully trained</p>					
PR08: Percentage of FOI and EIR requests responded to within 20 working days (Quarterly Cumulative)	96%	92%	G	88%	↑
<p>Commentary: The outturn has exceeded the Information Commissioners expected target of 95%, this is extremely pleasing to see in light of the team having received over 1500 requests for information during the year. The team have worked hard with Information Champions across the council to ensure requests have been responded to within the 20 Working day timeframe.</p>					

Performance Measure	2023/24 Actual	2023/24 Target	Status	22/23 Outturn	Trend
PR09: % of completed Full Performance Reviews (Quarterly Cumulative)	85%	90%	A	85%	↔
<p>Commentary: PDR's were completed during 2023-24 for all staff, these are supported by regular and ongoing 1:1's throughout the year. There were 100% completions in both Customer Services and Housing Assets.</p> <p>The launch of the PDR process commenced with communications in April 23, asking managers to plan their time effectively from w/c 15 May, with a view to achieving the target of all PDRs completed and submitted to HR for recording by 30 June.</p>					
PR10: The number of working days lost due to sickness absence per FTE. (Quarterly Cumulative)	9.87 days	8.5 days	A	12.25 days	↑
<p>Commentary: The final outturn for 2023-24 is reported at 9.87 days per FTE (4.02% of working days lost, whilst this is over the annual target of 8.5 days per FTE, there is a significant reduction in the levels of sickness absence when compared to the same period last year, with 66% of staff having had a period of absence over the last 12 months, compared with 75% in 2022-23. The reduction in days lost per FTE of 2.38 days, compared to 2022-23, equates to 5780.58 hours less lost to sickness absence.</p> <p>The number of incidents (how many times someone has had a period of absence) in the last year has reduced by 147 compared to 2022-23. Long term absence has decreased by 15 people with a decrease of 1385 hours lost to long term sickness absence.</p> <p>The CIPD, in its 23rd annual Health and Wellbeing at work report, shows the highest levels of sickness absence in over a decade. The average rate of public sector employee absence now stands at 10.6 days per employee per year, this is a significant increase since their last report from data collected pre pandemic in October/November 2019. GYBC's days lost per FTE are below the public sector average which is an excellent achievement, however work is continuing to redcue this further.</p> <p>During 2023-24 there were 91 sickness absence review meetings (SAR) held, 61 referrals to occupational health and 12 health capability hearings (HCH), as well as 624 return to work interviews (RTW).</p>					
PR11: Council spend on apprenticeships as a % of apprenticeship levy (Quarterly Cumulative)	74.65%	Monitor	N/A	58.14%	↑
<p>Commentary: We continue to invest in apprenticeships, with a range of apprenticeships offered to current staff employed at the Council with a new recruit into the Finance team joining in January 2024 to undertake an apprenticeship.</p>					

Performance Measure	2023/24 Actual	2023/24 Target	Status	22/23 Outturn	Trend
PR12: % of Audit days delivered (of the annual plan) (Quarterly cumulative)	60%	100%	R	89%	↓
<p>Commentary: A large number of audits remain outstanding at the year-end. Although it is expected that some audit work will cross years, too much is outstanding. The contractor has had staffing issues and sickness and maternity leave and has failed to escalate to the HOIA when there have been issues with responses early on in the year.</p> <p>A Protocol, a way of working together document, has been developed and issued to all those involved in audit planning meetings with the HOIA at GYBC. This outlines AD and client audit lead tasks and responsibilities, timescales to respond and escalations, to ensure that for 24/25, audits proceed without delay. To commence Q1 audits for 24/25, another Team within TIAA, the contractor, has been assigned to us whilst our current Team finishes 23/24 audits.</p>					
PR13: Internal Audit recommendations					
a) Number of priority 1 Internal Audit recommendations outstanding	8	3	R	New Measure	N/A
b) Number of priority 2 Internal Audit recommendations outstanding	32	9	R	32	↔
<p>Commentary: A full breakdown of the outstanding recommendations has been received from Internal Audit, these have been referred to Audit & Risk Committee to examine and discuss the steps required to resolve these recommendations.</p>					
PR14: Corporate Property Portfolio Revenue Growth per annum (Quarterly Cumulative)	9.91%	2.50%	G	13.29%	↓
<p>Commentary: The growth represents 9.91% based upon new totals of £107,963 against previous total of increase of £98,232.</p> <p>Excluded = New leases where no previous occupants charged or terminations where new occupants have not been found. Figures therefore based upon increases / decreases in lease rental where premises is continually leased and not effected by occupancy changes.</p>					

Performance Measure	2023/24 Actual	2023/24 Target	Status	22/23 Outturn	Trend
PR15: Corporate Property Portfolio					
a) % Arrears per annum	8.8%	7.5%	R	4.05%	↓
b) Total Arears amount in £'s	£273,938	£100,000	R	£208,086	↓
<p>Commentary: Since January, the Service has reviewed the current process in place for arrears collection and management. Management has communicated to the wider team that this must be complied with at all times, whilst attempting to engage with tenants to resolve any debt. The recent cost of living crisis has meant that some tenants have suffered financial difficulties, however the team understand that the service should not allow the accrual of aged debt and that all matters must be resolved as quickly as possible.</p> <p>The debt is largely ongoing historic debt and requires ongoing engagement and management by property and sundry debts. This position will improve with the renewed focus on arrears collection and management implemented since January 2024.</p>					
PR16: Corporate Property Overall Occupancy levels per annum (Quarterly Cumulative)	88%	90%	A	97.01%	↓
<p>Commentary: The results for 2023/24 show a decrease from the figure reported in 2022/23 as a result of the data cleanse being undertaken on the asset management database. We do expect this figure to increase into 2024/25 as a result of further data cleansing as opposed to new leases. The 12% unoccupied properties represents 69 assets.</p>					
PR17: Payment of Invoices within 30 days (%) (Quarterly Cumulative)	95%	90%	G	91.6%	↑
<p>Commentary: Performance on this measure is above target with 11,603 invoices being received during 2023/24, an increase of 881 over 2022/23. Of the 11,603 invoices received 10,990 were paid within 30 days.</p>					

PERFORMANCE INDICATORS – ANNUAL REPORT 2023/24

DEVELOPMENT CONTROL MEASURES

Performance Measure	2023/24 Actual	2023/24 Target	Status	22/23 Outturn	Trend
ED01: Planning applications: Major applications determined within 13 weeks or as agreed extension (Quarterly Cumulative)	100%	80%	G	96%	↑
Commentary: 22 'Major' applications determined in the period. 22 within determined within Government target (13 weeks) or an extension to this timeframe agreed with the Applicant.					
ED02: Planning applications: Non Major (Minor or Other) applications determined within 8 weeks or as agreed extension (Quarterly Cumulative)	85%	80%	G	84%	↑
Commentary: 370 'Minor' and 'Other' applications determined in the period. 316 within determined within Government target (8 weeks) or an extension to this timeframe agreed with the Applicant.					
ED03: Percentage of Major planning applications processed within 13 weeks or as agreed extension over the last 24 months (Quarterly Cumulative)	98%	80%	G	90%	↑
Commentary: 47 'Major' applications determined in the period April 2022 to March 2024. 46 within determined within Government target (13 weeks) or an extension to this timeframe agreed with the Applicant.					
ED04: Percentage of Non Major planning applications processed within 8 weeks or as agreed extension over the last 24 months (Quarterly Cumulative)	84%	80%	G	80%	↑
Commentary: 855 'Minor' and 'Other' applications determined in the period. 720 within determined within Government target (8 weeks) or an extension to this timeframe agreed with the Applicant.					
ED05: Percentage of Major planning applications overturned on appeal over the last 24 months (Quarterly Cumulative)	2%	3%	G	2%	↔
Commentary: Only 1 Major appeal was upheld.					

Performance Measure	2023/24 Actual	2023/24 Target	Status	22/23 Outturn	Trend
ED06: Planning Appeals: Percentage of Non Major Planning applications overturned on appeal over the last 24 months of an authority's total number of decisions on applications (Quarterly Cumulative)	0.6%	6%	G	0.6%	↔
Commentary: 855 non-major applications determined in the period April 2022 to March 2024. 25 appeals, of which 5 were upheld. 17 appeals dismissed and 3 withdrawn.					
ED07: Building Control: The percentage of building regulation applications where a decision notice is issued within the eight week statutory period. (Quarterly Cumulative)	99%	100%	A	87.5%	↑
Commentary: 243 Total applications of which: 132 Building Notice; 81 Building Regulation (Full Plans) application; and 30 Regularisation certificates.					
ED08: Percentage of Land Charges search returns sent within 10 working days. (Quarterly Cumulative)	88%	90%	A	78.4%	↑
Commentary: Significant improvement on 2022/23 which was 78.4%, preceding period 2021/22 was 35.71%.					
ED09: Enterprise Zone: Beacon Park: % of empty floor space across Beacon Park (Quarterly Snapshot at last day of quarter)	0.74%	3%	G	0.74%	↔
Commentary: Outturn is well below the target figure. It is only the marketing suite which is currently unoccupied, with this figure remaining static for some time due to long leases.					

PERFORMANCE INDICATORS – ANNUAL REPORT 2023/24

ENVIRONMENTAL MEASURES

Performance Measure	2023/24 Actual	2023/24 Target	Status	22/23 Outturn	Trend
EN01: Food Hygiene					
a) % of food premises scoring 3 star food hygiene ratings or above (Snapshot at last day of quarter)	97.9%	90%	G	96.6%	↑
b) % of scheduled Cat A food premises inspections completed (Snapshot at last day of quarter)	100.0%	100%	G	New Measure	N/A
c) % of scheduled Cat B food premises inspections completed (Snapshot at last day of quarter)	100.0%	100%	G	New Measure	N/A
d) % of new food premises inspections completed (Snapshot at last day of quarter)	96.8%	100%	A	New Measure	N/A
<p>Commentary: The team met the requirements of the Food Standards Agency completing 100% of all risk category A and B premises which are the highest risk. Only 7 new food premises have inspections outstanding, these are all seasonal outlets. Inspections for these premises will be prioritised and completed within the next two months.</p>					
EN02: Garden waste service: Number of households taking up garden waste bin service. (Quarterly Cumulative)	11,250	10,500	G	10916	↑
<p>Commentary: The garden waste service continues to be successful with numbers slowly growing year on year. Analysis work carried out when the service was being developed suggested that maximum potential take up of properties with a garden was in the region of 12,000 so we have now achieved in the region of 94% take-up.</p> <p>Work does continue to promote the service through advertising. The move of subscriptions to annual direct debit which should reduce churn at the point of renewal and save officer time in processing these. This should be in place during the early part of 24/25 financial year.</p>					
EN03: Percentage of total domestic waste collected which is sent for recycling (Quarterly Cumulative)	32.33%	35%	A	32.5%	↑
<p>Commentary: This figure has plateaued over the past few years and has remained fairly static in the region of 30-33%. This is a national trend with the amount and weight of packaging being reduced by manufacturers.</p>					

Performance Measure	2023/24 Actual	2023/24 Target	Status	22/23 Outturn	Trend
EN04: Number of Flytips reported (Quarterly Cumulative)	1153	Monitor	N/A	1171	↑
Commentary: Flytipping figures for this year have remained relatively stable only showing a small reduction on 22/23. This shows a similar trend to the national average.					
EN05: Number of streets in the Borough meeting street cleanliness levels for:					
a) Litter (formerly NI195a)	99%	95%	G	100%	↓
b) Detritus (formerly NI195b) (Snapshot at last month of quarter)	94%	95%	A	92.3%	↑
<p>Commentary: The figure is derived from adhoc audits carried out to the old BV195 street cleanliness standards which grades a street on an A-D scale.</p> <p>Streets graded at A or B are considered as acceptable. This year's figures have seen a slight reduction in litter standards but a slight increase on detritus standards against last year's figures. This is partly due to the transition to the new company and the fact that due to other project there has been reduced number of audits completed by GYS in the final quarter.</p>					
EN06: Contamination rate in dry recycling (Quarterly Cumulative)	22.9%	19%	R	19.4%	↑
Commentary: As performance has not met target in this area, a separate report will be prepared for Cabinet. The report will include an improvement plan detailing the actions that will be taken during 2024/25 to meet the current year target.					

PERFORMANCE INDICATORS – ANNUAL REPORT 2023/24

HOUSING MEASURES

Performance Measure	2023/24 Actual	2023/24 Target	Status	22/23 Outturn	Trend
HN01: Great Yarmouth Housing rent: GYBC rent collection rate					
a) Rent collected as % of rent and arrears (snapshot at end of quarter)	Not Available	97%	N/A	99.5%	N/A
b) Arrears as a % of rent debit (snapshot at end of quarter)	Not Available	3%	N/A	0.5%	N/A
c) Arrears of Rent and Service Charge (snapshot at end of quarter)	Not Available	£203,601	N/A	£122,367	N/A
d) Amount of arrears recovered (former years arrears from current tenants) in year £	Not Available	Monitor	N/A	£120,580	N/A
Commentary: No information has been reported above as it has been identified that there is a reporting issue which means that the arrears amount for the 2023/4 year is not being accurately reported. The Council is implementing a new integrated Housing Asset and Management System, the first part of the system is due to go live in June which will replace the use of OHMS for charging and collecting rents and service charges. The new system will improve reporting and resolve the issue identified with the current OHMS reports.					
HN02: Number of Number of Social housing applicants on Housing Register	946	Demand led	N/A	326	↓
Commentary: This is a demand led indicator which fluctuates dependant on applications received and properties nominated to.					
HN03: Average Time to Re-let Local Authority Housing (Quarterly Cumulative)	23 days	25 days	G	32 days	↑
Commentary: Overall standard void relet performance was very good, 2 days ahead of 25 day target. The relet timeframe included a 19 day repairs completion period that exceeded 14 day target and further improvement in the overall void relet performance in the next financial year will be subject to reduction in this area if achievable.					

Performance Measure	2023/24 Actual	2023/24 Target	Status	22/23 Outturn	Trend
HN04: Average cost of a standard Void repair (Housemark Indicator) (Quarterly Cumulative)	£4,301	£3,051	R	£3,341	↑
<p>Commentary: The total number of completed voids for the period Q1-Q4 was 335.</p> <p>Of those, 83 needed significant works, pushing the standard pricing over the average house mark target figure and 28 of those were 'larger standard' voids, where although no capital elements were required during the void process, there was still a significant amount of works to bring it back to a lettable standard. The Housemark definition is used to measure the average cost of reletting standard voids. For 2024/25, the larger cost voids will be delivered through a separate budget and therefore this KPI will be more reflective of the Housemark definition and comparable to the approach of other social landlords.</p> <p>Removing the 111 'larger voids' from the data for the current year, the total average per standard void property is £2934.28. The Hosuemark median quartile benchmark for 24/25 English LA's under 10k excluding London is £3,678.</p> <p>The higher costs of the voids will continue to be addressed by the team in particular where it relates to tenant abuse or misuse – graffiti on walls, leaving possessions in the property. It is anticipated that in the next few months, the service will introduce pre-tenancy termination visits where the assets team are clear about how the property shall be left when the outgoing tenant leaves.</p>					
HN05: Percentage of residents:					
a) very or fairly satisfied with the repairs service they received (Social Housing Regulator TP02 measure)	79%	Monitor	N/A	Not Available	N/A
b) very or fairly satisfied with the condition of their new home	70%	Monitor	N/A	New Measure	N/A
<p>Commentary: This measure was introduced in 2023/24 to monitor applicants' satisfaction of their new home and performance overall is good. Where applicants state that they are not satisfied with the condition of their home when it is let to them, the main reasons for this are related to cleanliness of the property and condition of decoration. The Council does not routinely redecorate properties when void and instead provides decoration vouchers to assist the applicant to decorate their home – which also provides them with a choice of colours.</p>					
HN06: Average cost of a standard responsive repair (Housemark Indicator) (Quarterly Cumulative)	£134.97	£167.53	G	New Measure	N/A
<p>Commentary: Performance for this measure has exceeded target and the Housemark benchmark.</p>					

Performance Measure	2023/24 Actual	2023/24 Target	Status	22/23 Outturn	Trend
HN07: Customer Perception - Total number of repairs completed first time as a % of total repairs completed (Quarterly Cumulative)	86%	85.00%	G	86.12%	↓
Commentary: There has been a slight reduction in the 2023/4 outturn level of satisfaction compared to performance in 2022/3 (86.12%), however, performance is above the target of 85% and reflected higher performance in February and March.					
HN08: Number of Disabled Facilities Grant (DFGs)					
a) Number of completions	63	Monitor	N/A	77	↓
b) Number of calendar days from GYBC receipt of D(OT)2 recommendation to works complete in the quarter.	234	Monitor	N/A	New Measure	N/A
Commentary: There has been an 18% reduction in the number of completed Disabled Facilities Grant (DFG) funded adaptations this year compared to 2022/23's out turns figure; however, this year's figure is comparable with that for 2021/22 (64 completed DFGs).					
HN09: Percentage of tenants either very satisfied or fairly satisfied with the service they received (Social Housing Regulator TP01 measure) (Quarterly)	76%	Monitor	N/A	New Measure	N/A
HN10: Percentage of tenants either very satisfied or fairly satisfied with the time taken to complete their most recent repair after reporting it (Social Housing Regulator TP03 measure) (Quarterly)	81%	Monitor	N/A	New Measure	N/A
HN11: Percentage of tenants either very satisfied or fairly satisfied that their home is well maintained (Social Housing Regulator TP04 measure) (Quarterly)	76%	Monitor	N/A	New Measure	N/A
HN12: Percentage of tenants either very satisfied or fairly satisfied that their home is safe (Social Housing Regulator TP05 measure) (Quarterly)	81%	Monitor	N/A	New Measure	N/A
HN13: Percentage of tenants either very satisfied or fairly satisfied that their views are listened to and acted upon (Social Housing Regulator TP06 measure) (Quarterly)	67%	Monitor	N/A	New Measure	N/A

Performance Measure	2023/24 Actual	2023/24 Target	Status	22/23 Outturn	Trend
HN14: Percentage of tenants either very satisfied or fairly satisfied that they are kept informed about things that matter to them (Social Housing Regulator TP07 measure) (Quarterly)	76%	Monitor	N/A	New Measure	N/A
HN15: Percentage of tenants either very satisfied or fairly satisfied that they are treated fairly and with respect (Social Housing Regulator TP08 measure) (Quarterly)	81%	Monitor	N/A	New Measure	N/A
HN16: Percentage of tenants either very satisfied or fairly satisfied that their communal areas are kept clean and well maintained (Social Housing Regulator TP10 measure) (Quarterly)	78%	Monitor	N/A	New Measure	N/A
HN17: Percentage of tenants either very satisfied or fairly satisfied that GYBC makes a positive contribution to their neighborhood (Social Housing Regulator TP11 measure) (Quarterly)	72%	Monitor	N/A	New Measure	N/A
HN18: Percentage of tenants either very satisfied or fairly satisfied with GYBC's approach to handling anti-social behavior (Social Housing Regulator TP12 measure) (Quarterly)	67%	Monitor	N/A	New Measure	N/A
HN19: Percentage of GYBC homes that do not meet the Decent Homes Standard (Social Housing Regulator RP01 measure) (Quarterly)	7.65%	Monitor	N/A	New Measure	N/A
HN20: Percentage of repairs completed a) within the 28 day timescale we publish (excluding emergency repairs) b) Emergency repairs only (Social Housing Regulator RP02 measure) (Quarterly)	90.09% 93.60%	Monitor Monitor	N/A N/A	New Measure New Measure	N/A N/A
Commentary: These are new measures introduced for 2023/4, we have now established a baseline performance to measure against in the forthcoming year. <div>Page 52 of 81</div>					

Performance Measure	2023/24 Actual	2023/24 Target	Status	22/23 Outturn	Trend
HN21: Engage at least 500k 'active' customers per annum across both Freedom Leisure sites (Quarterly Cumulative)	533,117	500,000	G	New Measure	N/A
Commentary: Customer engagement continues to be strong with both Freedom Leisure sites seeing good participation.					

URN: 23-203

Report Title: Haven Bridge Public House

Report to: Scrutiny

Date of meeting: 25th June 2024

Responsible Cabinet Member: Cllr Carl Smith

Responsible Director / Officer: James Wilson – Head of Environment and Sustainability



EXECUTIVE SUMMARY / INTRODUCTION

The Haven Bridge Pub has been in a derelict state since March 2022 following a major fire. Since this time the building has been supported with external scaffolding, which at present prevents the building from being considered immediately dangerous. As well as occupying a prominent position on a main thoroughfare into the Town, the building has the potential to become immediately dangerous unless appropriate supports are in place, this would result in Highways having to close the Haven Bridge which would have significant impact on traffic movements in the Town. The current appearance of the building is unsightly and causes access issues to buildings in the vicinity.

This report updates Scrutiny on the serving of the notice and Cabinet's decision at the May meeting to support any works in default should the notice not be complied with.

To note:

1. Section 79 notice under the Building Act 1984 was served on the freeholder of the property on Wednesday 5th June 2024.
2. Cabinet approved a budget of £120,000 from the general reserve (which includes a contingency) to undertake works in default should the notice not be complied with.
3. Cabinet delegated authority to Section 151 officer to approve any additional budget decision within 10% of the above figure.

1. Introduction

The Haven Bridge Public House has been a public house on and off since the mid 1800 with the current leaseholder leasing the property in 2020. The current owner had planned to convert the Pub into a guesthouse. Due to the pandemic the pub has remained closed since this purchase.

It is located on one of the main arterial routes into Great Yarmouth and is a large building in a prominent location adjacent to the Haven Bridge, the current condition of the property is that it is derelict as a result of a major fire in March 2022 and the structural integrity and

safety of the building is maintained by a significant amount of scaffolding to the building's exterior.

Whilst closed the building was illegally converted into an HMO on the upper floor with several small units built across the floor space, this was visited by Council officers and the fire service, with the result being the fire service serving a prohibition order on the premises for significant breaches of fire regulations. The building is now unoccupied as a result of its condition.

2. Structural Survey

The Council has recently instructed Technicus to undertake a structural assessment of the property this is to be used to inform the next steps in terms of which notice to serve and also a schedule of works for whichever notice is served.

An overview of the report is detailed below:

The Haven Bridge PH is currently in a severely damaged and structurally compromised condition following the damage caused by the 2022 fire, and subsequent further deterioration and weakening caused by exposure of the internal building structure to the external elements.

Following the fire and installation of emergency temporary propping and shoring, the building has received no further structural repairs or protection to prevent further damage and deterioration. We understand that internal emergency temporary supports installed immediately after the fire were subsequently removed, leaving the structurally damaged/compromised internal structural elements in a dangerous and potentially unstable condition.

To our knowledge, the fire related debris and rubble remains internally. The weight of this debris, and the impact damage caused by it falling inside the building, is likely to have overloaded the internal second and first floor joists and supporting structural beams/columns.

The emergency temporary scaffolding and shoring system erected immediately after the fire in March 2022 has now been installed for over 2 years, and to our knowledge has not been subject to regular safety inspection and checks to ensure it remains structurally effective, until recently.

Furthermore, the arrangement of the temporary scaffold system was not structurally designed in detail as there was not time available for a normal design process to be followed. Instead, the system of scaffold was developed on site with KB Scaffolding to reduce the risk of the external walls of the fire damaged building rotating outwards due to loss of internal buttressing and restraint walls and floors. Whilst the scaffold system currently remains effective, it will need to be properly designed and enhanced (or replaced) to provide a structurally robust and safe façade retention system to facilitate safe execution of the required building repair and remedial works.

The fire and subsequent external exposure of the building's internal structural elements has caused extensive structural damage and deterioration. Whilst we have not been able to access the interior of the property to allow preparation of this report, we anticipate that most of the

internal floors and structural supports (beams, and columns) are likely to require wholesale replacement. Replacement of these structural elements will require design and installation of various phases of localised temporary works.

A preliminary breakdown of the expected scope of structural repair and remedial works is provided in Section 5.0 of this report based on our expectations of the works involved.

It is possible that the cost of the structural repairs and remedial works required to restore the buildings structural integrity and watertightness may exceed the current market value of the property once the works are completed. If this is the case it may make the repair and renovation option financially uneconomic. However, the building's condition will continue to deteriorate over time if structural repairs and remedial works are not taken soon. In time, this could result in the building becoming structurally unstable due to progressive structural deterioration, at which point it will present a health and safety hazard to the adjoining owners / tenants, and people moving, working, or residing close to the building. The timescale over which this situation may rise is impossible to accurately forecast.

Based upon our recent visual structural survey of the building's exterior we do not consider the building to currently present a serious risk of structural movement, failure, or collapse, in the short-term. However, due to the compromised structural arrangement of the building it is possible that damage or instability may be caused by exposure to extreme weather events (i.e. heavy rainfall, high winds). Until the building is structurally repaired it is recommended that regular structural condition inspections are undertaken on a 3-monthly basis during the autumn to spring period each year and following any significant weather events.

If structurally repairing and renovating the building is deemed financially uneconomic, consideration will need to be given to carefully demolishing the building to remove the health and safety risks it presents, which will become higher with time.

3. Work to Date / Proposal

On 23 March 2022 there was a significant fire at the building causing large amounts of damages to the premises meaning that the building was considered imminently dangerous by building control.

Scaffolding was erected by a local company on behalf of the leaseholder after advice from his structural engineer. This fact is currently being disputed through legal channels with the scaffolding company and the leaseholder claiming the cost of the scaffolding should be met by the Council. The Council disputes this.

The property continues to be scaffolded. If the scaffolding was removed it is likely the road would have to be closed as an emergency, due to the potential risk of collapse. This would have significant impact on traffic flow in the town. Photos show the current position.

The Council receives regular complaints about the state of the property and is aware the closure of Steam Mill Land to the rear and side of the property (due to the scaffolding) which it is claimed has an impact on businesses in this location.

On 5th June 2024 the Council served a notice on the freeholder of the property under section 79 of the Building Act 1984, this gives the freeholder 2 options, to undertake works to repair the property so that it is safe and usable again or demolish and clear the site.

There has been some recent engagement with the freeholder of the property since the serving of the notice. Until now he has been reliant on the leaseholder and their insurance company, the lease is a full repairing lease. The Council continues to engage with both the freeholder and the leaseholder to ensure compliance with the notice and to bring this matter to a conclusion.

4. Financial Implications

As mentioned above there could be significant cost with progressing works in default under the section 79 power, this would involve the following actions:

- Survey work (contractor)
- Notice and schedule of work drafting.
- Enforcement of notice (likely demolition)
- Planning permission for demolition
- Party wall agreement
- Road closure
- Demolition works or reinstatement of building.

Based on the findings of the structural survey the proposed works to make the building safe and repair to a watertight condition would be in the region of £550,000.

The demolition option has been estimated at a cost of £100,000 this has been based on 2 quotes received.

If the Council ultimately progresses works in default under a Section 79 notice then based on the above costing we would be looking to progress the demolition option based on the best use of public funds to resolve the issue. This would need to be taken from the general reserve as would be classed as revenue spend.

The cleared site has had a basic valuation completed and we have an estimated value of £65,000 to £75,000.

As can be seen from the figures above, if the notice were not to be complied with and the Council decided to undertake the demolition work in default, there is the potential that the Council would not recover its full costs, with the possibility of the site being worth in the region £25,000 - £35,000 less than the value of the works required.

5. Risk Implications

This is a high-profile building on one of the main arterial routes into Great Yarmouth and does not provide a good impression of the town as people enter via this route.

The scaffolding itself has been in place for a period of time and was erected to prevent the property from collapsing. The scaffolding structure itself will deteriorate over time if it is not checked regularly. The scaffolding contractor could also remove the scaffold which would render the building immediately dangerous resulting in a closure of the bridge.

The scaffolding also will deteriorate in appearance over time with the netting etc collecting litter. Steam Mill Lane to the side of the will need to remain closed if the scaffolding is in place and as such continues to be impact on local businesses who use the road.

Planning permission would need to be granted for any demolition of the building and there is a risk this would not be granted.

There is a risk that the estimated costs of these works might increase once the works have started and therefore there could be additional burden on the public purse to resolve this issue.

6. Legal Implications

There is always a risk when serving notice that an appeal would be lodged successfully, and all future action would be prevented.

A successful legal challenge against the notice could potentially stop the works or prevent the Council from claiming back the appropriate costs, this risk will be mitigated through advice from Nplaw before any action is finalised.

There is currently a threatened legal claim against the Council for the cost of the erecting the scaffolding at the property. This is currently being defended vigorously as the Council has no contractual relationship with the scaffolding company. We are still awaiting contact from the scaffolding company's legal representatives which was proposed by the scaffolding company following the last Scrutiny meeting.

7. Conclusion

A section 79, ruinous and dilapidated notice under the Building Act 1984 has been served on the freeholder, with a timeframe of 6 months for completion of works.

Should this notice not be complied with, then the Council would look at potentially undertaking the works in default and therefore has asked for a Cabinet for budget to be allocated to this work and this has been agreed at the Cabinet in May.

If this work was completed and a charge put on the property this would potentially allow the Council to obtain possession of the building which could then be sold.

The Council will continue to liaise with the freeholder and leaseholder as part of the ongoing enforcement work to seek compliance with the notice and progress with direct action should there be non-compliance.

8. Background Papers

None

Post-fire Structural Survey Report:

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Litigation Support



Prepared For:



Project Reference : 24103
Date : 20 March 2024
Revision : 01
Issued by : Kevin Buttle



Revision Schedule

Rev	Date	Comments	Prepared by:	Checked by:
01	20.03.2024	First Issue	Kevin Buttle MEng (Hons) CEng MICE Director	Barrie Burgess BEng CEng MIStructE Director
				
			Signed...	Signed...

Limitations

We have not inspected woodwork, metalwork or other areas of the structure which are covered unexposed or inaccessible and are therefore unable to confirm that any such areas of the building structure are free from defects.

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1.0 Brief

Great Yarmouth Borough Council (GYBC) appointed Technicus Consulting on 15th February 2024 to conduct a visual-only, non-invasive, external structural survey of the fire damaged Haven Bridge Public House (PH) on Bridge Road, Cobholm. The purpose of the survey is to report on the structural condition of the building, and the expected preliminary scope of structural repairs and remedial works needed to return the building to a wind and watertight condition. We understand this report will then be used to assess the likely remedial works costs to assist with valuing the property, following which GYBC may consider submitting a Compulsory Purchase Order (CPO) to acquire the dilapidated property.

Technicus Consulting's scope of works for this project was set out in our fee proposal email dated 26th January 2024.

Technicus Consulting visited site on 6th March 2024 to conduct a visual-only, non-invasive, structural survey of the exterior elements of the building. At the time of our survey the weather was dry and bright, with an ambient temperature around 7°C.

Access to the interior of the building was not possible at the time of our survey due to concerns over the structural stability of the internal floors and structural supports following the building fire on 23rd March 2022. The internal floors are known to be supporting collapsed construction materials and debris associated with the fire damage, particularly the collapsed roof structure and tiles. Furthermore, the interior of the building has been exposed to the external environment since March 2022. This will have caused further deterioration to the internal structural elements, particularly timber floor joists, staircases, and structural support beams / columns.

The building is privately owned. It has remained in its fire damaged condition for the last 24 months. We understand no works have been undertaken during this period to structurally repair or prevent further degradation to building. The building is currently secure to prevent unauthorised access at ground level.

2.0 Introduction

The Haven Bridge PH is three storey end of terrace building located at the junction of Bridge Road and Steam Mill Lane in Cobholm. The building is believed to have been constructed circa 1875, replacing a previous property that occupied the site.

The building construction arrangement comprises loadbearing masonry walls with internal suspended timber upper floors, timber staircases, and a tiled hipped roof supported on timber rafters, purlins, and principal roof trusses. The principal roof trusses comprise a combination of lightweight lattice steel and traditional timber king post truss types. The building is believed to have a partial basement, but the precise extent and location of the basement is unknown to Technicus Consulting.

It is understood that the building was originally built as a hotel which opened in 1875, named the Bridge Hotel. The building was later converted to a public house and has since had many landlords / owners and changes of use. These have included the building being a hotel, public house, restaurant, social club, and music venue during its history. These changes of use have involved the building being subject to a legacy of previous structural alterations, including the removal of loadbearing walls and installation of new structural supports to open-up the ground floor area at the front of the building, and possibly the upper floor levels as well.



The building has also been subject to remedial works in the form of installation of lateral restraint tie rods and pattress / restraint plates to laterally restrain the east facing flank wall panel at first and second floor levels. These remedial works are visible from Steam Mill Lane and can be seen in Figure 3 below.



Figure 1 – 2018 View of Haven Bridge PH From Bridge Road Prior to Fire Damage

[Source: Google Maps (2024) Bridge Road, Great Yarmouth (Accessed 19 March 2024)]



Figure 2 – 2018 View of Haven Bridge PH From Steam Mill Lane Prior to Fire Damage

[Source: Google Maps (2024) Steam Mill Lane, Great Yarmouth (Accessed 19 March 2024)]

The Haven Bridge PH abuts an adjacent three storey terrace property, no. 6 Bridge Road. This property comprises a small public house at ground floor level, with the first and second floor levels being residential. The ground floor commercial space of the property is currently unoccupied, but most recently traded as the East Suffolk Tavern until circa 2015. It is believed that the Haven Bridge PH and no. 6 Bridge Road do not share a common party wall but abut



one another as two structurally independent buildings. Further investigations would be required to confirm this.



Figure 3 – East Facing Flank Wall of Haven Bridge PH showing Lateral Restraint Remedial Works Tie Rods and Pattress Plates at First Floor & Second Floor Levels

[Source: Google Maps (2024) Steam Mill Lane, Great Yarmouth (Accessed 19 March 2024)]

The exact internal layout of the building at the time of the fire remains unknown. However, Appendix A contains plan drawings received from GYBC Building Control showing the ground, first and second floor plan arrangement of the building circa 2005.

In circa 2005 the front (southern) section of the building had an open plan internal layout at ground, first and second floor levels, with no internal buttressing partition wall panels. The rear section of the building, north of the main staircase, was much more cellular in arrangement, with internal partition walls forming smaller rooms at ground, first and second floor levels. At the time of the fire, it appears that the front section of the property had been sub-divided to form smaller rooms at second floor level using lightweight studwork partition walls constructed off the suspended timber floor. It is unclear whether similar internal walls had also been constructed at first floor level.

3.0 2022 Building Fire & Technician Consulting Involvement

On 23rd March 2022 Norfolk Fire & Resue Service (NFRS) were called to a fire at the Haven Bridge PH just after 8pm. The building suffered significant fire related damage, including the structural collapse of its roof structure. To our knowledge, the precise cause of the fire remains unknown. It is believed the fire started in the front right (eastern) corner of the building at second floor level and migrated through to the rear of the building.

At the time of the fire Technician Consulting was appointed by the building leaseholder, Mr Bennington, to provide emergency ad-hoc structural engineering advice, support and guidance on the building's structural stability, and temporary propping and shoring requirements. The latter being critical to allow Bridge Road (public highway, and main traffic route into Great Yarmouth) to be safely re-opened to the public as quickly as possible following the fire being extinguished.

During the period 23rd to 31st March 2022 we worked closely with Great Yarmouth Borough Council Building Control Officer, Jodie Harrison, and NFRS to inspect the extent of the damage to the building and advise on emergency temporary support and propping requirements. This



was necessary to allow NFRS and Police personnel to safely access internal areas of the building to ensure the fire was fully extinguished prior to leaving the scene. This work involved the introduction of extensive internal temporary propping to the first and second floor structures. At the time, the floors and the internal structural elements of the building were saturated with water from the fire being extinguished. The upper floors were also supporting significant additional dead load from the collapsed roof structure, and other fire related debris. The heat from the fire would have structurally compromised various structural elements necessitating the installation of temporary supports as a precautionary measure.

As well as advising on the internal emergency temporary propping locations and requirements, we also worked with KB Scaffold Services (also appointed by Mr Bennington) to erect an external temporary scaffold shoring system. This was erected to provide additional precautionary lateral restraint to the external wall panels where the fire had caused damage, or complete loss, of the internal floors and buttressing internal partition wall panels. The shoring system was intended to provide lateral restraint to reduce the risk of the external walls rotating outwards towards the adjacent roads / footpaths only. Our works also included working with NFRS to remove loose elements of eaves level brickwork and roof tiles etc. resulting from the fire damage by pushing these into the building to reduce the risk of debris falling outside the building footprint.

It is important to note that the emergency temporary supports that were installed at the time of the fire were intended to provide short-term temporary vertical and lateral restraint to the fire damaged building. These temporary works were never intended to be a long-term temporary support system for the building as the expectation was that the building structure would be structurally repaired within a reasonable timescale following the fire. However, at the time of reporting, 24 months after the fire, there is no evidence of any planning or intention for the building to be structurally repaired by the current owner or leaseholder, to our knowledge.

Working with NFRS following the fire being extinguished allowed us to view and photograph accessible areas of the interior of the fire damaged building on foot, and at height via the NFRS Snorkel lift. Refer to Figures 4 to 6 for general external images showing the fire damaged building taken on 24th March 2022. Refer to Figures 7 to 9 for general internal views of the building interior following the fire, taken on 24th March 2022.

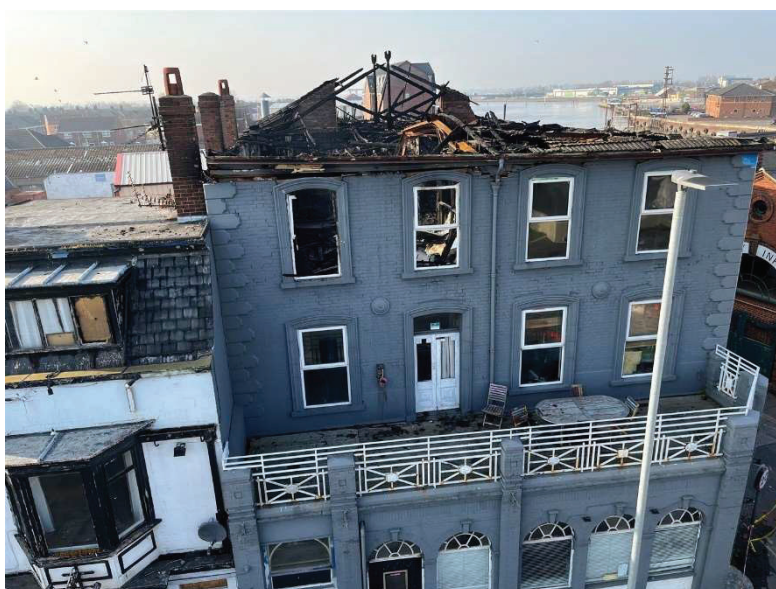


Figure 4 – Front Elevation View of Fire Damaged Building



Figure 5 – High Level View of the Fire Damaged Central Roof & Second Floor Area Looking North



Figure 6 – High Level Views of the Fire Damaged Roof & Second Floor Looking South (left) and North (right)



Figure 7 – Internal Ground Floor View from Front Entrance Door Looking North

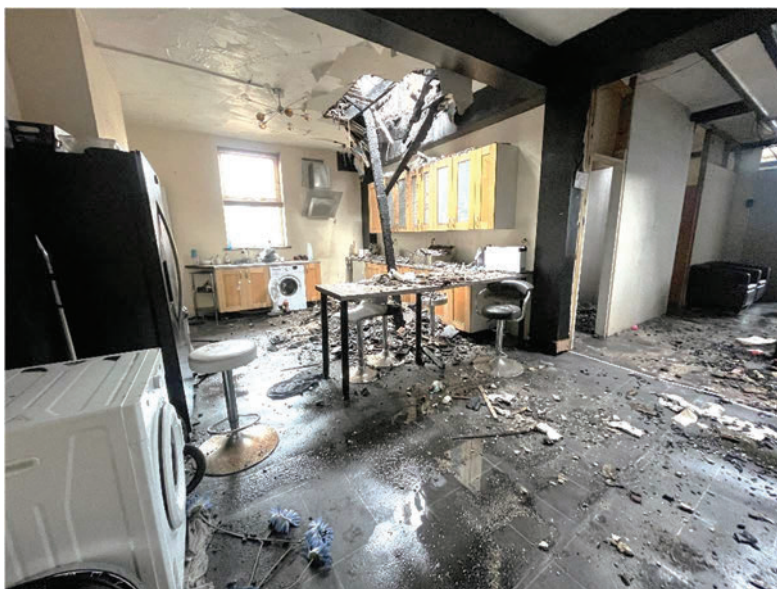


Figure 8 – Internal First Floor View Looking South-East from the Main Staircase

3.1. Temporary Internal Propping

In the days following the fire we were involved with arranging for a local builder to install a series of temporary internal props to the first and second floors. As noted previously, this was to allow short term access for investigation purposes by NFRS and the Police only. Following recent discussion with the builder we understand that the internal temporary props were subsequently removed several weeks after installation, possibly by the leaseholder, due to concerns over the hire cost for the props. We have requested further clarification from the builder, but this has yet to be received. However, we assume the internal temporary props are no longer in position inside the building.



Figure 9 – Internal Second Floor Views Looking South (left) and North (right) from the Main Staircase

3.2. Extent of Internal Fire Damage

The fire in March 2022 caused extensive structural damage to the building. This was due to a combination of combustion of building fabric and various timber structural elements of the building, fire related heat damage and associated weakening of structural elements, and water related damage from the fire being extinguished. In summary, the fire caused the following structural damage to the building:

- 1) Complete structural failure and collapse of the building roof structure, including timber and steel principal roof trusses, timber rafters and purlins.
- 2) Extensive fire damage and partial collapse of the suspended timber second floor, and second floor level partition walls.
- 3) Fire damage to the timber staircases at second and first floor levels.
- 4) Collapse / loss of integrity of internal partition walls at second floor level.
- 5) Localised structural movement and crack damage to the external walls associated with collapse of the roof and supporting principal roof trusses / structural elements.
- 6) Fire and heat related damage to various structural support elements (i.e. floors, beams, pier / columns, and loadbearing walls).
- 7) Impact related damage to various structural support elements due to falling building debris, roof tiles and brickwork (i.e. floors, beams, pier / columns, and loadbearing walls).
- 8) Water related damage to structural support elements throughout the entire of the building.



Following complete loss of the roof structure and tiled covering during the fire the interior of the building has remained exposed to the external elements for the last 24 months. This exposure has resulted in significant volumes of rainwater entering the building causing further damage and deterioration to the remaining structural support elements. Particularly timber and steel members. Furthermore, the coastal location of the building means the air tends to be salt-laden which can cause accelerated corrosion of exposed steelwork, such as structural beams and columns.

4.0 2024 External Structural Survey Observations

The findings from our visual-only, non-invasive ground level structural survey inspection of the external facades of the building on 6th March 2024 are detailed below.

4.1. Front Elevation South – Bridge Road

Several minor hairline cracks were noted in the masonry arches above the ground floor window openings onto Bridge Road. These appear to be long standing cracks, and not recent. Due to site obstructions (i.e. scaffolding, netting, and the proximity of the adjacent highway) the extent of the damage could not be fully inspected and assessed.

Four windows at second floor level have been braced horizontally in both directions by scaffold tubes internally and scaffold boards with rakers externally. The arrangement looks to remain as installed in March 2022 immediately following the fire. Crack damage to the decorative window surrounds at second floor level were evident in March 2022 following the fire.

Three circular cast iron pattress plates are visible at second floor level. Due to site obstructions (i.e. scaffolding, netting, and the proximity of the adjacent highway) it was not possible to undertake a visual assessment of any distortion, lean or 'out of plumbness' of front elevation masonry walling nor any of the side masonry walls.

Five vertical scaffold boards have been clamped against the external face. These appear to be in reasonable condition and supported at three locations with horizontal scaffold tubes and threaded scaffold jacking baseplates secured to the raking scaffold system. The scaffold shoring system on the front elevation is partially supported off the first floor level external balcony deck.

Long-term vertical tapered fracturing was observed at the junction of the brickwork piers to the single storey front projection and the main unit stone quoin courses in the eastern corner of the front elevation. Refer to Figure 10. This damage was present in March 2022, and does not appear to have worsened.

There is localised erosion of the masonry between first floor window head and second floor window sills on the most eastern of the four windows. There are no obvious signs of diagonal fracturing nor tapered vertical fracturing suggesting that the side wall onto Steam Mill Lane is separating from the front elevation.

4.2. Side Elevation East – Steam Mill Lane

There are two circular cast iron pattress plates at second floor level, and a horizontal steel tie plate with four tie rod bolted fixings. These plates have suffered surface corrosion, or may be painted brown (it is not possible to be sure without closer inspection). The soft red masonry with sand/cement pointing does show localised signs of frost related damage and spalling.



This is more pronounced at lower level between ground floor windows above the painted render low level plinth area. Two, white painted, square pattress plates are visible at first floor level. It is presumed that these are tied back to the first floor diaphragm to provide lateral restraint to the external wall panel.



Figure 10 – Vertical Cracking at Junction of Single Storey Front Projection with Front Elevation of Main Unit

There is a loss of some localised sections of the side wall panel masonry at high level. This damage was caused by a combination of the of the roof structure collapsing, and subsequent removal of loose guttering and roof structure remnants by NFRS immediately following the fire. Refer to Figure 11. There does not appear to be any obvious signs of loose masonry falling to ground within the fenced-off area at the base of the side wall.

Six vertical scaffold boards are held against the vertical face of the side wall, each by two horizontal scaffold tubes and threaded scaffold jacking baseplates secured to the raking scaffold shoring system. These were installed to reduce the risk of outward movement of the wall panel following the fire damage. There are no internal lateral restraints or ties preventing inward movement of the external side wall panel as it was not possible to install internal ties during the fire event.

When viewing the interior of the building through the first floor windows at the time of the fire charred timber floor joists, damaged areas of the floor structure, and fallen debris were clearly visible.

A clear visual inspection of the external side wall for verticality was hampered by the presence of the temporary scaffold shoring system, service pipes, etc. However, no obvious signs of lateral movement, distortion or recent cracking were observed at the time of our inspection.



The external side wall panel has a change in alignment (crank) towards the rear of the building in line with the adjacent former veterinary building. This was presumably to follow the alignment of Steam Mill Lane at the time of construction.



Figure 11 – View of Side Wall Showing Lateral Restraint Temporary Scaffold System and Localised Loss of Masonry at High Level

There is no temporary scaffolding or shoring to the rear section of the external side wall panel. Therefore, the high-level masonry, certainly above second floor level, is currently laterally unrestrained. A scaffolding fitting has been installed at the rearmost second floor level window, probably to support a refuse chute (we are not sure if this was ever used). Charred masonry to the original roof structure is visible through the centre window.

The rear section of the building has several internal partition walls which buttress and provide a degree of lateral bracing stability to the external wall panels. This area of the building at second floor level suffered less fire damage than the front of the building, and therefore the internal buttressing action of the internal partition walls is likely to remain more effective than at the front.

4.3. Rear Elevation North – Rear Roadway

There is no temporary scaffolding to this elevation.

The rainwater guttering and fascia are still present at eaves level on this elevation.

Visual examination of verticality from ground floor is hampered by vertical service pipes (i.e. rainwater downpipes, soil and vent pipe and a substantial galvanised steel flue). However, no obvious signs of lateral movement, distortion or recent cracking were observed at the time of our inspection at eaves or first/second floor levels.



The soft red masonry with sand/cement pointing does show localised signs of frost related damage and spalling, particularly at low level. Localised areas of crude masonry repairs are visible, and some openings have been infilled. Low rise masonry arches above the openings appear to have behaved reasonably well. There is stepped diagonal fracturing to the left-hand side of the ground floor door opening (probably toilet area opening) extending up towards the first floor window opening. There is further crack damage extending between first floor to second floor window opening on this same corner. However, this crack appears to be long standing.

4.4. Side Elevation West – Rear of No. 6 Bridge Road

Part of the ground, first and second floor levels of the west facing sidewall are obscured by the adjacent property. The rearmost panel has an open window with a galvanised steel lintel visible above. This appears to be a more recent structural alteration to the original arrangement as other window openings have low rise arched masonry lintels. Signs of mortar repointing repairs are visible at low level. At high level some frost related damage and mortar erosion / spalling of the masonry panel is visible. Visual inspection of the visible areas of this wall panel from ground level did not identify any obvious signs of significant lateral movement, deformation, or crack damage.

Three chimney stacks are present towards the front of the property on the party wall line with no. 6 Bridge Road. Based on their alignment (Refer to Figure's 12 & 13) it is believed that these chimneys serve no. 6 Bridge Road, not Haven Bridge PH. From our ground level visual inspection, the chimney stacks appear to be in reasonable condition, with no obvious signs of excessive distortion or structural movement.



Figure 12 – High Level View of Chimney Stacks on Party Wall Line
(Photo taken on 24th March 2022)

A recess is present in the west facing wall panel at high level set-back from the rear elevation. This area of the wall panel has a rendered and painted finish. There is evidence of some spalling of render finish onto the adjoining property. The wall panel is internally braced with internal cross walls visible. It is believed this recessed area formed an external terrace / patio accessed from the second floor level. This area is denoted 'patio area' on the second floor plan provided in Appendix A.



Figure 13 – High Level Close-up Views of Chimney Stacks on Party Wall Line
(Photos taken on 24th March 2022)

5.0 Preliminary Structural Repair & Remedial Works Requirements

The 2022 fire clearly caused significant structural damage which has left areas of the building structurally compromised. The building has subsequently sat dormant, with no roof covering, and no attempt to protect the buildings internal structural elements from further deterioration and degradation.

Based on the above, and our observations from the recent visual-only, non-invasive, structural survey of the building's external elevations, we anticipate the following scope of structural repair and remedial works to be required to return the building to a structurally sound water-tight condition:

1) Temporary Works:

- a) Commission, design and installation of façade retention temporary works system to maintain structural stability of the external wall panels to allow safe removal and replacement of the damaged internal walls and floors. This is likely to require application of permits for road and footway closures.
- b) Commission, design and installation of internal temporary works to provide temporary vertical and lateral structural support to the deteriorated and fire damaged upper floors to facilitate safe execution of site clearance, surveys, repair, and remedial works.
- c) Commission, design and installation of localised temporary works to allow removal of deteriorated structural beams / columns and replacement with new structural elements.

2) Asbestos Survey

- a) Once the interior of the building is made safe to access commission a demolition / refurbishment asbestos survey of the building to determine the presence of asbestos containing materials prior to clearance. **As a precautionary measure, the interior of the building must be considered a hazardous environment with friable asbestos containing materials present. Appropriate PPE must be worn by anyone**



entering and working inside the building until such time as the location and extent of ACM's are known, removed, or safely managed.

- b) If asbestos containing materials are found to be present inside the building commission a specialist asbestos removal company to safely remove and dispose of all ACM's in accordance with current legislation and regulations. Based on the age of the building it is highly likely that ACM's will be present. ACM's are commonly found in the following locations in older buildings:
 - (i) Wall and ceiling plaster finishes and textured coatings
 - (ii) Sanitaryware items
 - (iii) Loose insulation
 - (iv) Lagging to plumbing / boilers and flues
 - (v) Fibre cement products, such as boarding, guttering, rainwater pipes etc.
 - (vi) Electrical system components
 - (vii) Flooring tiles and adhesives

3) Site Clearance:

- a) Once made safe to access, clear the interior areas of the building of all fire related rubble, debris, and damaged fixtures, fittings, and furnishings etc.
- b) Strip all walls of plaster back to bare masonry.
- c) Strip-out all electrical cabling, switches, sockets etc.
- d) Strip out all damaged heating and hot water related elements of the buildings plumbing system.

4) Structural Survey

- a) Once the interior of the building is made safe to access appoint a structural engineer to undertake a detailed internal structural survey of the building to accurately determine the structural arrangement, extent of damage to the building, and development of a detailed schedule of structural repairs and remedial works.

5) Roof & Ceilings:

- a) Design and construct new hipped and tiled roof structure comprising timber rafters and purlins and timber / steel principal roof trusses to replicate the original structural form and ensure original load paths are maintained. The new roof construction shall incorporate modern breathable felt and pressure treated tiling battens.
- b) New rainwater guttering system and rainwater downpipes. Rainwater discharge arrangement to match the original surface water drainage system.
- c) Design and construct new timber joisted ceilings with plasterboard and skim finishes. Provide thermal insulation in accordance with the requirements of the current Building Regulations Approved Document L (Conservation of fuel and power).

6) Second Floor Level:



- a) Design and construct new timber joisted second floor in compliance with the current Building Regulations to suit the proposed building usage, internal layout, and imposed loads.
- b) Design and construct new internal partition walls to suit the proposed internal layout, and to ensure the external walls are adequately structurally buttressed and laterally restrained.
- c) Design and install new structural support beams / piers / columns as required to allow reinstatement of the new second floor.

7) First Floor Level:

- a) Design and construct new timber joisted first floor in compliance with the current Building Regulations to suit the proposed building usage, internal layout, and imposed loads.
- b) Design and construct new internal partition walls to suit the proposed internal layout, and to ensure the external walls are adequately structurally buttressed and laterally restrained.
- c) Design and install new structural support beams / piers / columns as required to allow reinstatement of the new second floor.

8) Ground Floor:

- a) Design and construct new timber joisted ground floor (where the ground floor is found to comprise suspended timber construction) in compliance with the current Building Regulations to suit the proposed building usage and internal layout.
- b) Design and construct new internal partition walls to suit the proposed internal layout, and to ensure the external walls are adequately structurally buttressed and laterally restrained.
- c) Design and install new structural support beams / piers / columns as required to allow reinstatement of the new ground floor.

9) Timber Staircases:

- a) Install new staircases to provide safe access between all floor levels, and appropriate fire escape routes in accordance with the current Building Regulations to suit the proposed building usage and internal layout.

10) External Wall Masonry Repairs

- a) Repair / locally rebuild damaged or defective areas of the external masonry wall panels to restore structural integrity and watertightness. Add tie rods, pattress plates, straps, etc. to ensure walls / floors are adequately restrained in accordance with current best practice construction guidance, structural design standards, and legislation.
- b) Undertake crack stitching repairs using stainless steel helical masonry reinforcement bars to any areas vertical or diagonal of crack damage to restore structural integrity.

11) External Fenestration



- a) Replace all damaged external door and window units with new double-glazed units.

12) Reconstruction of Chimney Stacks

- a) Repoint, repair masonry stacks to ensure structural integrity.

In addition to the above works required to make the building structurally sound and watertight, the building will also require the following to make it suitable for occupation and use:

1. New electrically wiring system throughout the building.
2. New heating and hot water boiler(s) and plumber system through the building.
3. New mains cold water plumbing system throughout building.
4. New security alarm system (optional).
5. New wall units, base units, and associated appliances to all kitchens.
6. New sanitaryware to all bathrooms and WC's.
7. Plastering and decoration to walls and ceilings.
8. Internal floor finishes.

6.0 Conclusions

The Haven Bridge PH is currently in a severely damaged and structurally compromised condition following the damage caused by the 2022 fire, and subsequent further deterioration and weakening caused by exposure of the internal building structure to the external elements.

Following the fire and installation of emergency temporary propping and shoring, the building has received no further structural repairs or protection to prevent further damage and deterioration. We understand that internal emergency temporary supports installed immediately after the fire were subsequently removed, leaving the structurally damaged / compromised internal structural elements in a dangerous and potentially unstable condition.

To our knowledge, the fire related debris and rubble remains internally. The weight of this debris, and the impact damage caused by it falling inside the building, is likely to have overloaded the internal second and first floor joists and supporting structural beams / columns.

The emergency temporary scaffolding and shoring system erected immediately after the fire in March 2022 has now been installed for 24 months, and to our knowledge has not been subject to regular safety inspection and checks to ensure it remains structurally effective. Furthermore, the arrangement of the temporary scaffold system was not structurally designed in detail as there was not time available for a normal design process to be followed. Instead, the system of scaffold was developed on site with KB Scaffolding to reduce the risk of the external walls of the fire damaged building rotating outwards due to loss of internal buttressing and restraint walls and floors. Whilst the scaffold system currently remains effective, it will need to be properly designed and enhanced (or replaced) to provide a structurally robust and safe façade retention system to facilitate safe execution of the required building repair and remedial works.

The fire and subsequent external exposure of the building's internal structural elements has caused extensive structural damage and deterioration. Whilst we have not been able to access the interior of the property to allow preparation of this report, we anticipate that most of the internal floors and structural supports (beams, and columns) are likely to require



wholesale replacement. Replacement of these structural elements will require design and installation of various phases of localised temporary works.

A preliminary breakdown of the expected scope of structural repair and remedial works is provided in Section 5.0 of this report based on our expectations of the works involved.

It is possible that the cost of the structural repairs and remedial works required to restore the buildings structural integrity and watertightness may exceed the current market value of the property once the works are completed. If this is the case it may make the repair and renovation option financially uneconomic. However, the buildings condition will continue to deteriorate over time if structural repairs and remedial works are not taken soon. In time, this could result in the building becoming structurally unstable due to progressive structural deterioration, at which point it will present a health and safety hazard to the adjoining owners / tenants, and people moving, working, or residing close to the building. The timescale over which this situation may rise is impossible to accurately forecast.

Based upon our recent visual structural survey of the building's exterior we do not consider the building to currently present a serious risk of structural movement, failure, or collapse, in the short-term. However, due to the compromised structural arrangement of the building it is possible that damage or instability may be caused by exposure to extreme weather events (i.e. heavy rainfall, high winds). Until the building is structurally repaired it is recommended that regular structural condition inspections are undertaken on a 3-monthly basis during the autumn to spring period each year and following any significant weather events.

If structurally repairing and renovating the building is deemed financially uneconomic, consideration will need to be given to carefully demolishing the building to remove the health and safety risks it presents, which will become higher with time.

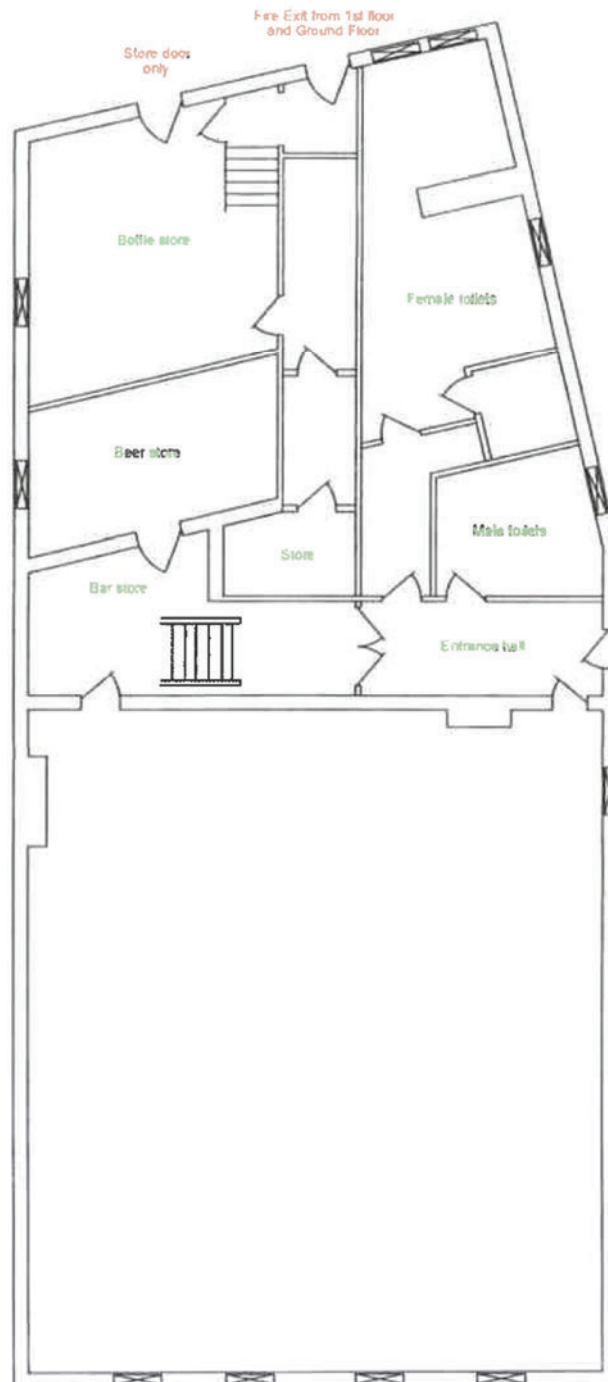
If you have any queries or questions regarding any aspect of this structural survey report, please do not hesitate to contact Technicus Consulting and we will be pleased to assist you with providing further explanation or clarification, as necessary.



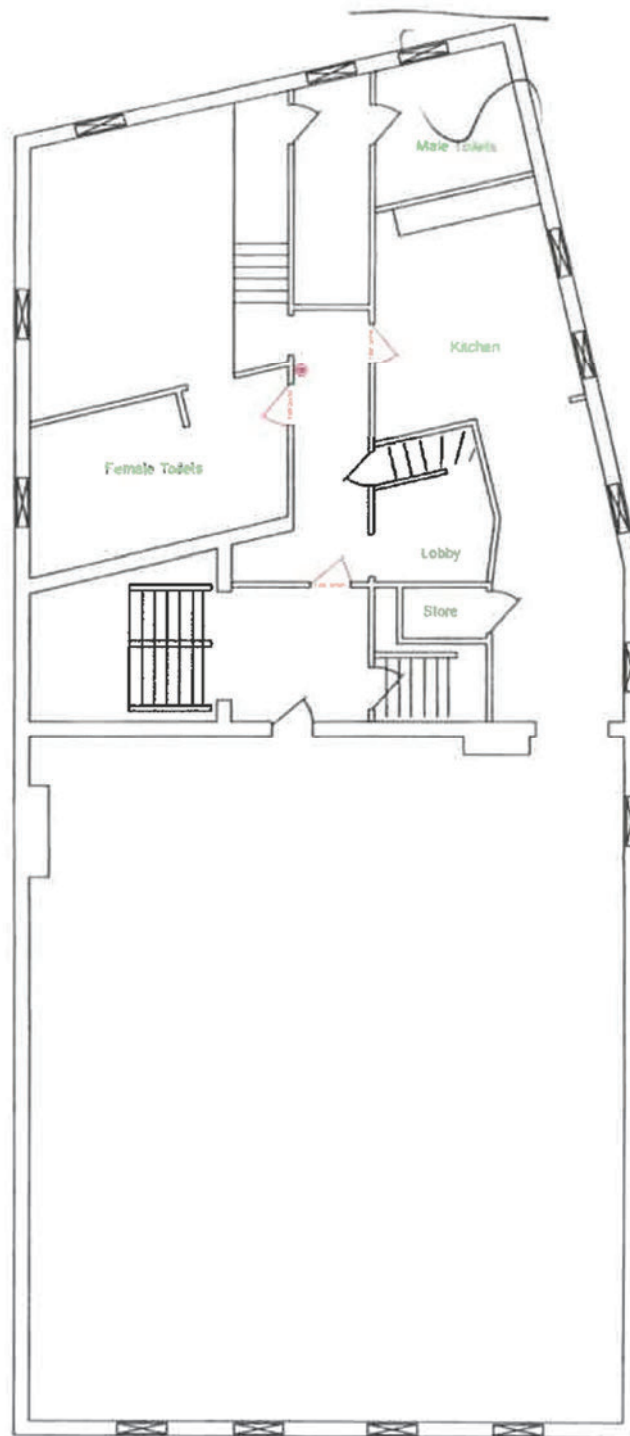
APPENDICES



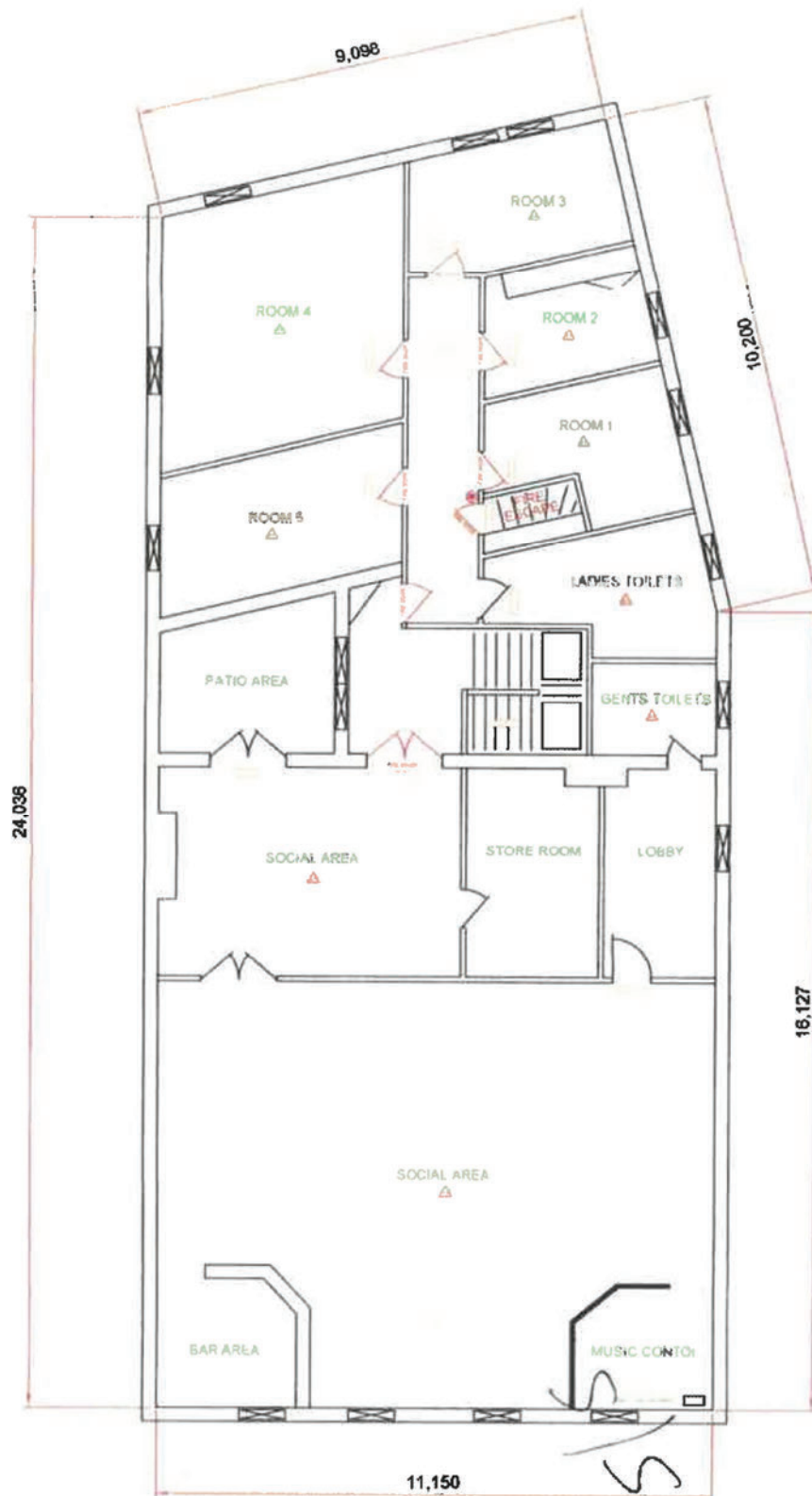
APPENDIX A – 2005 Building Floor Plans Supplied by GYBC Building Control



GROUND FLOOR



1st FLOOR



TOP FLOOR