



South
Cambridgeshire
District Council

Five-Year Housing Maintenance Plan 2009/10-2013/14

January 2009



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INTRODUCTION

The Challenge

Reconciling our commitment to maintaining properties in a good condition that match tenant expectations when faced with significant reductions in budgets will be a difficult challenge. An independent stock condition survey in late 2006 provided an indication of required works together with associated costs to ensure our housing meets the industry standard; this is unachievable under the current financial projections. The proposed £3.8 m cut in the annual capital programme cannot be achieved without impacting on the condition of our housing stock. This document sets out to show the works that can be carried out within the limited resources available.

A reduced improvement programme will also impact on the revenue repairs budget as more and more items are repaired rather than replaced. Over the coming five years it is likely that tenant's satisfaction with the service will inevitably suffer as a result of these cut backs.

It's what's missing from this plan rather than what's included that is of most concern; with significant cuts in all of the major improvements budgets there is a real risk of a breakdown of tenant's confidence in the service. This plan helps to manage tenant's expectations by providing a roadmap of controlled reduction whilst the service tries to maintain a reasonable level of service delivery.

The Purpose

The purpose of the Housing Maintenance Plan (HMP) is to bring together all the activities of the Property Services team into one document. This is a *statement of intent* which sets out our commitment to maintaining and improving the Council's housing stock over the next five years. The plan provides a useful single point of reference for those who may wish to know: *what, when, where, and how much* in respect to the Council's housing maintenance programme. This is the second edition of the plan, and brings together the achievements of the last twelve months, as well as extending the programmes into 2013/14.

This HMP provides information on how maintenance is prioritised, along with information on the teams dedicated to delivering the programme. Also provided are specification and budgetary details broken down in to each of the planned project areas.

This HMP has been developed and shaped by the members of the Housing Maintenance Working Group; a team made up of tenants, members and officers who have worked together to create a document designed to make it easy for all stakeholders and interested parties to find out where we intend to target our resources.

Five Year Strategy

A stock condition survey was conducted in October/November 2006; this formed the basis for the first year of the plan. This information has been loaded into the Council's Asset Management system, Keystone, and has been reviewed and supplemented to form the basis of this updated five-year plan.

Based on current forecast the Council intends to spend around £16.5 million over the next 5 years on housing improvements. This is significantly less than the £45 million proposed in the stock condition survey and represents a significant reduction in recent spend profile of previous years.

The Decent Homes Standard

The Government has made a commitment to ensure that all social housing meets a minimum standard of decency by the end of 2010. The decent home standard prescribes a set of minimum attributes relating to thermal comfort, reasonably modern facilities, and a reasonable state of repair of our domestic properties. We are on track to achieve this commitment and this HMP helps to show how.

Tenant Participation

In order to produce this plan we have worked with a number of representatives from the Tenant Participation Group, all of whom have made significant contributions to the compilation of this document. Other forms of tenant involvement in shaping the service include contract monitoring, and selection of contractors.

Housing Futures

At the time of writing, Council members are consulting tenants on the future ownership of the Council's housing stock. This will have significant ramifications for the HMP should the stock be transferred. However, this plan is based on the forecast budget projections under the current circumstance i.e. it assumes the stock is retained by the Council. Hence it will be seen that the capital improvement budget reduces by more than half (over £3.8m) from year two onwards.

Making the links

Our corporate aims are:

- Being a listening council, providing first class services accessible to all
- Ensuring that South Cambridgeshire continues to be a safe and healthy place for you and your family
- Making South Cambridgeshire a place in which residents can feel proud to live
- Assisting provision for local jobs for you and your family
- Providing a voice for rural life

The successful delivery of our Housing Maintenance Plan will help us to achieve our aims, as we have clearly set out our intention to deliver a first class service and are helping to make south Cambridgeshire a place where tenants feel proud to live.

Maintenance Categories

There are three distinct aspects of maintenance that are covered in this plan:

Maintenance and Improvements (Capital) - Where the emphasis is on planned preventative maintenance. To be truly effective, we require a detailed knowledge of the life expectancy of the various elements of our properties so that programmes can be planned in advance to replace items at the end of their useful life. Surveys are being undertaken by our staff to determine the condition and life expectancy of a number of key elements. This information is being loaded into the Keystone Asset Management system, and will be used to formulate programmes in the future.

Cyclical Maintenance and improvements (Revenue) - The life expectancy, efficiency, and performance of many of the elements of our properties are greatly enhanced by our regular maintenance programmes e.g. regular servicing of heating.

Responsive Repairs (Revenue) - The key result to this aspect of maintenance is providing a swift and effective responsive service, with the emphasis on getting the job completed on the first visit.

Conclusion

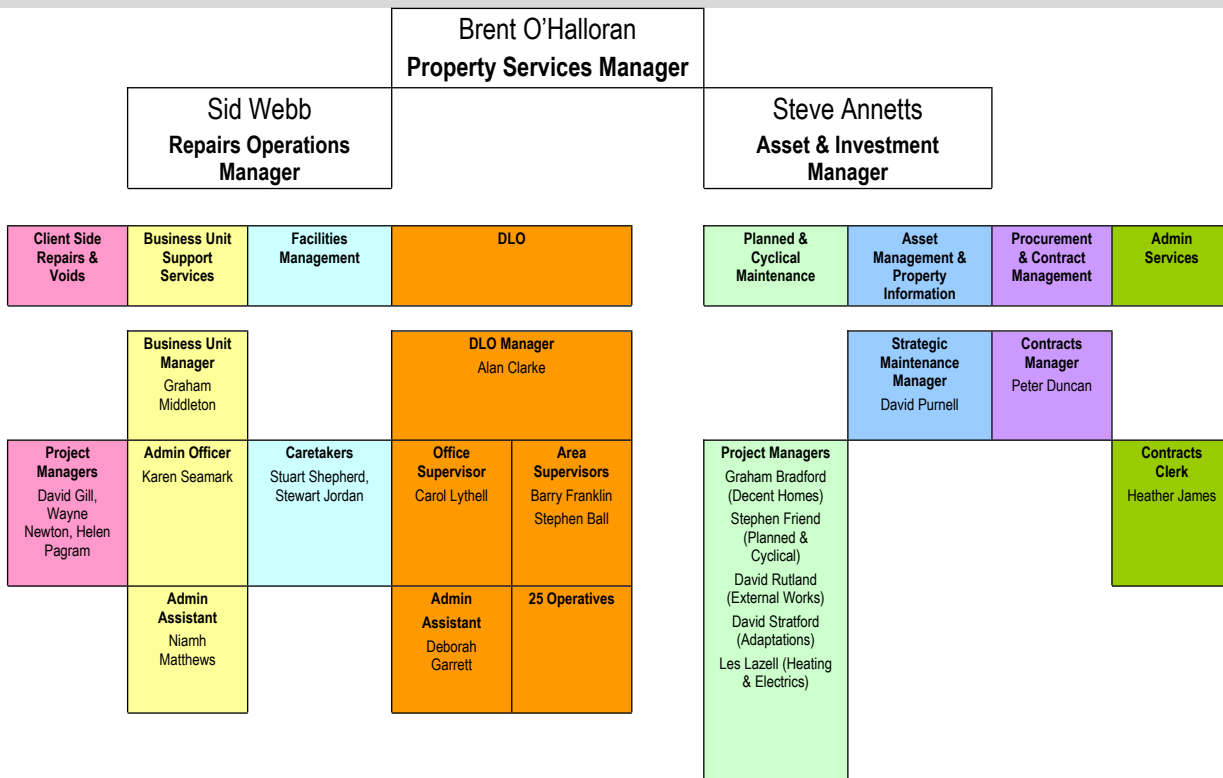
The formulation of the plan is the result of extensive investigation, the gathering of information from a wide range of sources, and consultation with interested parties. The result is a clear statement of intent, and a focused approach to ensuring our housing stock remains in reasonable condition.

In conclusion, I would like to say that we face a tough challenge over the next five years to keep the housing stock in reasonable condition in the face of significantly reducing budgets, but I'm confident that the Property Services team will remain committed to delivering the best service it can.

Brent O'Halloran

Property Services Manager

ORGANISATIONAL CHART



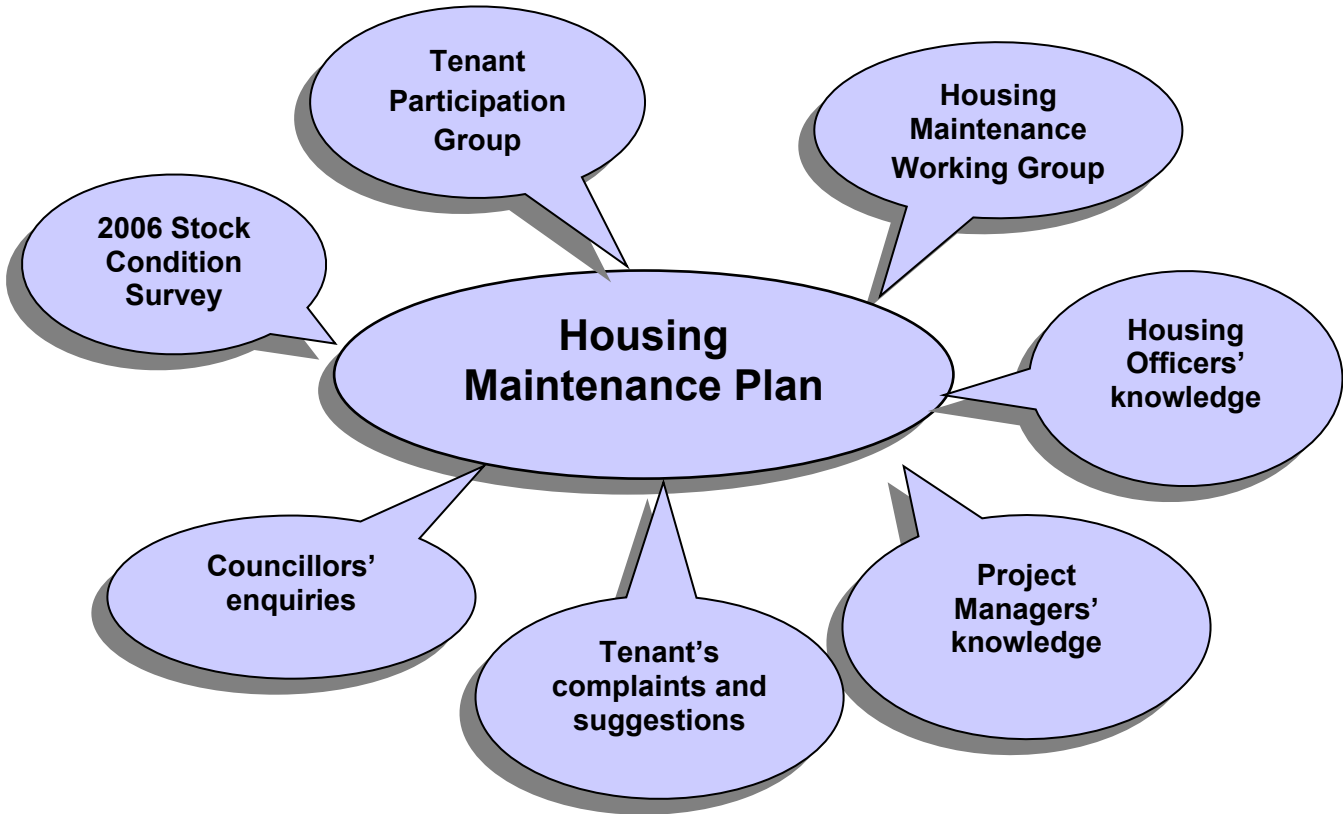
The Planned Maintenance Project Management Team

Organisational Chart

THE DEVELOPMENT OF THE PLAN

THE STAKEHOLDERS

In order to ensure that all stakeholders have a say in the maintenance plan, views and suggestions are gathered from a wide range of sources (see diagram)



Consultation on the Housing Maintenance Plan

The work of the Housing Maintenance Working Group has been central to the development of this HMP, with Tenants, Officers and Members working together to ensure this document reflects the views and priorities of the team as a whole.

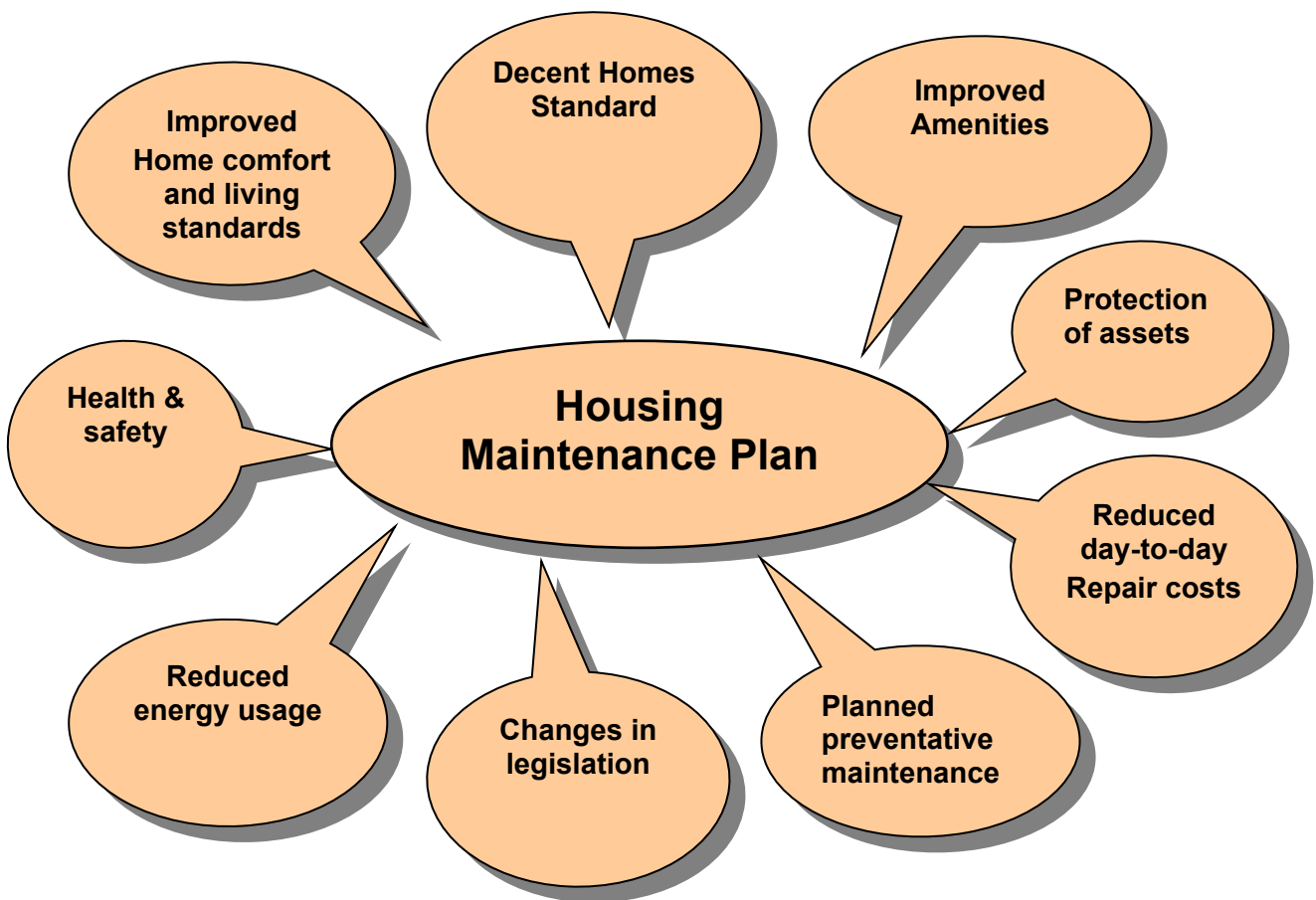
The Working group considered and agreed maintenance needs and priorities, project specifications and the format of this document.

Other stakeholders have influenced the programmes together with the information for the 2006 stock condition survey and historical information now loaded into the Keystone Asset Management System.

THE FACTORS

Everyone has their own ideas about what the Council should concentrate its resources on. Sometimes it may not seem obvious why certain programmed works are carried out and other works, which on the face of it may seem more important, appear lower down the list of priorities. The Council has to consider a range of factors to help it prioritise; the ethos is to have a controlled, logical, and proactive approach to maintenance, rather than reacting to each crisis as it occurs.

The factors considered when formulating the programme are shown in the following diagram:



The factors that shape the Housing Maintenance Plan

The emphasis is on planned preventative maintenance; in essence this means replacing or repairing items before they reach a state of disrepair or obsolescence, therefore minimising disruption and inconvenience to tenants.

Of course, when something does breakdown unexpectedly, the emphasis will be on ensuring the procedures are in place to deliver a quick response to remedy the situation.

DECENT HOMES STANDARD

A decent home, as described by Central Government, is one that is wind and weather tight, warm and has modern facilities. In order for a social landlord to achieve this aim any individual dwelling must meet the following criteria:

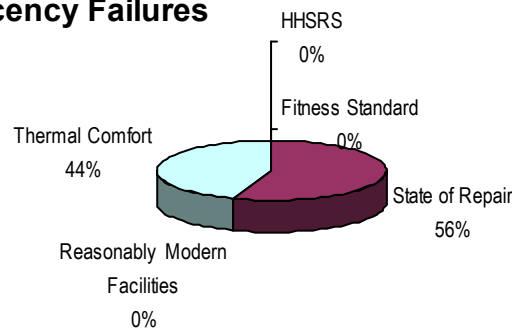
- a) It meets the current fitness standard (HHSRS)
- b) It is a reasonable state of repair
- c) It has reasonably modern facilities and services
- d) It provides a reasonable degree of thermal comfort

In September 2006 the Council commissioned Savills Commercial Ltd. to conduct a condition survey on 24.5% of its housing stock. Part of their remit was to produce a decent homes analysis. The survey was conducted throughout October and November of 2006, and the Savills report includes the following assessment:

“Approximately 25% (1499 dwellings) of the housing stock is currently non-decent in accordance with the criteria. This percentage compares with a national average failure rate of circa 43%. In addition between the date of survey and 2010, 1,945 (33%) dwellings within the housing stock are classified as potentially non-decent, if no investment is made. The potential non-decent figure will include properties that may already be non-decent, but are projected to fail on other aspects of the decent homes criteria in later years...”

...We have identified a programme of work up to 2010 that will make all of these properties decent.”

Analysis of Decency Failures



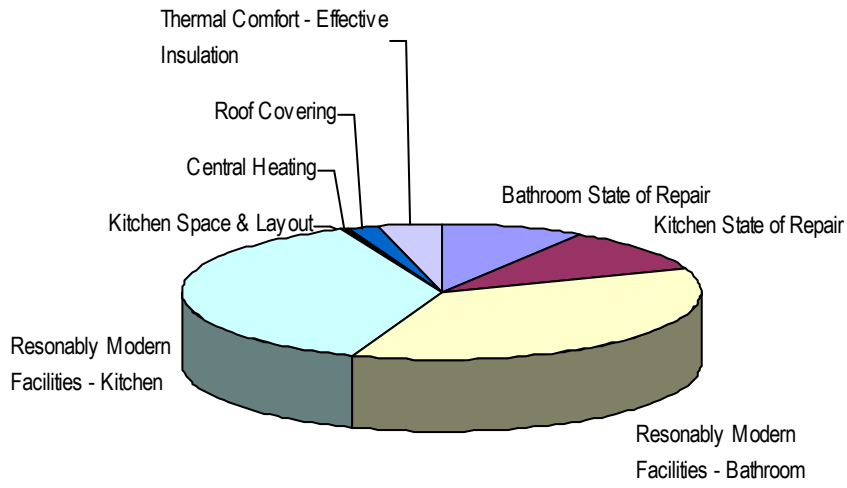
The cost of achieving decent homes to ensure all dwellings are decent by 2010 was estimated as £8,938,735 and this is currently considered affordable and achievable by the Council.

Our survey has identified all of the works required for the decent homes obligations to be met in full by the Government's prescribed time limit of 31st December 2010. This includes bringing the currently non-decent properties up to a decent standard, and prevents further properties becoming non-decent. The works identified in the remaining years up to the 30-year horizon will allow properties to be maintained to the decent homes standard.

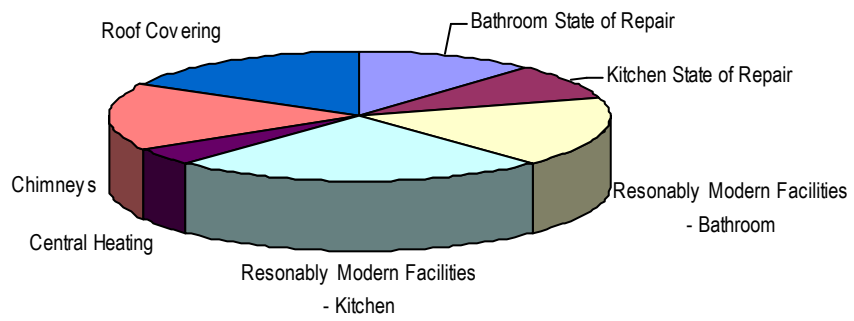
The areas of decent homes that attract the highest costs are kitchens, bathrooms, central heating distribution and boilers. The remainder of the work is spread amongst the main state of repair items such as wiring, doors and roofs etc.

The following illustrates a summary of the failing properties across each of the main criteria:

Current Failure by Element



Potential Failure by Element



Works carried out since the survey

Since the survey was conducted, the Property Services team has purchased and commissioned a Keystone Asset Management system which went live in July 2008. The information from the housing condition survey together with updated information on works (targeting decent homes failures) carried out since November 2006 has been inputted into the Asset Management system.

As a result of the information obtained and surveys carried out, the percentage of non-decent homes has been reduced to **4.57%** of the stock, or approximately **246** dwellings. The areas in which these properties fail are the state of repair of bathrooms, electrical systems and kitchens, together with the lack of reasonably modern facilities. Other significant areas that cause failure are thermal comfort and inefficient heating systems. Some properties will fail on more than one element.

ENERGY EFFICIENCY

The energy efficiency of the housing stock is calculated using the Government's recommended Standard Assessment Procedure (SAP) rating system for measuring the energy rating of dwellings. This calculates the rating on a scale from 1 to 100 (SAP 2005), based on the annual energy costs for space and water heating. The higher the SAP rating the more energy efficient the dwelling.

The stock condition survey identified that the average Standard Assessment Procedure (SAP) rating for our Council housing stock was 63 (as at November 2006), compared to the National average of 51 for the same period.

Energy conservation has always been one of the major considerations when carrying out maintenance improvements to the housing stock. This Council has been very successful in recent years in reducing energy usage and improving the efficiency of the housing stock through a major programme of installing highly efficient gas condensing boilers. These not only contribute towards reducing CO₂ emissions but also significantly reduce gas bills to help keep people out of fuel poverty.

Consideration will also be given in future years to installing more sustainable heating systems, particularly in areas where gas is not available and the cost of traditional alternatives such as oil, electric heating or solid fuel is becoming prohibitive. Trials are being undertaken using Air Source Heat Pumps, together with solar energy and small scale wind energy in order to determine their effectiveness and suitability for future installation.

The Energy Conservation programme sets out to reduce energy consumption and therefore CO₂ emissions in the following ways:

- All new gas-heating systems installed have highly efficient condensing boilers and modern energy efficient controls, providing savings for the tenants and the environment.
- Funding is identified in the rewiring programme to continue with the installation of low energy lighting to communal areas and the fitting of optical lighting sensors.
- The window double-glazing programme will replace all single glazed timber and metal frames in all of our properties in the next two years.
- In order to improve properties with solid wall construction (no cavity), we will be developing an external insulation programme.
- Where it is identified that loft insulation is either lacking or significantly less than it should be, this will be increased to 300mm.

SOUTH CAMBRIDGESHIRE DIRECT LABOUR ORGANISATION

South Cambridgeshire District Council's Direct Labour Organisation (DLO) provides a range of repair and maintenance services for the Council. Its core activity is the provision of a responsive repairs service for two of the three areas that make up the district. The DLO also carries out planned and cyclical maintenance work.

The DLO has a well-trained and dedicated workforce working from a fully serviced depot on the outskirts of Waterbeach near Cambridge. It prides itself on the delivery of a high quality service with high levels of client and customer satisfaction achieving a consistent 98% satisfaction rate. The team have built up a solid reputation over many years and has a vast amount of experience contained within the workforce enhanced by a low turnover rate of staff.



THE BUSINESS UNIT

The Business Unit provides a valuable service to the property service team ensuring that all orders raised are monitored, and pre-inspections are logged where necessary. They coordinate the customer services role for property services, dealing with invoices, councillor enquires, customer queries and complaints.

Part of their role is to monitor and report on the service's Key Performance Indicators and update the Council's Orchard housing management system.

THE HOUSING MAINTENANCE PLAN (HMP)

The programme of works

All works programmes in this document are subject Members' approval of the appropriate budgets.

The works in this document are organised by category such as windows, kitchen or bathroom refurbishment, roofing etc. The work is usually identified on a street-by-street basis and then prioritised and grouped into suitably sized programmes. A Project Manager is appointed and tenants are advised of their inclusion in the programme, which is put out to tender or quotation as appropriate. Once the contract has been awarded to a contractor, the lead officer will oversee the project and ensure the works are carried out on time, to an acceptable standard and within budget.

Partnering

The Council is committed to long term partnering agreements for delivery of its housing maintenance works. A Decent Homes contract was let at the end of 2007 for delivery of the kitchen and bathroom refurbishment programmes, and other partnering contracts including roofing and cyclical maintenance have recently been procured.

Referral to the HMP

Any requests for works to be included in the next edition of this document should be submitted to the Strategic Maintenance Manager who will arrange for an assessment and prioritisation to be carried out.

Tenants Consultation and Choice

Tenants will be consulted wherever possible in respect of all proposed schemes/works, and their own preferences taken into consideration.

A lead officer will be appointed to oversee all projects. Letters will be sent to all homes included in the programme advising tenants of the nature of the work, including the likely dates of surveys and contract period. Tenants will be given a contact name of the Council Officer supervising the work.

Tenants will be given the name of the contractor and at least 14 days notice, where possible, of the commencement of the works.

In the case of new central heating systems tenants will be given full operational guidance and instructions on how to operate the system.

Wherever possible tenants will be invited to meet the contractor prior to the works commencing. These are usually in the form of an open meeting hosted by a member of the maintenance team.

Where applicable, tenants will be consulted on choice of layout, colour, type of installation etc. Choices may be limited due to Health and Safety issues, technical considerations, practicalities and cost implications.

If work is to be undertaken in homes where elderly tenants live then assistance with moving furniture/possessions will be provided in able to facilitate internal improvements.

PLANNED MAINTENANCE & IMPROVEMENTS (Capital)

1. CHANGE OF TENANCY (CAPITAL)

Aim

This allocation is used where an empty (void) property needs major improvement works over and above the usual works required through normal wear and tear. The key challenge is to programme the works in quickly to minimise the void turnaround time.

Service Levels

- Technical inspection to be completed and orders raised within 24 hours of inspection
- All major works to make the property habitable to be completed prior to letting.
- Any minor repairs to be completed within five days of the new tenancy commencing.
- Any non essential major works completed within three months of new tenancy
- To issue decoration vouchers as appropriate.
- To take all reasonable precautions to reduce additional expenditure caused by vandalism or frost damage.

Void Standard

A final inspection will be carried out to each room in the property to ensure windows, doors, floors, walls, ceilings, electrical sockets and fittings are satisfactory.

Change of Tenancy

Budget Year	2009/2010	2010/2011	2011/2012	2012/2013	2013/2014
Total Budget	£400,000	£400,000	£400,000	£400,000	£400,000

2. MINOR WORKS (CAPITAL)

Aim

This allocation will normally be used to assist in the implementation of various one-off projects, which arise from day to day maintenance throughout the year. Examples of these minor repairs include defective damp-proof courses, repairs to guttering, minor re-pointing of brickwork, timber repairs, water main replacement, etc.

Works are normally identified by housing staff and referred to Property Services. The criteria being that the work are too expensive or too specialised to be carried out from the responsive maintenance allocation.

Service Levels

The delivery of works included within this programme will inevitably be affected by the urgency and the nature of projects identified. However, certain service levels will be met.

- The works will be fully defined, agreed, a cost analysis prepared and budgetary allocation made prior to implementation of any works.
- Tenants will be informed prior to the work being carried out, and where appropriate consulted beforehand to establish their views on the action recommended.
- Fixed programme times will be given.
- The Supervising Officer will be identified

Minor Works

Budget Year	2009/2010	2010/2011	2011/2012	2012/2013	2013/2014
Total Budget	£20,000	£10,000	£10,000	£10,000	£10,000

3. REWIRING

Aim

Electrical wiring has to be renewed both for maintenance and safety reasons. Because of the increase in the number of sockets required to accommodate the growing number of additional domestic appliances commonly used, many existing systems cannot cope with this level of usage.

Electrical regulations are updated regularly in an effort to ensure safer installations. These regulations are not retrospective, but like any responsible landlord, we have a duty to make sure that all of our residents are safe in their homes.

In keeping with our commitment to energy conservation, low energy light fittings are installed in communal areas in conjunction with optical lighting sensors to reduce the use of energy.

Service Level

Every effort is made to minimise the disruption of what is inevitably a major intrusion into people's homes. Generally, rewiring of any property will be completed within two working days.

Specification

In order to minimise the amount of disruption to tenants the use of surface mounted trunking where appropriate is permitted. Rewirable fuses will be replaced by miniature circuit breakers.

Mains switches will be supplemented by an earth leakage circuit breaker (ELCB). Inadequate earth bonding will be replaced by 16 mm² bonding to cold water mains and gas outlet supply pipes, and supplementary continuity bonding installed to central heating, metal sink units, baths, showers, grab rails and radiators in bathrooms, and the supply to water heaters.

The number of socket outlets will be increased where appropriate to: -

Room	No. Socket Outlets
Hall	One Double Socket
Living Room	Four Double Fused Sockets
Kitchen	Four Double Sockets, 2 Spur Points
Kitchen	One Cooker Point
Dining Room	Three Double sockets
Landing	One Single Socket
Airing Cupboard	One Fused Spur
Bedroom/s	Three Double Sockets
External	One Security Light (as necessary)
Smoke Detectors (Hard-wired)	Two (hall & landing)

Elderly and disabled persons' dwellings will have sockets mounted at waist height where required.

With the use of surface mounted trunking the amount of damage is minimised, but some damage to decoration is unavoidable. The contractor will provide dustsheets to cover all furniture and carpets, but tenants will be asked to remove fragile items to a place of safety. Even with the use of dustsheets, large quantities of dust will be generated, which cannot readily be contained.

At the close of work each day, a safe temporary supply for power and lighting will be arranged. Disruption of supply during the course of works will be kept to a minimum.

On completion of rewiring an assessment of damage caused to the internal decorations of the property will be carried out and an offer of decoration vouchers will be made where applicable.

Communal Lighting

Low energy exterior lighting for housing areas including garage blocks will be considered for installation, improving or upgrading as appropriate.

Rewiring

Budget Year	2009/10	2010/11	2011/12	2012/13	2013/14
Total Budget	£200,000	£100,000	£100,000	£100,000	£100,000

Estimated Unit Costs have been increased by approximately 2.5% each year to allow for inflation.

2009/10		Budget	£200,000	Contingency	£9,600
Road	Village	Number of Units	Estimated Unit Cost	Estimated Total Cost	
Great Close	Barton	3	£1,400	£4,200	
Wimpole Road	Barton	3	£1,400	£4,200	
Broadway	Bourn	1	£1,400	£1,400	
Hall Close	Bourn	8	£1,400	£11,200	
Riddy Lane	Bourn	4	£1,400	£5,600	
Brockholt Road	Caxton	3	£1,400	£4,200	
Ermine Street	Caxton	1	£1,400	£1,400	
Barton Road	Comberton	6	£1,400	£8,400	
Bush Close	Comberton	5	£1,400	£7,000	
Harbour Avenue	Comberton	2	£1,400	£2,800	
Woottens Close	Comberton	1	£1,400	£1,400	
School Lane	Conington	1	£1,400	£1,400	
Silverdale Avenue	Coton	8	£1,400	£11,200	
Whitwell Way	Coton	2	£1,400	£2,800	
Hill View	Dry Drayton	1	£1,400	£1,400	
Oak Crescent	Dry Drayton	1	£1,400	£1,400	
Oakington Road	Dry Drayton	2	£1,400	£2,800	
Park Street	Dry Drayton	1	£1,400	£1,400	
Boxworth Road	Elsworth	1	£1,400	£1,400	
Brockley Road	Elsworth	1	£1,400	£1,400	
St Neots Road	Eltisley	4	£1,400	£5,600	
Cootes Lane	Fen Drayton	1	£1,400	£1,400	
The Orchard	Fen Drayton	1	£1,400	£1,400	
The Plantation	Fen Drayton	1	£1,400	£1,400	
Burnt Close	Grantchester	1	£1,400	£1,400	
Sladwell Close	Grantchester	6	£1,400	£8,400	
Stulpfield Road	Grantchester	2	£1,400	£2,800	
High Street	Graveley	2	£1,400	£2,800	
Main Street	Hardwick	5	£1,400	£7,000	
Manor Crescent	Hardwick	1	£1,400	£1,400	
Eversden Road	Harlton	1	£1,400	£1,400	

Rewiring

Haslingfield Road	Harlton	1	£1,400	£1,400
Chestnut Close	Haslingfield	2	£1,400	£2,800
Fountain Lane	Haslingfield	1	£1,400	£1,400
New Road	Haslingfield	2	£1,400	£2,800
Cranes Lane	Kingston	1	£1,400	£1,400
Church Lane	Madingley	3	£1,400	£4,200
Cambridge Road	Orwell	3	£1,400	£4,200
Fishers Lane	Orwell	3	£1,400	£4,200
Hurdleditch Road	Orwell	2	£1,400	£2,800
Meadowcroft Way	Orwell	8	£1,400	£11,200
New Road	Over	3	£1,400	£4,200
Queens Close	Over	1	£1,400	£1,400
Station Road	Over	1	£1,400	£1,400
Boxworth End	Swavesey	3	£1,400	£4,200
High Street	Swavesey	1	£1,400	£1,400
Market Street	Swavesey	1	£1,400	£1,400
Middle Watch	Swavesey	1	£1,400	£1,400
School Lane	Swavesey	2	£1,400	£2,800
Whitton Close	Swavesey	5	£1,400	£7,000
Comberton Road	Toft	2	£1,400	£2,800
High Street	Toft	6	£1,400	£8,400
School Lane	Toft	4	£1,400	£5,600
		136		£190,400

2010/11		Budget	£100,000	Contingency	£5,290
Road	Village	Number of Units	Estimated Unit Cost	Estimated Total Cost	
Croydon Road	Arrington	1	£1,435	£1,435	
Ermine Way	Arrington	4	£1,435	£5,740	
Glebe Road	Barrington	4	£1,435	£5,740	
The Causeway	Bassingbourn	6	£1,435	£8,610	
Park View	Bassingbourn	2	£1,435	£2,870	
Pipers Close	Fowlmere	1	£1,435	£1,435	
East Lane	Gamlingay	2	£1,435	£2,870	
North Lane	Gamlingay	4	£1,435	£5,740	
Stocks Lane	Gamlingay	2	£1,435	£2,870	
Waresley Road	Gamlingay	2	£1,435	£2,870	
Nutters Close	Grantchester	3	£1,435	£4,305	
Ashwell Road	Guilden Morden	2	£1,435	£2,870	
Fox Hill	Guilden Morden	2	£1,435	£2,870	
Pates Close	Haslingfield	1	£1,435	£1,435	
Buff Lane	Hatley	1	£1,435	£1,435	
Hatley St George	Hatley	1	£1,435	£1,435	
Royston Road	Litlington	2	£1,435	£2,870	
Main Road	Little Gransden	1	£1,435	£1,435	
High Street	Longstowe	1	£1,435	£1,435	
North End	Meldreth	2	£1,435	£2,870	
West Way	Meldreth	11	£1,435	£15,785	
Whitcroft Road	Meldreth	1	£1,435	£1,435	
Drings Close	Over	2	£1,435	£2,870	
Metcalfe Lane	Over	1	£1,435	£1,435	
Thistle Green	Swavesey	4	£1,435	£5,740	
High Street	Tadlow	1	£1,435	£1,435	
Bridge Street	Whaddon	2	£1,435	£2,870	
		66		£94,710	

Rewiring

2011/12	Budget	£100,000	Contingency	£5,920
Road	Village	Number of Units	Estimated Unit Cost	Estimated Total Cost
Church End	Arrington	1	£1,470	£1,470
Glebe Road	Barrington	2	£1,470	£2,940
The Fillance	Bassingbourn	6	£1,470	£8,820
Knutsford Road	Bassingbourn	8	£1,470	£11,760
Mill Lane	Bassingbourn	1	£1,470	£1,470
North End	Bassingbourn	2	£1,470	£2,940
Park View	Bassingbourn	3	£1,470	£4,410
Clopton Close	Croydon	1	£1,470	£1,470
Chapel Lane	Fowlmere	1	£1,470	£1,470
Dovehouse Close	Fowlmere	1	£1,470	£1,470
Pipers Close	Fowlmere	3	£1,470	£4,410
Westfield Road	Fowlmere	3	£1,470	£4,410
Manor Road	Gamlingay	2	£1,470	£2,940
Murfitt Way	Gamlingay	6	£1,470	£8,820
Waresley Road	Gamlingay	1	£1,470	£1,470
Fox Hill	Guilden Morden	1	£1,470	£1,470
Bassingbourn Road	Litlington	3	£1,470	£4,410
Church Street	Litlington	1	£1,470	£1,470
The Mount	Litlington	2	£1,470	£2,940
New Close	Litlington	4	£1,470	£5,880
Bell Close	Meldreth	1	£1,470	£1,470
Elin Way	Meldreth	2	£1,470	£2,940
Howard Road	Meldreth	3	£1,470	£4,410
Bogs Gap Lane	Steeple Morden	2	£1,470	£2,940
Russell Close	Steeple Morden	1	£1,470	£1,470
Bridge Street	Whaddon	3	£1,470	£4,410
		64		£94,080

2012/13	Budget	£100,000	Contingency	£5,122
Road	Village	Number of Units	Estimated Unit Cost	Estimated Total Cost
Clifden Close	Arrington	2	£1,506	£3,012
Malthouse Way	Barrington	6	£1,506	£9,036
Park Close	Bassingbourn	1	£1,506	£1,506
Grange Road	Duxford	1	£1,506	£1,506
Hunts Road	Duxford	1	£1,506	£1,506
Dovehouse Close	Fowlmere	2	£1,506	£3,012
Pipers Close	Fowlmere	1	£1,506	£1,506
Station Road	Foxton	2	£1,506	£3,012
Avenells Way	Gamlingay	3	£1,506	£4,518
Blythe Way	Gamlingay	4	£1,506	£6,024
Dutter End	Gamlingay	1	£1,506	£1,506
Grays Road	Gamlingay	2	£1,506	£3,012
Church Lane	Guilden Morden	2	£1,506	£3,012
Church Street	Harston	3	£1,506	£4,518
The Footpath	Harston	1	£1,506	£1,506
Manor Close	Harston	1	£1,506	£1,506
Chapel Close	Litlington	1	£1,506	£1,506
Whealers Way	Little Eversden	3	£1,506	£4,518
Primrose Walk	Little Gransden	1	£1,506	£1,506
Orchard Way	Melbourn	3	£1,506	£4,518
Bell Close	Meldreth	3	£1,506	£4,518

Rewiring

Cambridge Road	Newton	3	£1,506	£4,518
Harston Road	Newton	1	£1,506	£1,506
Brewery Road	Pampisford	4	£1,506	£6,024
Station Road	Shepreth	1	£1,506	£1,506
Russell End	Steeple Morden	1	£1,506	£1,506
High Street	Tadlow	1	£1,506	£1,506
Church Street	Thriplow	1	£1,506	£1,506
Hill Farm Road	Whittlesford	4	£1,506	£6,024
Newton Road	Whittlesford	1	£1,506	£1,506
North Road	Whittlesford	1	£1,506	£1,506
West End	Whittlesford	1	£1,506	£1,506
			63	£94,878

2013/14		Budget	£100,000	Contingency	£5,877
Road	Village	Number of Units	Estimated Unit Cost	Estimated Total Cost	
Carter Close	Duxford	4	£1,543	£6,172	
Highfield Close	Duxford	2	£1,543	£3,086	
Ickleton Road	Duxford	4	£1,543	£6,172	
Rectory Road	Duxford	4	£1,543	£6,172	
Fowlmere Road	Foxton	5	£1,543	£7,715	
Hall Lane	Great & Little Chishill	2	£1,543	£3,086	
Heydon Road	Great & Little Chishill	1	£1,543	£1,543	
Queens Close	Harston	9	£1,543	£13,887	
High Street	Hauxton	1	£1,543	£1,543	
North End Road	Hinxton	1	£1,543	£1,543	
Birds Close	Ickleton	3	£1,543	£4,629	
Coploe Road	Ickleton	1	£1,543	£1,543	
Fordham Way	Melbourn	4	£1,543	£6,172	
Medcalfe Way	Melbourn	2	£1,543	£3,086	
Portway	Melbourn	1	£1,543	£1,543	
Water Lane	Melbourn	1	£1,543	£1,543	
Whittlesford Road	Newton	1	£1,543	£1,543	
Church Lane	Pampisford	1	£1,543	£1,543	
Meldreth Road	Shepreth	5	£1,543	£7,715	
Fowlmere Road	Thriplow	3	£1,543	£4,629	
Sheralds Croft Lane	Thriplow	3	£1,543	£4,629	
Mill Lane	Whittlesford	2	£1,543	£3,086	
Newton Road	Whittlesford	1	£1,543	£1,543	
			61	£94,123	

4. CENTRAL HEATING REPLACEMENT

Aim

The aim of the programme is to ensure that all properties have efficient and economical central heating systems. All of our housing stock now has some form of central heating, but it is necessary to continue to replace older systems that are more difficult to maintain and where parts are becoming obsolete.

Criteria used to select Schemes

- The installation is coming to the end of its life or where parts are becoming obsolete.
- Installations with high or potentially high day to day repair costs.
- Installing systems, which provide additional thermal comfort and are more economical to run.

Contract Period

Installation of central heating systems shall be programmed to take no more than three working days in any property.

Specification

Typically the installation will comprise of a central heating boiler feeding a fully pumped system with radiators and cylinders controlled by room and cylinder thermostats linked to a programmed timer with the following design temperatures: -

Design Temperatures:

18° Kitchen	Single or Double
18° Bedroom	Panel Radiator
22° Lounge/Dining Room	Where applicable
22° Bathroom	
18° Hall	

With an external air temperature of -1°C .

Where possible room sealed condensing gas boilers will be used. Conventional flued gas appliances will not be fitted unless unavoidable. Thermostatic Radiator Valves (TRV) will be fitted to all radiators except the radiator that is situated in the same room as the thermostat. All systems will comply with part "L" of the building regulations.

The contract will include the painting of exposed internal pipes and the making good to areas disturbed by the works. Appropriate amendments will be made to the specification for medical priority installations. Where there is no gas mains service either oil fired heating or electric storage heaters will be fitted.

Consideration will be given in future years to replacing these forms of heating with sustainable heat sources, such as air source heat pumps, solar panels, wind turbines or solar voltaic panels.

The list shown below is indicative of the intended programme of replacement for the next five years. However, it is subject to change because of the need to provide resources to deal with breakdowns where new boilers are required. A contingency sum is included in each year towards this cost, but if the number of breakdowns is high, then the programme may change.

Central Heating Replacement

Budget Year	2009/2010	2010/2011	2011/2012	2012/2013	2013/2014
Total Budget	£700,000	£500,000	£500,000	£500,000	£500,000

Estimated Unit Costs have been increased by approximately 2.5% each year to allow for inflation

Budget 2009/10 **£700,000** **£123,800** **Contingency for Breakdowns**
Warm Air Units

Road	Village	Year Built	Number of Units	Estimated Unit Cost	Estimated Total Cost
Claydon Close	Castle Camps	1988	1	£4,300	£4,300
Orchard Close	Cottenham	1976	1	£4,300	£4,300
Stevens Close	Cottenham	1982;1990	2	£4,300	£8,600
Dunmowe Way	Fulbourn	1967	4	£4,300	£17,200
Farmers Row	Fulbourn	1967	2	£4,300	£8,600
Fromont Close	Fulbourn	1977	1	£4,300	£4,300
Grandridge Close	Fulbourn	1967	1	£4,300	£4,300
Chaston Road	Great Shelford	1985	2	£4,300	£8,600
Hereward Close	Impington	1983	1	£4,300	£4,300
Homefield Close	Impington	1980	1	£4,300	£4,300
St Andrews Way	Impington	1976	1	£4,300	£4,300
Balsham Road	Linton	1994	1	£4,300	£4,300
Chalklands	Linton	1992	2	£4,300	£8,600
Bramley Avenue	Melbourn	1984	2	£4,300	£8,600
Hinkins Close	Melbourn	1987	4	£4,300	£17,200
John Impey Way	Melbourn	1989	1	£4,300	£4,300
Maple Avenue	Sawston	1983	1	£4,300	£4,311
Belbin Way	Sawston	1993	1	£4,300	£4,300
Chaplefield Way	Sawston	1980;1981	2	£4,300	£8,600
New Road	Sawston	1994	3	£4,300	£12,900
Haden Way	Willingham	1977	2	£4,300	£8,600
			36		£154,800

Back Boiler Units

Road	Village	Year Built	Number of Units	Estimated Unit Cost	Estimated Total Cost
Station Road	Foxton	1908	1	£4,300	£4,300
Station Road	Oakington	1921	1	£4,300	£4,300
Stocks Lane	Gamlingay	1921;1925	3	£4,300	£12,900
Cambridge Road	Milton	1922	2	£4,300	£8,600
Back Road	Linton	1924	2	£4,300	£8,600
Eversden Road	Harlton	1925;1932	2	£4,300	£8,600
Musgrave Way	Fen Ditton	1926	1	£4,300	£4,300
Cambridge Road	Waterbeach	1926;1953	3	£4,300	£12,900
Millfield	Cottenham	1927	1	£4,300	£4,300
Stonehill Road	Great Shelford	1927	1	£4,300	£4,300
Mill Road	Impington	1927	1	£4,300	£4,300
Medcalfe Way	Melbourn	1927	1	£4,300	£4,300
New Road	Sawston	1927	4	£4,300	£17,200
Westfield	Willingham	1927	1	£4,300	£4,300
Balsham Road	Linton	1927;1929	2	£4,300	£8,600
Cinques Road	Gamlingay	1928	2	£4,300	£8,600

Central Heating Replacement

Moorfield Road	Duxford	1929	1	£4,300	£4,300
Horningsea Road	Fen Ditton	1929	3	£4,300	£12,900
Mill Lane	Sawston	1929	1	£4,300	£4,300
New Road	Haslingfield	1929;1937	3	£4,300	£12,900
High Street	Lonstanton	1930;1933;1953	3	£4,300	£12,900
Dodford Lane	Girton	1931	1	£4,300	£4,300
Cambridge Road	Oakington	1931	3	£4,300	£12,900
High Street	Harston	1932	2	£4,300	£8,600
Manor Close	Harston	1932	1	£4,300	£4,300
Fountain Lane	Haslingfield	1932	1	£4,300	£4,300
Hauxton Road	Little Shelford	1932	1	£4,300	£4,300
Pieces Terrace	Waterbeach	1932;1947	3	£4,300	£12,900
Gog Magog Way	Stapleford	1932;1951	3	£4,300	£12,900
Davey Crescent	Great Shelford	1933	2	£4,300	£8,600
Waterbeach Road	Landbeach	1933	3	£4,300	£12,900
Brewery Road	Pampisford	1933	1	£4,300	£4,300
Meldreth Road	Shepreth	1933	1	£4,300	£4,300
Millfield	Willingham	1933	3	£4,300	£12,900
Coles Lane	Oakington	1935	1	£4,300	£4,300
North Lane	Gamlingay	1936	1	£4,300	£4,300
Town Close	Sawston	1936	2	£4,300	£8,600
Cootes Lane	Fen Drayton	1937	1	£4,300	£4,300
Newton Road	Whittlesford	1937	2	£4,300	£8,600
Ditton Lane	Fen Ditton	1937;1946	4	£4,300	£17,200
The Orchard	Fen Drayton	1937;1957	4	£4,300	£17,200
Oakington Road	Cottenham	1938	1	£4,300	£4,300
Church Lane	Girton	1938	1	£4,300	£4,300
Bartlow Road	Linton	1938	1	£4,300	£4,300
Main Street	Hardwick	1938;1939	6	£4,300	£25,800
Bury Road	Stapleford	1938;1947	3	£4,300	£12,900
Fowlmere Road	Foxton	1938;1954	2	£4,300	£8,600
Croft Lane	Oakington	1939	1	£4,300	£4,300
Boxworth End	Swavesey	1939	1	£4,300	£4,300
School Lane	Swavesey	1939	2	£4,300	£8,600
Orchard Close	Cottenham	1948	1	£4,300	£4,300
			98		£421,400
			134		£576,200

**Budget 2010/11
Back Boiler Units**

£500,000

£125,900 Contingency for Breakdowns

Road	Village	Year Built	Number of Units	Estimated Unit Cost	Estimated Total Cost
Macaulay Avenue	Great Shelford	1948	12	£4,300	£51,600
Macaulay Square	Great Shelford	1948	1	£4,300	£4,300
Orchard Road	Great Shelford	1948	5	£4,300	£21,500
Coploe Road	Ickleton	1948	1	£4,300	£4,300
St Andrews Way	Impington	1948	1	£4,300	£4,300
New Road	Over	1948	2	£4,300	£8,600
Waresley Road	Gamlingay	1948;1949	3	£4,300	£12,900
Silverdale Avenue	Coton	1949	1	£4,300	£4,300
Haggis Gap	Fulbourn	1949	1	£4,300	£4,300
Earith Road	Willingham	1949	1	£4,300	£4,300
Sunderlands Avenue	Sawston	1949;1951	2	£4,300	£8,600
St Vincents Close	Girton	1949;1951;1958	8	£4,300	£34,400

Hereward Close	Impington	1949;1953;1963	3	£4,300	£12,900
Evans Way	Sawston	1950	8	£4,300	£34,400
Whitton Close	Swavesey	1950;1963	3	£4,300	£12,900
Reubens Road	Landbeach	1951	1	£4,300	£4,300
Vicarage Avenue	Sawston	1951	1	£4,300	£4,300
Haden Way	Willingham	1951	1	£4,300	£4,300
Hayfield Avenue	Sawston	1951;1952	2	£4,300	£8,600
Birds Close	Ickleton	1952	1	£4,300	£4,300
Benet Close	Milton	1952	4	£4,300	£17,200
Middle Watch	Swavesey	1952	1	£4,300	£4,300
Beech Close	Little Shelford	1952;1952	5	£4,300	£21,500
Victory Way	Cottenham	1952;1954	4	£4,300	£17,200
Murfitt Way	Gamlingay	1953	1	£4,300	£4,300
Queens Close	Harston	1953	7	£4,300	£30,100
Queens Way	Oakington	1953	2	£4,300	£8,600
Westmoor Avenue	Sawston	1953	5	£4,300	£21,500

87

£374,100

**Budget 2011/12
Back Boiler Units**

£500,000

£130,400 Contingency for Breakdowns

Road	Village	Year Built	Number of Units	Estimated Unit Cost	Estimated Total Cost
Coronation Close	Waterbeach	1953	2	£4,400	£8,800
Chalklands	Linton	1954;1959	3	£4,400	£13,200
Rectory Road	Duxford	1955	1	£4,400	£4,400
Park Lane	Histon	1955	1	£4,400	£4,400
St Audreys Close	Histon	1955	2	£4,400	£8,800
Hillfield	Foxton	1956	3	£4,400	£13,200
Chestnut Close	Haslingfield	1956	1	£4,400	£4,400
High Street	Haslingfield	1956	1	£4,400	£4,400
Elin Way	Meldreth	1956	1	£4,400	£4,400
Martindale Way	Sawston	1956	2	£4,400	£8,800
Wrights Close	Fen Ditton	1957	1	£4,400	£4,400
Beeton Close	Melbourn	1957	4	£4,400	£17,600
Uffen Way	Sawston	1957	1	£4,400	£4,400
St Vigors Road	Fulbourn	1959	3	£4,400	£13,200
Spurgeons Close	Teversham	1959	1	£4,400	£4,400
Hartley Close	Waterbeach	1959	5	£4,400	£22,000
Cherry Hinton Road	Teversham	1960	1	£4,400	£4,400
Norgetts Lane	Melbourn	1963	1	£4,400	£4,400
Lordship Close	Willingham	1963	1	£4,400	£4,400
Huntingdon Road	Sawston	1963;1964;1966	4	£4,400	£17,600
Coolidge Gardens	Cottenham	1965	11	£4,400	£48,400
Sainfoin Close	Sawston	1965	2	£4,400	£8,800
Saffron Road	Sawston	1967	1	£4,400	£4,400
Tower View	Linton	1967;1968;1969	7	£4,400	£30,800
Henry Morris Road	Sawston	1969	3	£4,400	£13,200
Clear Crescent	Melbourn	1969;1970	3	£4,400	£13,200
Plantation Road	Sawston	1969;1970	13	£4,400	£57,200
Grays Road	Gamlingay	1972	1	£4,400	£4,400
Manor Crescent	Hardwick	1974	1	£4,400	£4,400
Dutter End	Gamlingay	1975	1	£4,400	£4,400
Blythe Way	Gamlingay	1977	1	£4,400	£4,400
Chaston Road	Great Shelford	1977	1	£4,400	£4,400

Central Heating Replacement

Budget 2012/13 **£500,000** **£108,500** **Contingency for Breakdowns**
Back Boiler Units

Road	Village	Year Built	Number of Units	Estimated Unit Cost	Estimated Total Cost
Orchard Close	Girton	1983	7	£4,500	£31,500
Thistle Green	Swavesey	1985	4	£4,500	£18,000
Kay Hitch Way	Histon	1987	5	£4,500	£22,500
			16		£72,000

Conventional Flued Units

Road	Village	Year Built	Number of Units	Estimated Unit Cost	Estimated Total Cost
Franklin Gardens	Cottenham	1989	2	£4,500	£9,000
Chaplins Close	Fulbourn	1982	1	£4,500	£4,500
Meadow Way	Harston	1975	3	£4,500	£13,500
Queens Close	Harston	1974	3	£4,500	£13,500
Kay Hitch Way	Histon	1987;1988;1990	9	£4,500	£40,500
Spurgeons Close	Teversham	1949	1	£4,500	£4,500
Waresley Road	Gamlingay	1949	1	£4,500	£4,500
			20		£90,000

Wall Boilers

Road	Village	Year Built	Number of Units	Estimated Unit Cost	Estimated Total Cost
Bar Lane	Stapleford	1901	2	£4,500	£9,000
London Road	Sawston	1920	1	£4,500	£4,500
Back Road	Linton	1921	1	£4,500	£4,500
Orchard Road	Melbourn	1921	1	£4,500	£4,500
North End	Meldreth	1922	1	£4,500	£4,500
Stocks Lane	Gamlingay	1925	1	£4,500	£4,500
The Footpath	Harston	1925	1	£4,500	£4,500
Banworth Lane	Landbeach	1925	3	£4,500	£13,500
School Lane	Fulbourn	1926	1	£4,500	£4,500
Garden Fields	Little Shelford	1926	1	£4,500	£4,500
Cambridge Road	Waterbeach	1926	1	£4,500	£4,500
Millfield	Cottenham	1927	2	£4,500	£9,000
Rampton Road	Cottenham	1927	2	£4,500	£9,000
Mill Road	Impington	1927	1	£4,500	£4,500
Balsham Road	Linton	1927	3	£4,500	£13,500
Hattons Road	Longstanton	1927	1	£4,500	£4,500
Cambridge Road	Oakington	1927	2	£4,500	£9,000
New Road	Sawston	1927	3	£4,500	£13,500
Station Road	Willingham	1927	1	£4,500	£4,500
Westfield	Willingham	1927	1	£4,500	£4,500
Cinques Road	Gamlingay	1928	1	£4,500	£4,500
Newton Road	Whittlesford	1928	2	£4,500	£9,000
Park Street	Dry Drayton	1929	1	£4,500	£4,500
Horningsea Road	Fen Ditton	1929	2	£4,500	£9,000
Cottenham Road	Histon	1929	2	£4,500	£9,000
Balsham Road	Linton	1929	4	£4,500	£18,000
Mill Lane	Sawston	1929	2	£4,500	£9,000
Hill Farm Road	Whittlesford	1929	1	£4,500	£4,500
Royston Road	Harston	1930	1	£4,500	£4,500
Cambridge Road	Milton	1930	1	£4,500	£4,500

Dodford Lane	Girton	1931	1	£4,500	£4,500
Hauxton Road	Little Shelford	1931;1932	3	£4,500	£13,500
			51		£229,500
			87		£391,500

**Budget 2013/14
Wall Boilers**

£500,000

£95,200

Contingency for Breakdowns

Road	Village	Year Built	Number of Units	Estimated Unit Cost	Estimated Total Cost
Bowers Terrace	Sawston	1931	2	£4,600	£9,200
Fulbourn Road	Teversham	1931	1	£4,600	£4,600
Oakington Road	Dry Drayton	1932	1	£4,600	£4,600
Manor Close	Harston	1932	1	£4,600	£4,600
Cambridge Road	Fulbourn	1933	2	£4,600	£9,200
Dodford Lane	Girton	1933	1	£4,600	£4,600
Davey Crescent	Great Shelford	1933	4	£4,600	£18,400
North End Road	Hinxton	1933	1	£4,600	£4,600
Brewery Road	Pampisford	1933	3	£4,600	£13,800
Orchard Road	Histon	1933	17	£4,600	£78,200
Millfield	Willingham	1933	9	£4,600	£41,400
East Lane	Gamlingay	1934	2	£4,600	£9,200
Rampton Road	Cottenham	1936	1	£4,600	£4,600
North Lane	Gamlingay	1936	2	£4,600	£9,200
Hillway	Linton	1936	4	£4,600	£18,400
Portway	Melbourn	1936;1938	4	£4,600	£18,400
Water Lane	Melbourn	1936	3	£4,600	£13,800
Town Close	Sawston	1936	4	£4,600	£18,400
Ditton Lane	Fen Ditton	1937	1	£4,600	£4,600
The Orchard	Fen Drayton	1937	1	£4,600	£4,600
New Road	Haslingfield	1937	1	£4,600	£4,600
Green End	Landbeach	1937	1	£4,600	£4,600
London Road	Stapleford	1937	1	£4,600	£4,600
Denny End Road	Waterbeach	1937	1	£4,600	£4,600
Newton Road	Whittlesford	1937	1	£4,600	£4,600
Oakington Road	Cottenham	1938	3	£4,600	£13,800
Green End	Landbeach	1938	1	£4,600	£4,600
Bartlow Road	Linton	1938	1	£4,600	£4,600
Bury Road	Stapleford	1938	1	£4,600	£4,600
Whitwell Way	Coton	1939	1	£4,600	£4,600
Orchard Close	Cottenham	1939	1	£4,600	£4,600
School Lane	Fulbourn	1939	1	£4,600	£4,600
Shelford Road	Fulbourn	1939	4	£4,600	£18,400
Church Lane	Girton	1939	1	£4,600	£4,600
High Street	Hauxton	1939	1	£4,600	£4,600
The Lane	Hauxton	1939	1	£4,600	£4,600
Town Close	Sawston	1939	1	£4,600	£4,600
Earith Road	Willingham	1939	1	£4,600	£4,600
Macaulay Square	Great Shelford	1946	1	£4,600	£4,600
			88		£404,800

Central Heating Replacement

5. ENERGY CONSERVATION

Aim

To improve the energy efficiency of the Councils housing stock through our Housing Maintenance programme of works. This helps to alleviate condensation, improve thermal conditions, reduce fuel bills and reduce CO2 emissions.

Criteria

To target dwellings with low energy rating (higher heat loss)

- Improve living conditions through improved insulation
- Reduce fuel costs
- Reduce CO2 emissions
- Reduce condensation

Specification

Typically the works would include loft top-ups to 275mm, cavity fill, external cladding etc.

Energy Conservation

Budget Year	2009/2010	2010/2011	2011/2012	2012/2013	2013/2014
Total Budget	£40,000	£25,000	£25,000	£25,000	£25,000

6. SECURITY

Aim

This is to provide increased security measures for tenants and to utilise this budget on security lights for the elderly. Consultation between tenants and officers will decide upon the most appropriate course of action for each property.

Security

Budget Year	2009/2010	2010/2011	2011/2012	2012/2013	2013/2014
Total Budget	£5,000	£3,000	£3,000	£3,000	£3,000

7. HEALTH & SAFETY

Aim

This is a contingency budget for use to address any Health & Safety issues which are not covered by work undertaken through other budgets. One such example is safety devices such as CO2 detectors to gas fired open-flue appliances. This will also be used to address any future Health & Safety issues which may arise following a change in legislation etc.

Health & Safety

Budget Year	2009/2010	2010/2011	2011/2012	2012/2013	2013/2014
Total Budget	£10,000	£3,000	£3,000	£3,000	£3,000

8. ESTATE ROADS/ PATHS & FENCING

Aim

A budget for works to roads, footpaths and fences, where SCDC has a repair obligation.

Programme

The programme is drawn up from requests and administered on an ad-hoc basis.

Estate Roads/ Paths & Fences

Budget Year	2009/2010	2010/2011	2011/2012	2012/2013	2013/2014
Total Budget	£60,000	£30,000	£30,000	£30,000	£30,000

9. PARKING FACILITIES

Aim

A budget to install and upgrade residents parking areas as highlighted by Tenants or local Members.

Programme

The programme is drawn up from requests and administered on an ad-hoc basis.

Parking Facilities

Budget Year	2009/2010	2010/2011	2011/2012	2012/2013	2013/2014
Total Budget	£30,000	£15,000	£15,000	£15,000	£15,000

10. WINDOWS

Aim

To upgrade all properties to PVCu framed doubled glazed windows, including low emission glazing and increase security.

Energy Conservation

The benefits of double glazed windows include improved thermal comfort, reductions in heating costs, and alleviation of the effects of condensation.

Noise Insulation

Neighbourhood noise can also be significantly reduced with the installation of double glazed windows thereby helping to keep homes within the Decent Homes Standard where external noise is an issue.

Contract Period

Replacement windows to individual properties will normally be installed within two working days.

Specification

A standard specification for window systems/profiles and ironmongery has been developed. The specification for replacement windows incorporates 65mm reinforced PVCu frame sections, which are internally glazed with 24mm hermetically sealed double glazed units. Windows are secured with lockable handles, which operate, locate and secure multi-point shoot bolt locking mechanisms. Particular attention will be given to the correct fenestration to ensure ease of use where the windows are fitted in elderly persons dwellings, and where windows are situated in inaccessible positions, (above kitchen units, etc.) The contractor is required to provide the council with a ten-year guarantee in respect of defective materials and workmanship. All windows comply with part "L" of the building regulations.

Windows

Budget Year	2009/2010	2010/2011	2011/2012	2012/2013	2013/2014
Total Budget	£70,000	£70,000	£70,000	£70,000	£70,000

Estimated Unit Costs have been increased by approximately 2.5% each year to allow for inflation

2009/10	Budget	£70,000	Contingency	£4,400	
Road	Village	Year Built	Number of Units	Estimated Unit Cost	Estimated Total Cost
Mountford Close	Hauxton	1988	6	£1,600	£9,600
Mountford Close	Hauxton	1990	4	£1,600	£6,400
Gables Close	Meldreth	1987	31	£1,600	£49,600
			41		£65,600
2010/11	Budget	£70,000	Contingency	£2,760	
Road	Village	Year Built	Number of Units	Estimated Unit Cost	Estimated Total Cost
The Lane	Hauxton	1990	3	£1,640	£4,920
Stevens Close	Cottenham	1990	24	£1,640	£39,360
Church Lane	Guilden Morden	1984	7	£1,640	£11,480
Recreation Close	Milton	1987	7	£1,640	£11,480

41**£67,240**

2011/12	Budget	£70,000	Contingency	£2,800	
Road	Village	Year Built	Number of Units	Estimated Unit Cost	Estimated Total Cost
High Street	Great Abington	2004	1	£1,680	£1,680
Link Road	Sawston	1986	1	£1,680	£1,680
Jubilee End	Steeple Morden	1990	2	£1,680	£3,360
Swaynes Lane	Comberton	1989	6	£1,680	£10,080
Manor Road	Gamlingay	1988	2	£1,680	£3,360
Avenells Way	Gamlingay	1989	2	£1,680	£3,360
Limes Road	Hardwick	1986	5	£1,680	£8,400
Russet Walk	Hardwick	1986	3	£1,680	£5,040
Manor Close	Harston	1989	2	£1,680	£3,360
Hinkins Close	Melbourn	1987	9	£1,680	£15,120
Hinkins Close	Melbourn	1991	7	£1,680	£11,760

40**£67,200**

2012/13	Budget	£70,000	Contingency	£2,920	
Road	Village	Year Built	Number of Units	Estimated Unit Cost	Estimated Total Cost
Fordham Way	Melbourn	1986	3	£1,720	£5,160
Bramley Avenue	Melbourn	1987	4	£1,720	£6,880
Stanley Barnes Cottages	Fowlmere	1991	2	£1,720	£3,440
Meadowlands	Hildersham	1989	2	£1,720	£3,440
Church Close	Little Abington	1986	10	£1,720	£17,200
The Broadway	Oakington	1987	12	£1,720	£20,640
Hayter Close	West Wrating	1985	6	£1,720	£10,320

39**£67,080**

2013/14	Budget	£70,000	Contingency	£3,120	
Road	Village	Year Built	Number of Units	Estimated Unit Cost	Estimated Total Cost
Claydon Close	Castle Camps	1988	9	£1,760	£15,840
Brickhills	Willingham	1987	26	£1,760	£45,760
Metcalfe Lane	Over	2000	3	£1,760	£5,280

38**£66,880**

11. ROOF REPLACEMENT

Aim

The programme is aimed at targeting properties with major leaks, where the roof covering currently does not include under-felt, and the tiles/slates have cracked or slipped. Areas of flat roofing are also to be included where the coverings have a limited life span.

Energy Conservation

The condition and thickness of the existing loft insulation will be inspected and where necessary the opportunity will be taken to increase the depth of loft insulation to 285mm. To comply with the requirements of the current building regulations, a fire stop will be installed where necessary to party walls.

Criteria for Selecting Schemes

- Structurally unsound or leaking roofs
- Roof covering with little or no under-felt.
- Roofs with cracked roof tiles/slates.
- To target older properties, which may require considerable attention or incur high maintenance costs.

Specification

The specification will be based on a pre-tender survey. Where existing tiles/slates are in a sound and serviceable condition they will be re-used. Where the existing fascia and soffit boards are of timber or asbestos construction, the opportunity will be taken to replace these in PVCu, together with PVCu guttering and down-pipes.

Roofing

Budget Year	2009/2010	2010/2011	2011/2012	2012/2013	2013/2014
Total Budget	£140,000	£80,000	£80,000	£80,000	£80,000

Estimated Unit Costs have been increased by approximately 2.5% each year to allow for inflation

2009/10	Budget	£140,000	Contingency	£7,000
Road	Village	Number of Properties	Estimated Unit Cost	Estimated Total Cost
Whitwell Way	Coton	9	£7,000	£63,000
Whitwell Farm Cottages, Whitwell Way	Coton	1	£7,000	£7,000
Fulbourn Road	Teversham	2	£7,000	£14,000
High Street	Teversham	4	£7,000	£28,000
West Wickham Road	Horseheath	1	£7,000	£7,000
Bar Lane	Stapleford	2	£7,000	£14,000
		19		£133,000

2010/11	Budget	£80,000	Contingency	£1,075
Road	Village	Number of Properties	Estimated Unit Cost	Estimated Total Cost
Park Street	Dry Drayton	1	£7,175	£7,175
Royston Road	Litlington	3	£7,175	£21,525
Over Road	Willingham	3	£7,175	£21,525

Bridge Street	Whaddon	4	£7,175	£28,700
		11		£78,925

2011/12	Budget	£80,000	Contingency	£6,499
Road	Village	Number of Properties	Estimated Unit Cost	Estimated Total Cost
Water Lane	Melbourn	6	£7,350	£44,100
Fowlmere Road	Thriplow	4	£7,350	£29,400
		10		£73,501

2012/13	Budget	£80,000	Contingency	£4,654
Road	Village	Number of Properties	Estimated Unit Cost	Estimated Total Cost
Station Road	Foxton	8	£7,535	£60,276
Marshalls Close	Teversham	2	£7,535	£15,069
		80030		£75,346

2012/13	Budget	£80,000	Contingency	£2,997
Road	Village	Number of Properties	Estimated Unit Cost	Estimated Total Cost
Marshalls Close	Teversham	10	£7,700	£77,003
		10		£77,003

Roof Replacement

12. KITCHEN & BATHROOM REFURBISHMENT

Aim

The aim of this refurbishment programme is to identify properties that are in need of upgrading, and offer the choice of kitchen or bathroom refurbishment with consultation with the tenants to decide upon the most appropriate course of action for each property.

Criteria for Selecting Schemes

Properties that are selected are those deemed the highest in need of modernisation. Most have bathrooms over 30 years old and kitchens over 20 years old with a poor layout.

All refurbishments will be upgraded to improve the layout and provide a low maintenance facility, in strict compliance with current Health and Safety Legislation.

Contract Period

Generally, the works in individual properties will be completed within five working days.

Tenants Choice

Tenants will be given a choice of three scheme options for:

- Unit door pattern/colour finishes.
- Worktop patterns/colours.
- Vinyl floor colours.

In addition there will be a choice of colour for the emulsion painting of walls.

Where practical, tenants will be able to choose layout of the kitchen providing the proposals comply with Health and Safety Legislation. Each individual layout will be discussed and agreed with tenant prior to any work starting.

The chosen contractors will agree the kitchen layouts and colour choices with tenants.



Specification (Kitchen)

- Rolled edge laminate worktop.
- 3 courses of white ceramic tiles to wall surfaces behind worktops, and full height behind cooking appliances.
- Polyflor XL sheet vinyl floor finish.
- 4 No. switched double socket outlets fitted above worktops, a cooker control unit, a fused spur for a new extractor fan and 2 non-fused spur outlets fitted above worktop supplying 2 No. unswitched socket outlets for appliances fitted below worktops.
- Gas and electric points for the cooker to current legislation.
- Waste and service pipes as necessary.

- Taps: high neck stainless steel pillar taps with lever heads where situated in elderly persons dwellings.
- Washing machine connections and waste.
- Floor construction is to be stable, free from penetrating damp, and provide a level surface.
- Make good defective plaster; replace fibreboard ceilings with plasterboard having a smooth plaster finish.
- Mechanical ventilation incorporating humidistat control where necessary to comply with current Building Regulation requirements.
- Decoration will be two coats emulsion or equivalent.

Specification (Bathroom)

The works will include the complete replacement of the bathroom suite including the bath, toilet, basin, and pedestal to the basin. The works will also include the replacement of existing floor covering and wall tiles as necessary and the redecoration of the walls and ceiling.

Components will be: - (bathroom)

Bath	Pressed Steel
Wash Hand Basin	Pedestal Mounted
W.C suite	Close Coupled or Low Level
Taps	Stainless steel basin taps with lever heads where situated in elderly persons dwellings.
Ceramic Tiles	3 courses of wall tiles to WHB and fully tiled bath area.
Flooring	Polyflor XL sheet vinyl floor finish
Ventilation	Mechanical Ventilation will be installed incorporating humidistat control to Building Regulation requirements
Soil and Vent Pipes	Replaced in PVC-u as necessary
Overflows, Waste	Replaced as necessary
Service Pipes	Insulating those in exposed positions
Pipe-work	Replaced in copper and be decorated to blend with surface finish
Decoration	Full redecoration.
Tenants Fittings	Fittings such as showers and mixers will be replaced at residents' request with no maintenance liability.



Contract Period

Generally, the works to individual properties will be completed within five working days. If the tenant requests a level access shower, the Contractor will advise the Project Manager for authorisation to carry out the alteration.

Components will be: - (Shower room)

Shower	1 metre graded floor area to suitable floor gully with deep seal trap.
Wash Hand Basin	Pedestal Mounted
W.C suite	Close Coupled or Low Level
Taps	Stainless steel basin taps with lever heads where situated in elderly persons dwellings
Ceramic Tiles	3 courses of wall tiles to WHB and fully tiled bath area.
Flooring	ALTRO MARINE (anti slip) floor finish
Ventilation	Mechanical Ventilation will be installed incorporating humidistat control to Building Regulation requirements
Soil and Vent Pipes	Replaced in PVC-u as necessary
Overflows, Waste	Replaced as necessary
Service Pipes	Insulating those in exposed positions
Pipe-work	Replaced in copper and be decorated to blend with surface finish
Decoration	Full redecoration.
Shower	Mira Advance 8.7kw thermostatically controlled shower.

Tenants' Choice

Layouts will be determined by available space. Bathroom suites and ceramic tiles will be white. However a choice of three colours for floor covering, and four emulsion colours for walls will be given.

Kitchen / Bathroom Refurbishment

Budget Year	2009/2010	2010/2011	2011/2012	2012/2013	2013/2014
Total Budget	£1,820,000	£1,150,000	£1,150,000	£1,150,000	£1,150,000

Estimated Unit Costs have been increased by approximately 2.5% each year to allow for inflation

2009/10 Programme Kitchen Replacement	Budget (Kitchens & Bathrooms)	£1,820,000	Contingency	£84,850
Road	Village	Total Units	Estimated Unit Cost	Estimated Total Cost
Clifden Close	Arrington	5	£5,550	£27,750
Mays Avenue	Balsham	5	£5,550	£27,750
Robin Close	Barhill	1	£5,550	£5,550
School Lane	Conington	1	£5,550	£5,550
Victory Way	Cottenham	1	£5,550	£5,550
Blakeland Hill	Duxford	8	£5,550	£44,400
Laceys Way	Duxford	15	£5,550	£83,250
Horningsea Road	Fen Ditton	1	£5,550	£5,550
Grays Road	Gamlingay	7	£5,550	£38,850
Macaulay Avenue	Great Shelford	26	£5,550	£144,300
Fox Corner	Guilden Morden	4	£5,550	£22,200
The Pastures	Hardwick	4	£5,550	£22,200
Homefield Close	Impington	10	£5,550	£55,500
Clear Crescent	Melbourn	11	£5,550	£61,050
Howard Road	Meldreth	5	£5,550	£27,750
Walkling Way	Milton	4	£5,550	£22,200
Kidmans Close	Newton	1	£5,550	£5,550
Lynton Way	Sawston	7	£5,550	£38,850
Plantation Road	Sawston	21	£5,550	£116,550
Saffron Road	Sawston	9	£5,550	£49,950
The Green Road	Sawston	10	£5,550	£55,500
Meldreth Road	Shepreth	5	£5,550	£27,750
Russell Close	Steeple Morden	2	£5,550	£11,100
Cherry Hinton Road	Teversham	1	£5,550	£5,550
Robson Court	Waterbeach	3	£5,550	£16,650
Horseshoe Lane	Weston Colville	2	£5,550	£11,100
Ridgeway Close	Whaddon	2	£5,550	£11,100
Butts Green	Whittlesford	1	£5,550	£5,550
Brickhills	Willingham	4	£5,550	£22,200
Rockmill End	Willingham	2	£5,550	£11,100
Wilford Furlong	Willingham	11	£5,550	£61,050
		189		£1,048,950

Bathroom Replacement				
Road	Village	Total Units	Estimated Unit Cost	Estimated Total Cost
Clifden Close	Arrington	5	£2,350	£11,750
Ermine Way	Arrington	3	£2,350	£7,050
Bartons Close	Balsham	1	£2,350	£2,350
High Street	Balsham	2	£2,350	£4,700
Mays Avenue	Balsham	3	£2,350	£7,050
Robin Close	Barhill	3	£2,350	£7,050

Kitchen & Bathroom Refurbishment

Kitchen & Bathroom Refurbishment

Glebe Road	Barrington	2	£2,350	£4,700
Malthouse Way	Barrington	3	£2,350	£7,050
Knutsford Road	Bassingbourn	1	£2,350	£2,350
Spring Lane	Bassingbourn	2	£2,350	£4,700
The Causeway	Bassingbourn	2	£2,350	£4,700
The Fillance	Bassingbourn	1	£2,350	£2,350
Church Street	Bourn	2	£2,350	£4,700
Hall Close	Bourn	2	£2,350	£4,700
Claydon Close	Castle Camps	1	£2,350	£2,350
Brockholt Road	Caxton	3	£2,350	£7,050
Barton Road	Comberton	1	£2,350	£2,350
Hines Lane	Comberton	3	£2,350	£7,050
Wootens Close	Comberton	1	£2,350	£2,350
Silverdale Avenue	Coton	4	£2,350	£9,400
Coolidge Gardens	Cottenham	7	£2,350	£16,450
Millfield	Cottenham	1	£2,350	£2,350
Orchard Close	Cottenham	1	£2,350	£2,350
Hill View	Dry Drayton	1	£2,350	£2,350
Laceys Way	Duxford	3	£2,350	£7,050
St Neots Road	Eltisley	1	£2,350	£2,350
Horningsea Road	Fen Ditton	1	£2,350	£2,350
Musgrave Way	Fen Ditton	3	£2,350	£7,050
Wrights Close	Fen Ditton	1	£2,350	£2,350
Cootes Lane	Fen Drayton	1	£2,350	£2,350
Chapel Lane	Fowlmere	1	£2,350	£2,350
Dovehouse Close	Fowlmere	2	£2,350	£4,700
Pipers Close	Fowlmere	1	£2,350	£2,350
Fowlmere Road	Foxton	1	£2,350	£2,350
Hillfield	Foxton	2	£2,350	£4,700
Illingworth Way	Foxton	2	£2,350	£4,700
Rowlands Close	Foxton	4	£2,350	£9,400
Station Road	Foxton	1	£2,350	£2,350
All Saints Road	Fulbourn	2	£2,350	£4,700
Cambridge Road	Fulbourn	2	£2,350	£4,700
Fromont Close	Fulbourn	2	£2,350	£4,700
Haggis Gap	Fulbourn	1	£2,350	£2,350
Almond Drive	Gamlingay	1	£2,350	£2,350
Avenells Way	Gamlingay	1	£2,350	£2,350
Grays Road	Gamlingay	3	£2,350	£7,050
Murfitt Way	Gamlingay	2	£2,350	£4,700
St Vincents Close	Girton	1	£2,350	£2,350
Cromeditch Close	Grantchester	1	£2,350	£2,350
Hall Lane	Great & Little Chishill	1	£2,350	£2,350
Walters Close	Great & Little Chishill	2	£2,350	£4,700
Mortlock Gardens	Great Abington	9	£2,350	£21,150
Cambridge Road	Great Shelford	1	£2,350	£2,350
Chaston Road	Great Shelford	2	£2,350	£4,700
De Freville Road	Great Shelford	1	£2,350	£2,350
Grain Close	Great Shelford	3	£2,350	£7,050
Granhams Close	Great Shelford	1	£2,350	£2,350
Macaulay Square	Great Shelford	1	£2,350	£2,350
Fox Hill	Guilden Morden	1	£2,350	£2,350
Manor Crescent	Hardwick	1	£2,350	£2,350
Eversden Road	Harlton	1	£2,350	£2,350

Kitchen & Bathroom Refurbishment

Haslingfield Road	Harlton	1	£2,350	£2,350
Meadow Way	Harston	5	£2,350	£11,750
Queens Close	Harston	2	£2,350	£4,700
High Street	Hauxton	1	£2,350	£2,350
High Close	Heydon	1	£2,350	£2,350
Greenleas	Histon	2	£2,350	£4,700
Kay Hitch Way	Histon	1	£2,350	£2,350
Park Lane	Histon	1	£2,350	£2,350
St Audreys Close	Histon	1	£2,350	£2,350
Priory Road	Horningsea	1	£2,350	£2,350
Hereward Close	Impington	3	£2,350	£7,050
Homefield Close	Impington	3	£2,350	£7,050
St Andrews Way	Impington	1	£2,350	£2,350
Cranes Lane	Kingston	2	£2,350	£4,700
Beche Way	Landbeach	2	£2,350	£4,700
Waterbeach Road	Landbeach	1	£2,350	£2,350
Chalklands	Linton	5	£2,350	£11,750
Crabtree Croft	Linton	2	£2,350	£4,700
Palmers Close	Linton	1	£2,350	£2,350
Tower View	Linton	5	£2,350	£11,750
Bassingbourn Road	Litlington	2	£2,350	£4,700
New Close	Litlington	2	£2,350	£4,700
The Mount	Litlington	1	£2,350	£2,350
Church Close	Little Abington	1	£2,350	£2,350
Wheeler's Way	Little Eversden	1	£2,350	£2,350
Main Road	Little Gransden	1	£2,350	£2,350
Beech Close	Little Shelford	3	£2,350	£7,050
Fairview	Longstanton	1	£2,350	£2,350
Hattons Park	Longstanton	1	£2,350	£2,350
The Dale	Longstanton	1	£2,350	£2,350
Clear Crescent	Melbourn	1	£2,350	£2,350
Medcalfe Way	Melbourn	2	£2,350	£4,700
Norgetts Lane	Melbourn	1	£2,350	£2,350
Vicarage Close	Melbourn	2	£2,350	£4,700
Bell Close	Meldreth	7	£2,350	£16,450
Elin Way	Meldreth	2	£2,350	£4,700
Howard Road	Meldreth	1	£2,350	£2,350
Whitecroft Road	Meldreth	1	£2,350	£2,350
Benet Close	Milton	1	£2,350	£2,350
Walking Way	Milton	6	£2,350	£14,100
Cambridge Road	Oakington	1	£2,350	£2,350
Queens Way	Oakington	1	£2,350	£2,350
Hurdleditch Road	Orwell	1	£2,350	£2,350
Meadowcroft Way	Orwell	3	£2,350	£7,050
Glebe Crescent	Pampisford	1	£2,350	£2,350
King Street	Rampton	1	£2,350	£2,350
Chapelfield Way	Sawston	1	£2,350	£2,350
Dale Way	Sawston	2	£2,350	£4,700
Evans Way	Sawston	7	£2,350	£16,450
Henry Morris Road	Sawston	2	£2,350	£4,700
Huntingdon Road	Sawston	2	£2,350	£4,700
Maple Avenue	Sawston	3	£2,350	£7,050
Plantation Road	Sawston	3	£2,350	£7,050
Saffron Road	Sawston	5	£2,350	£11,750

Sunderlands Avenue	Sawston	1	£2,350	£2,350
The Green Road	Sawston	2	£2,350	£4,700
Westmoor Avenue	Sawston	2	£2,350	£4,700
Barrons Green	Shepreth	1	£2,350	£2,350
Meldreth Road	Shepreth	3	£2,350	£7,050
Bury Road	Stapleford	1	£2,350	£2,350
The Chestnuts	Stapleford	1	£2,350	£2,350
Russell Close	Steeple Morden	2	£2,350	£4,700
Herrings Close	Stow-Cum-Quy	1	£2,350	£2,350
The Square	Stow-Cum-Quy	2	£2,350	£4,700
Wheelwright Way	Stow-Cum-Quy	1	£2,350	£2,350
Middle Watch	Swavesey	1	£2,350	£2,350
Whitton Close	Swavesey	4	£2,350	£9,400
Cherry Hinton Road	Teversham	1	£2,350	£2,350
Marshalls Close	Teversham	4	£2,350	£9,400
Sheppard Way	Teversham	10	£2,350	£23,500
Whitgift Road	Teversham	1	£2,350	£2,350
Sheralds Croft Lane	Thriplow	5	£2,350	£11,750
St Andrews Cottages School Lane	Toft	1	£2,350	£2,350
Hartley Close	Waterbeach	2	£2,350	£4,700
Jubilee Close	Waterbeach	2	£2,350	£4,700
Robson Court	Waterbeach	1	£2,350	£2,350
Waddelow Road	Waterbeach	3	£2,350	£7,050
The Village	West Wickham	1	£2,350	£2,350
Bridge Street	Whaddon	1	£2,350	£2,350
Butts Green	Whittlesford	3	£2,350	£7,050
The Lawn	Whittlesford	1	£2,350	£2,350
Earith Road	Willingham	1	£2,350	£2,350
Haden Way	Willingham	1	£2,350	£2,350
Lordship Close	Willingham	1	£2,350	£2,350
			292	£686,200

£1,735,150

2010/11 Programme		Budget	£1,150,000	Contingency	£55,629
Road	Village	Total Units	Estimated Unit Cost	Estimated Total Cost	
Bartons Close	Balsham	2	£5,700	£11,400	
Malthouse Way	Barrington	8	£5,700	£45,599	
Great Close	Barton	2	£5,700	£11,400	
High Street	Barton	1	£5,700	£5,700	
The Fillance	Bassingbourn	1	£5,700	£5,700	
Hunting Grove	Boxworth	1	£5,700	£5,700	
Silverdale Avenue	Coton	5	£5,700	£28,499	
Orchard Close	Cottenham	4	£5,700	£22,799	
Musgrave Way	Fen Ditton	1	£5,700	£5,700	
Fowlmere Road	Foxton	1	£5,700	£5,700	
Illingworth Way	Foxton	1	£5,700	£5,700	
Rowlands Close	Foxton	3	£5,700	£17,100	
Cambridge Road	Fulbourn	1	£5,700	£5,700	
Fromont Close	Fulbourn	4	£5,700	£22,799	
Hollmans Close	Fulbourn	3	£5,700	£17,100	
Blythe Way	Gamlingay	11	£5,700	£62,698	
Dutter End	Gamlingay	1	£5,700	£5,700	
St Vincents Close	Girton	3	£5,700	£17,100	
Mortlock Gardens	Great Abington	1	£5,700	£5,700	

Kitchen & Bathroom Refurbishment

Chaston Road	Great Shelford	13	£5,700	£74,098
De Freville Road	Great Shelford	4	£5,700	£22,799
Grain Close	Great Shelford	1	£5,700	£5,700
Granhams Close	Great Shelford	4	£5,700	£22,799
Hinton Way	Great Shelford	1	£5,700	£5,700
Church Close	Great Wilbraham	4	£5,700	£22,799
Church Street	Great Wilbraham	1	£5,700	£5,700
Meadow Way	Harston	4	£5,700	£22,799
Queens Close	Harston	2	£5,700	£11,400
East Hatley	Hatley	1	£5,700	£5,700
Meadowlands	Hildersham	1	£5,700	£5,700
North End Road	Hinxton	1	£5,700	£5,700
Cottenham Road	Histon	4	£5,700	£22,799
Greenleas	Histon	6	£5,700	£34,199
Abbots Way	Horningsea	1	£5,700	£5,700
Icknield Close	Ickleton	3	£5,700	£17,100
Beche Way	Landbeach	8	£5,700	£45,599
Hillway	Linton	3	£5,700	£17,100
Tower View	Linton	1	£5,700	£5,700
Chapel Close	Litlington	3	£5,700	£17,100
Primrose Walk	Little Gransden	1	£5,700	£5,700
Fairview	Longstanton	3	£5,700	£17,100
Haggers Close	Melbourn	8	£5,700	£45,599
Medcalfe Way	Melbourn	1	£5,700	£5,700
Water Lane	Melbourn	1	£5,700	£5,700
Bell Close	Meldreth	6	£5,700	£34,199
Walking Way	Milton	3	£5,700	£17,100
Meadowcroft Way	Orwell	3	£5,700	£17,100
Drings Close	Over	1	£5,700	£5,700
Queens Close	Over	1	£5,700	£5,700
The Doles	Over	1	£5,700	£5,700
Glebe Crescent	Pampisford	2	£5,700	£11,400
Evans Way	Sawston	1	£5,700	£5,700
Henry Morris Road	Sawston	5	£5,700	£28,499
Sunderlands Avenue	Sawston	1	£5,700	£5,700
Westmoor Avenue	Sawston	2	£5,700	£11,400
Blenheim Close	Shepreth	2	£5,700	£11,400
The Chestnuts	Stapleford	2	£5,700	£11,400
Jubilee Way	Steeple Morden	4	£5,700	£22,799
Russell End	Steeple Morden	1	£5,700	£5,700
The Square	Stow-Cum-Quy	1	£5,700	£5,700
Wheelwright Way	Stow-Cum-Quy	5	£5,700	£28,499
Whitton Close	Swavesey	2	£5,700	£11,400
High Street	Tadlow	1	£5,700	£5,700
Sheralds Croft Lane	Thriplow	3	£5,700	£17,100
Hartley Close	Waterbeach	1	£5,700	£5,700
Jubilee Close	Waterbeach	8	£5,700	£45,599
Haden Way	Willingham	1	£5,700	£5,700
Osborn Close	Willingham	1	£5,700	£5,700
		192		£1,094,371

Kitchen & Bathroom Refurbishment

2011/12 Programme		Budget	£1,150,000	Contingency	£50,139
Road	Village	Total Units	Estimated Unit Cost	Estimated Total Cost	
Clifden Close	Arrington	1	£5,850	£5,850	
Glebe Road	Barrington	1	£5,850	£5,850	
The Causeway	Bassingbourn	1	£5,850	£5,850	
Church Street	Bourn	1	£5,850	£5,850	
Claydon Close	Castle Camps	2	£5,850	£11,701	
Brockholt Road	Caxton	1	£5,850	£5,850	
Hines Lane	Comberton	2	£5,850	£11,701	
Orchard Close	Cottenham	1	£5,850	£5,850	
Stevens Close	Cottenham	8	£5,850	£46,803	
Grange Road	Duxford	1	£5,850	£5,850	
Laceys Way	Duxford	2	£5,850	£11,701	
Brockley Road	Elsworth	2	£5,850	£11,701	
Rowlands Close	Foxton	6	£5,850	£35,102	
Chaplins Close	Fulbourn	1	£5,850	£5,850	
Fromont Close	Fulbourn	1	£5,850	£5,850	
Avenells Way	Gamlingay	9	£5,850	£52,653	
Orchard Close	Girton	6	£5,850	£35,102	
Wallers Close	Great & Little Chishill	1	£5,850	£5,850	
Mortlock Gardens	Great Abington	1	£5,850	£5,850	
Chaston Road	Great Shelford	5	£5,850	£29,252	
Grain Close	Great Shelford	4	£5,850	£23,401	
Main Street	Hardwick	1	£5,850	£5,850	
Queens Close	Harston	1	£5,850	£5,850	
Pates Close	Haslingfield	3	£5,850	£17,551	
Cornish Close	Horseheath	1	£5,850	£5,850	
Icknield Close	Ickleton	4	£5,850	£23,401	
The Dole	Impington	1	£5,850	£5,850	
Hereward Close	Impington	26	£5,850	£152,108	
Homefield Close	Impington	6	£5,850	£35,102	
St Andrews Way	Impington	6	£5,850	£35,102	
Back Road	Linton	1	£5,850	£5,850	
Crabtree Croft	Linton	8	£5,850	£46,803	
Palmers Close	Linton	2	£5,850	£11,701	
Whittlesford Road	Little Shelford	1	£5,850	£5,850	
Hattons Park	Longstanton	1	£5,850	£5,850	
Medcalfe Way	Melbourn	2	£5,850	£11,701	
Ogden Close	Melbourn	7	£5,850	£40,952	
Orchard Road	Melbourn	1	£5,850	£5,850	
Vicarage Close	Melbourn	3	£5,850	£17,551	
Elin Way	Meldreth	1	£5,850	£5,850	
Meadowcroft Way	Orwell	1	£5,850	£5,850	
Glover Street	Over	1	£5,850	£5,850	
Chapelfield Way	Sawston	7	£5,850	£40,952	
Lynton Way	Sawston	1	£5,850	£5,850	
Maple Avenue	Sawston	3	£5,850	£17,551	
Park Road	Sawston	2	£5,850	£11,701	
Plantation Road	Sawston	1	£5,850	£5,850	
Vicarage Avenue	Sawston	1	£5,850	£5,850	
Middle Watch	Swavesey	1	£5,850	£5,850	
Sheppard Way	Teversham	12	£5,850	£70,204	
Whitgift Road	Teversham	1	£5,850	£5,850	

Chapel Close	Waterbeach	7	£5,850	£40,952
Six Mile Bottom Road	West Wrattling	1	£5,850	£5,850
Bridge Street	Whaddon	2	£5,850	£11,701
Lettice Martin Croft	Whittlesford	6	£5,850	£35,102
Mill Lane	Whittlesford	1	£5,850	£5,850
Orchard Terrace	Whittlesford	5	£5,850	£29,252
Haden Way	Willingham	1	£5,850	£5,850
Long Lane	Willingham	1	£5,850	£5,850
		188		£1,099,861

2012/13 Programme		Budget	£1,150,000	Contingency	£58,089
Road	Village	Total Units	Estimated Unit Cost	Estimated Total Cost	
The Limes	Bassingbourn	5	£6,000	£29,998	
Hall Close	Bourn	6	£6,000	£35,997	
Brockholt Road	Caxton	1	£6,000	£6,000	
Coolidge Gardens	Cottenham	2	£6,000	£11,999	
Millfield	Cottenham	1	£6,000	£6,000	
Oakington Road	Cottenham	1	£6,000	£6,000	
Laceys Way	Duxford	6	£6,000	£35,997	
Rectory Road	Duxford	1	£6,000	£6,000	
St Neots Road	Eltisley	1	£6,000	£6,000	
Pipers Close	Fowlmere	1	£6,000	£6,000	
Grays Road	Gamlingay	1	£6,000	£6,000	
Stocks Lane	Gamlingay	1	£6,000	£6,000	
Church Lane	Girton	1	£6,000	£6,000	
St Vincents Close	Girton	1	£6,000	£6,000	
Nutters Close	Grantchester	4	£6,000	£23,998	
Tabrum Close	Grantchester	2	£6,000	£11,999	
Chaston Road	Great Shelford	13	£6,000	£77,994	
Granhams Close	Great Shelford	1	£6,000	£6,000	
Church Street	Great Wilbraham	1	£6,000	£6,000	
Church Lane	Guilden Morden	4	£6,000	£23,998	
Limes Road	Hardwick	2	£6,000	£11,999	
Russet Walk	Hardwick	2	£6,000	£11,999	
Eversden Road	Harlton	2	£6,000	£11,999	
Fountain Lane	Haslingfield	2	£6,000	£11,999	
Clay Street	Histon	1	£6,000	£6,000	
Greenleas	Histon	2	£6,000	£11,999	
Kay Hitch Way	Histon	8	£6,000	£47,996	
St Audreys Close	Histon	1	£6,000	£6,000	
Priory Road	Horningsea	1	£6,000	£6,000	
Cornish Close	Horseheath	1	£6,000	£6,000	
Cranes Lane	Kingston	1	£6,000	£6,000	
Palmers Close	Linton	1	£6,000	£6,000	
The Mount	Litlington	1	£6,000	£6,000	
New Close	Litlington	1	£6,000	£6,000	
Church Close	Little Abington	2	£6,000	£11,999	
Church Lane	Little Abington	1	£6,000	£6,000	
Harlton Road	Little Eversden	1	£6,000	£6,000	
High Street	Little Wilbraham	1	£6,000	£6,000	
Manor Close	Little Wilbraham	1	£6,000	£6,000	
The Dale	Longstanton	2	£6,000	£11,999	
High Street	Longstanton	2	£6,000	£11,999	

Kitchen & Bathroom Refurbishment

Bramley Avenue	Melbourn	8	£6,000	£47,996
Clear Crescent	Melbourn	1	£6,000	£6,000
Fordham Way	Melbourn	1	£6,000	£6,000
Haggers Close	Melbourn	1	£6,000	£6,000
Hinkins Close	Melbourn	4	£6,000	£23,998
Medcalfe Way	Melbourn	5	£6,000	£29,998
Gables Close	Meldreth	8	£6,000	£47,996
Howard Road	Meldreth	1	£6,000	£6,000
Benet Close	Milton	2	£6,000	£11,999
Recreation Close	Milton	3	£6,000	£17,999
Whittlesford Road	Newton	2	£6,000	£11,999
The Broadway	Oakington	7	£6,000	£41,997
Lordship Close	Orwell	7	£6,000	£41,997
The Doles	Over	1	£6,000	£6,000
Drings Close	Over	1	£6,000	£6,000
Church Lane	Pampisford	1	£6,000	£6,000
Chapelfield Way	Sawston	6	£6,000	£35,997
Dale Way	Sawston	1	£6,000	£6,000
Hayfield Avenue	Sawston	1	£6,000	£6,000
Link Road	Sawston	1	£6,000	£6,000
Town Close	Sawston	2	£6,000	£11,999
Uffen Way	Sawston	1	£6,000	£6,000
Main Street	Shudy Camps	1	£6,000	£6,000
Russell Close	Steeple Morden	1	£6,000	£6,000
Boxworth End	Swavesey	1	£6,000	£6,000
Thistle Green	Swavesey	10	£6,000	£59,995
Marshalls Close	Teversham	1	£6,000	£6,000
Pieces Terrace	Waterbeach	2	£6,000	£11,999
Hayter Close	West Wrattling	5	£6,000	£29,998
Butts Green	Whittlesford	6	£6,000	£35,997
		182		£1,091,911

2013/14 Programme		Budget	£1,150,000	Contingency	£55,283
Road	Village	Total Units	Estimated Unit Cost	Estimated Total Cost	
Dolls Close	Balsham	2	£6,150	£12,300	
Malthouse Way	Barrington	1	£6,150	£6,150	
Allens Close	Barton	1	£6,150	£6,150	
The Causeway	Bassingbourn	1	£6,150	£6,150	
Broadway	Bourn	2	£6,150	£12,300	
Hines Lane	Comberton	2	£6,150	£12,300	
Franklin Gardens	Cottenham	15	£6,150	£92,251	
Lambs Lane	Cottenham	1	£6,150	£6,150	
Stevens Close	Cottenham	5	£6,150	£30,750	
Victory Way	Cottenham	1	£6,150	£6,150	
Blakeland Hill	Duxford	1	£6,150	£6,150	
Ickleton Road	Duxford	1	£6,150	£6,150	
Broad End	Elsworth	1	£6,150	£6,150	
Ditton Lane	Fen Ditton	1	£6,150	£6,150	
Cootes Lane	Fen Drayton	1	£6,150	£6,150	
The Plantation	Fen Drayton	1	£6,150	£6,150	
Chapel Lane	Fowlmere	1	£6,150	£6,150	
Dovehouse Close	Fowlmere	1	£6,150	£6,150	
Stanley Barnes Cottages	Fowlmere	2	£6,150	£12,300	

Kitchen & Bathroom Refurbishment

Fromont Close	Fulbourn	1	£6,150	£6,150
Haggis Gap	Fulbourn	1	£6,150	£6,150
Avenells Way	Gamlingay	3	£6,150	£18,450
Cinques Road	Gamlingay	1	£6,150	£6,150
Murfitt Way	Gamlingay	3	£6,150	£18,450
Orchard Close	Girton	1	£6,150	£6,150
Nutters Close	Grantchester	1	£6,150	£6,150
Davey Crescent	Great Shelford	3	£6,150	£18,450
Macaulay Avenue	Great Shelford	1	£6,150	£6,150
Macaulay Square	Great Shelford	2	£6,150	£12,300
Church Street	Great Wilbraham	2	£6,150	£12,300
New Road	Guilden Morden	1	£6,150	£6,150
Manor Close	Harston	1	£6,150	£6,150
Queens Close	Harston	1	£6,150	£6,150
The Lane	Hauxton	1	£6,150	£6,150
Mountford Close	Hauxton	1	£6,150	£6,150
Church Green	Hinxton	1	£6,150	£6,150
Cottenham Road	Histon	1	£6,150	£6,150
Kay Hitch Way	Histon	8	£6,150	£49,201
Park Lane	Histon	1	£6,150	£6,150
Hereward Close	Impington	1	£6,150	£6,150
Homefield Close	Impington	1	£6,150	£6,150
Reubens Road	Landbeach	1	£6,150	£6,150
Balsham Road	Linton	2	£6,150	£12,300
Chalklands	Linton	2	£6,150	£12,300
Crabtree Croft	Linton	1	£6,150	£6,150
Hillway	Linton	1	£6,150	£6,150
Chapel Close	Litlington	1	£6,150	£6,150
Church Close	Little Abington	1	£6,150	£6,150
Harlton Road	Little Eversden	1	£6,150	£6,150
Wheeler's Way	Little Eversden	2	£6,150	£12,300
Orchard Close	Little Wilbraham	4	£6,150	£24,600
Brookside	Longstanton	3	£6,150	£18,450
Haddows Close	Longstanton	1	£6,150	£6,150
Hattons Road	Longstanton	2	£6,150	£12,300
Fordham Way	Melbourn	1	£6,150	£6,150
John Impey Way	Melbourn	4	£6,150	£24,600
Bell Close	Meldreth	1	£6,150	£6,150
Elin Way	Meldreth	5	£6,150	£30,750
Gables Close	Meldreth	8	£6,150	£49,201
Whitcroft Road	Meldreth	1	£6,150	£6,150
Cambridge Road	Oakington	1	£6,150	£6,150
Tower Close	Over	3	£6,150	£18,450
Evans Way	Sawston	3	£6,150	£18,450
Maple Avenue	Sawston	1	£6,150	£6,150
Martindale Way	Sawston	1	£6,150	£6,150
New Road	Sawston	1	£6,150	£6,150
Orchard Road	Sawston	13	£6,150	£79,951
Saffron Road	Sawston	2	£6,150	£12,300
Station Road	Shepreth	2	£6,150	£12,300
South View High Street	Shingay-Cum-Wendy	1	£6,150	£6,150
Coxs Close	Stapleford	1	£6,150	£6,150
Cheyney Street	Steeple Morden	1	£6,150	£6,150
Jubilee Way	Steeple Morden	3	£6,150	£18,450

Market Street	Swavesey	1	£6,150	£6,150
Whitton Close	Swavesey	3	£6,150	£18,450
Whitgift Road	Teversham	1	£6,150	£6,150
Sheralds Croft Lane	Thriplow	1	£6,150	£6,150
High Street	Toft	1	£6,150	£6,150
Coronation Close	Waterbeach	2	£6,150	£12,300
Jubilee Close	Waterbeach	3	£6,150	£18,450
Pieces Lane	Waterbeach	1	£6,150	£6,150
Horseshoe Lane	Weston Colville	1	£6,150	£6,150
Brickhills	Willingham	9	£6,150	£55,351
Osborn Close	Willingham	2	£6,150	£12,300
		178		£1,094,717

Kitchen & Bathroom Refurbishment

13. FULL REFURBISHMENTS

Aim

A budget to undertake major repair and upgrade to void properties which are in need of extensive improvement works. An example of this is a property which may have some structural/damp problems and in addition have old loose plaster which requires replacement. This type of large-scale refurbishment will include replacing both the kitchen and/or bathroom and upgrading the electrical circuits and installing central heating.

Full Refurbishment

Budget Year	2009/2010	2010/2011	2011/2012	2012/2013	2013/2014
Total Budget	£320,000	£200,000	£200,000	£200,000	£200,000

14. ASBESTOS REMOVAL

Aim

This is used to remove identified asbestos which is in a state of disrepair, has the need to be removed due to repairs or refurbishment work, or if left in situ, would be hazardous to health. An example of this could be, a redundant cupboard boiler which is lined with asbestos insulation board now exposed due to the boiler being removed.

Asbestos Removals

Budget Year	2009/2010	2010/2011	2011/2012	2012/2013	2013/2014
Total Budget	£50,000	£20,000	£20,000	£20,000	£20,000

15. SPECIALIST WORKS/STRUCTURAL INSPECTIONS

Aim

To keep properties in a wind and watertight condition ensuring they are structurally stable and do not pose any danger.

Criteria

All structural repairs are referred to the Project Management Team. An inspection is booked and a course of action planned.

Service Standard

Tenants will be advised of the extent of the structural defects affecting their home and of the likely time scales involved should repairs be considered necessary.

Where repairs are necessary.

- Tenants will be advised and consulted on all aspects of the works.
- Tenants will be given at least 14 days notice of the date for the commencement of the works, together with the name of the appointed contractor and the anticipated duration of the contract. Only in extreme cases will it be necessary for residents to be moved from their properties. However, should this need arise, the Housing Estates Officer will consult with the resident.
- Tenants will be given a contact name for the Project Manager who will supervise the works.
- Tenants will be contacted during the work to ensure that the contract is running smoothly.

Specialist Works/New Foundations

Budget Year	2009/2010	2010/2011	2011/2012	2012/2013	2013/2014
Total Budget	£20,000	£14,000	£14,000	£14,000	£14,000

16. WATER/DRAINAGE UPGRADES

This is used to renew and replace water mains to individual properties and renew any old and defective drainage systems for which SCDC have a repairing obligation.



Water/Drainage Upgrades

Budget Year	2009/2010	2010/2011	2011/2012	2012/2013	2013/2014
Total Budget	£30,000	£20,000	£20,000	£20,000	£20,000

Water & Drainage Upgrades

17. DISABLED ADAPTATIONS

Aim

To provide a means of enabling tenants to remain in their homes and provide facilities for everyday living.

Criteria

These are split into two categories, Minor adaptations or Major adaptations, and are outlined below:

Minor Adaptations

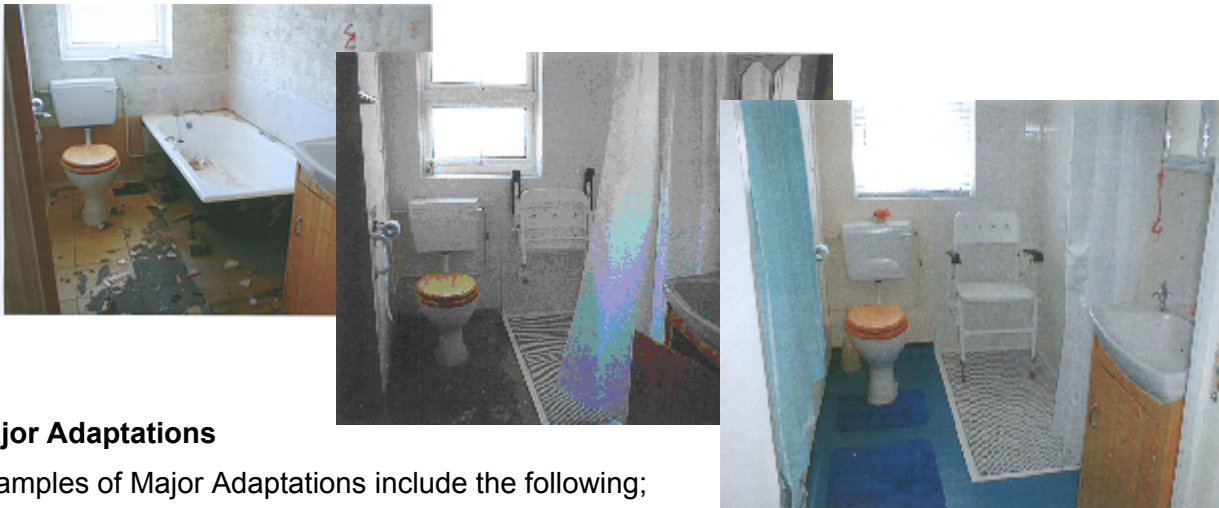
Examples of Minor Adaptations include the following:

- Grab Rails,
- Lever Taps,
- Half Steps,
- Second Banister Rails,
- Drop Down Rails,
- Wall Mounted Shower Seats,
- Re-hanging Doors to ease access.

Minor adaptations are available on request, and can be recommended by non PCT (Primary Care Trust) OT's, e.g. Brookfields, Addenbrookes, etc or local G.P's.

In addition the tenant can request them directly to the Housing Service Manager.

All Minor Adaptations must be below £900 in value. These works are ordered under the responsive maintenance contract with the relevant contractor, and are treated similarly to a response repair and given a target for completion according to the urgency of the work. This will usually be 3 or 20 days.



Major Adaptations

Examples of Major Adaptations include the following;

- Ramps,
- Level access Showers and over bath showers,
- Stair lifts,
- Bath lifts,
- Extensions to properties, for additional ground floor bathrooms/living space.
- Major adaptations are referred by O.T's from the PCT or the Child Development Centre.

The Project Manager will consider all recommendations in the first instance. If there are concerns relating to the application the first recourse will be with the OT who assessed the case to clarify any issues. When evaluating a recommendation, the Project Manager takes into consideration a range of factors, for example:

- Does it fall within the current adaptations policy and practice?
- Is there an existing pre-adapted or more suitable property available?
- Will the adaptation to the property meet the tenant's/carer's foreseeable long term needs?
- Are the adaptations reasonable and practical for the long-term use of the property and the asset management of the stock.

When adapting a property it is the Council's policy to undertake the work in such a way that the property can be relet to tenants with varied disabilities, thereby increasing its stock of adapted properties, and ensuring value for money by avoiding the removal of adaptations. It is therefore the aim of the Council to adapt properties within their existing boundaries. However, if large extensions are proposed, these will be subject to a report which is put before the Housing Portfolio Holder for consideration.

The Council does not require tenants to make a contribution to the disabled adaptations made to their homes.



New Build Properties

The Council has nomination rights to Housing Association new build adapted properties. Once a person from the Housing Register is nominated, the Housing Service Manager and Project Manager will work closely with the Housing Association and the Health Authority, producing recommendations and advising/overseeing the property/adaptation's development throughout the construction to completion. Specialist equipment may also be recommended.

Disabled Adaptations

Budget Year	2009/2010	2010/2011	2011/2012	2012/2013	2013/2014
Total Budget	£800,000	£275,000	£275,000	£275,000	£275,000

18. FIRE AND EXTREME WEATHER (CAPITAL)

Experience has shown that it is good practice to have a contingency sum set aside to be used in the event of an emergency or in case of a change in legislation. With this in mind, a budget to cover Health and Safety measures is available for dealing with urgent work which cannot be fed into the Maintenance Programme in the normal way.

Fire & Extreme Weather

Budget Year	2009/2010	2010/2011	2011/2012	2012/2013	2013/2014
Total Budget	£35,000	£35,000	£35,000	£35,000	£35,000

Fire & Extreme Weather (Capital)

CYCLIC MAINTENANCE & MINOR WORKS (Revenue)

1. INTERNAL DECORATIONS

Aim

To target tenants who are least able and in most need of partial internal redecoration.

Inclusion in the programme will be based on *tenant generated requests* or referrals from Council Officers and Members. The service will be promoted in council publications including a feature in our “South Cambs Magazine Key Issues”.

A tenant must match all of the following requirements to qualify for entry on to the Internal Decoration priority list:

- That decoration is actually required.
- The tenant(s) is (are) over 65 years old or disabled.
- The tenant(s) is (are) in receipt of Housing or Disability benefit.
- The tenant(s) has (have) no family or friends to do the work.
- The tenant(s) has (have) resided in the property for at least five years, and the property has had no decoration from SCDC within last five years.

On confirmation that the above rules are met, an officer will carry out a home visit to inspect the nominated room and make an assessment of its current decoration condition. The officer will use the following basis to prioritise the room nominated by the qualifying tenant(s).

- 0 = Good condition
- 1 = Satisfactory condition
- 2 = Fair condition (minor damage)
- 3 = Poor condition (moderate damage)
- 4 = Bad condition (major damage)
- 5 = Requires urgent attention.

Those with the highest score will be included in the internal redecoration programme until the budget for the year has been expended. An additional two points will be added to the priority score for each year the tenant remains on the waiting list (updated annually on each 1st April).

Furniture

The decoration contractors will move heavy items of furniture as required to carry out the works although valuable items should be moved by the tenant to a safe location.

Tenants Choice

A comprehensive range of emulsion colours will be offered to the tenants together with wallpaper sample books. A maximum of £10 per roll of wallpaper [will be allowed](#).

Internal Decorations

Budget Year	2009/2010	2010/2011	2011/2012	2012/2013	2013/2014
Total Budget	£5,000	£0	£0	£0	£0

2. EXTERNAL DECORATIONS

Aim

The principal aim is to ensure that all properties are painted on a seven-year cycle, and that basic external repairs are carried out in association with this. Originally, this was a five year cycle, but the extensive use of low maintenance building elements, such as PVCu windows and doors has allowed this to be extended with no detrimental effect on the properties. This means that the budgets can be reduced, and the finance re-allocated to alternative budgets. The cyclical contract is let on a five-year contract with the option for a three-year extension clause. The Contractor carries out the pre-inspection of works and agrees the extent of the works with the Project Manager. The Project Manager inspects the completed properties to ensure they have met the standard of workmanship required.

External repairs and painting programme are dealt with under one heading because of their close relationship.

Specification

The scope of the work will inevitably vary between house types, but a full specification was produced for the contract. Where components are replaced, they will as far as possible be standardised.

Work to individual dwellings should not generally take more than ten working days to complete. There may be the need for multiple visits where different contractors are involved. Any disturbance will generally be external, although tenants will be asked to leave windows open, safely secure curtains and may be asked to trim back shrubs, etc. Our aim is to ensure that all works on site are completed between April and November in any year. If this is not possible, then works will be ceased on site if the temperature drops below 6°C.

Programme

The 7-year Painting Programme is identified on the following page.

Tenants' Choice

Where appropriate tenants will be able to choose external door colours.

External Decorations (Cyclical)

Budget Year	2009/2010	2010/2011	2011/2012	2012/2013	2013/2014
Total Budget	£280,000	£193,000	£193,000	£193,000	£193,000

Village	Painting Area	Painting Year	Number of Properties	Estimated Unit Cost	Estimated Total Cost
Arrington	2	2009	41	£234	£9,594
Barrington	2	2009	45	£234	£10,530
Bassingbourn	2	2009	160	£234	£37,440
Croydon	2	2009	7	£234	£1,638
Fowlmere	2	2009	41	£234	£9,594
Gamlingay	2	2009	155	£234	£36,270
Great Eversden	2	2009	2	£234	£468
Guilden Morden	2	2009	42	£234	£9,828
Litlington	2	2009	57	£234	£13,338
Little Eversden	2	2009	24	£234	£5,616
Little Gransden	2	2009	12	£234	£2,808
Longstowe	2	2009	6	£234	£1,404
Meldreth	2	2009	118	£234	£27,612
Shingay-Cum-Wendy	2	2009	2	£234	£468
Steeple Morden	2	2009	46	£234	£10,764
Tadlow	2	2009	6	£234	£1,404
Whaddon	2	2009	12	£234	£2,808
Total Properties			776		£181,584
Contingency					£98,416
Total Estimated Budget					£280,000

Village	Painting Area	Painting Year	Number of Properties	Estimated Unit Cost	Estimated Total Cost
Melbourn	3	2010	249	£234	£58,266
Great & Little Chishill	3	2010	22	£234	£5,148
Heydon	3	2010	6	£234	£1,404
Thriplow	3	2010	31	£234	£7,254
Duxford	3	2010	131	£234	£30,654
Foxton	3	2010	56	£234	£13,104
Harston	3	2010	98	£234	£22,932
Hauxton	3	2010	20	£234	£4,680
Hinxton	3	2010	6	£234	£1,404
Ickleton	3	2010	25	£234	£5,850
Newton	3	2010	24	£234	£5,616
Pampisford	3	2010	22	£234	£5,148
Shepreth	3	2010	38	£234	£8,892
Whittlesford	3	2010	79	£234	£18,486
Total Properties			807		£188,838
Contingency					£4,162
Total Estimated Budget					£193,000

Village	Painting Area	Painting Year	Number of Properties	Estimated Unit Cost	Estimated Total Cost
Babraham	4	2011	4	£234	£936
Great Shelford	4	2011	258	£234	£60,372
Little Shelford	4	2011	39	£234	£9,126
Sawston	4	2011	473	£234	£110,682
Total Properties			774		£181,116
Contingency					£11,884
Total Estimated Budget					£193,000

Village	Painting Area	Painting Year	Number of Properties	Estimated Unit Cost	Estimated Total Cost
Carlton	5	2012	4	£234	£936
Castle Camps	5	2012	36	£234	£8,424
Hildersham	5	2012	20	£234	£4,680
Balsham	5	2012	98	£234	£22,932
Fulbourn	5	2012	190	£234	£44,460
Great Abington	5	2012	37	£234	£8,658
Little Abington	5	2012	31	£234	£7,254
Horseheath	5	2012	22	£234	£5,148
Linton	5	2012	263	£234	£61,542
Shudy Camps	5	2012	6	£234	£1,404
Great Wilbraham	5	2012	33	£234	£7,722
West Wickham	5	2012	15	£234	£3,510
West Wrattling	5	2012	21	£234	£4,914
Weston Colville	5	2012	17	£234	£3,978
Total Properties			793		£185,562
Contingency					£7,438
Total Estimated Budget					£193,000

Village	Painting Area	Painting Year	Number of Properties	Estimated Unit Cost	Estimated Total Cost
Stapleford	6	2013	56	£234	£13,104
Little Wilbraham	6	2013	28	£234	£6,552
Teversham	6	2013	99	£234	£23,166
Fen Ditton	6	2013	34	£234	£7,956
Stow-Cum-Quy	6	2013	29	£234	£6,786
Horningsea	6	2013	14	£234	£3,276
Histon	6	2013	172	£234	£40,248
Landbeach	6	2013	44	£234	£10,296
Milton	6	2013	43	£234	£10,062
Oakington	6	2013	57	£234	£13,338
Rampton	6	2013	7	£234	£1,638
Waterbeach	6	2013	199	£234	£46,566
Total Properties			782		£182,988
Contingency					£10,012
Total Estimated Budget					£193,000

Village	Painting Area	Painting Year	Number of Properties	Estimated Unit Cost	Estimated Total Cost
Barhill	7	2014	6	£234	£1,404
Boxworth	7	2014	7	£234	£1,638
Cottenham	7	2014	239	£234	£55,926
Girton	7	2014	115	£234	£26,910
Impington	7	2014	150	£234	£35,100
Lolworth	7	2014	7	£234	£1,638
Longstanton	7	2014	85	£234	£19,890
Willingham	7	2014	174	£234	£40,716
Total Properties			783		£183,222
Contingency					£9,778
Total Estimated Budget					£193,000

External Decorations

Village	Painting Area	Painting Year	Number of Properties	Estimated Unit Cost	Estimated Total Cost
Grantchester	1	2015	60	£234	£14,040
Barton	1	2015	33	£234	£7,722
Bourn	1	2015	77	£234	£18,018
Caxton	1	2015	19	£234	£4,446
Comberton	1	2015	82	£234	£19,188
Conington	1	2015	5	£234	£1,170
Coton	1	2015	48	£234	£11,232
Croxton	1	2015	1	£234	£234
Dry Drayton	1	2015	30	£234	£7,020
Elsworth	1	2015	26	£234	£6,084
Eltisley	1	2015	21	£234	£4,914
Fen Drayton	1	2015	28	£234	£6,552
Graveley	1	2015	10	£234	£2,340
Hardwick	1	2015	42	£234	£9,828
Harlton	1	2015	14	£234	£3,276
Haslingfield	1	2015	41	£234	£9,594
Hatley	1	2015	6	£234	£1,404
Kingston	1	2015	7	£234	£1,638
Knapwell	1	2015	2	£234	£468
Madingley	1	2015	3	£234	£702
Orwell	1	2015	74	£234	£17,316
Over	1	2015	61	£234	£14,274
Papworth Everard	1	2015	23	£234	£5,382
Swavesey	1	2015	58	£234	£13,572
Toft	1	2015	25	£234	£5,850
Total Properties			796		£186,264
Contingency					£6,736
Total Estimated Budget					£193,000

External Decorations

3. HEATING SERVICING

Aim

The maintenance and annual servicing of all heating systems is crucial to the efficient and safe working of appliances. This is important for oil and solid fuel boilers, and is a **legal requirement** for gas-fired boilers. A team of contract engineers is employed to carry out the servicing work and every effort should be made to allow access for this work to be completed.

The servicing report raised by the engineer gives us details about each installation, and greatly assists in the planning for future replacements or updating of existing systems. If a system is not maintained, it will lose efficiency, become unsafe and have its expected life shortened. It will also increase the cost of heating your home. It is therefore in everyone's interest to ensure that systems are serviced at least once a year.

South Cambridgeshire District council is Committed to its Tenants' safety and welfare. Therefore every effort is made to comply with the legal obligations

The Gas Safety (Installations & Use) Regulations 1998 place duties on landlords to ensure that all gas installations pipework, gas appliances and flue systems owned by the landlord are maintained in a safe condition.

To conform to these regulations and to endorse this commitment, South Cambridgeshire District Council puts great emphasis on the on the servicing and maintenance of all gas installations and appliances owned by the council

In order to achieve this, South Cambridgeshire District Council as the landlord, must ensure that installation pipework, appliances and where applicable their flues, are checked for safety at intervals of not more than twelve months

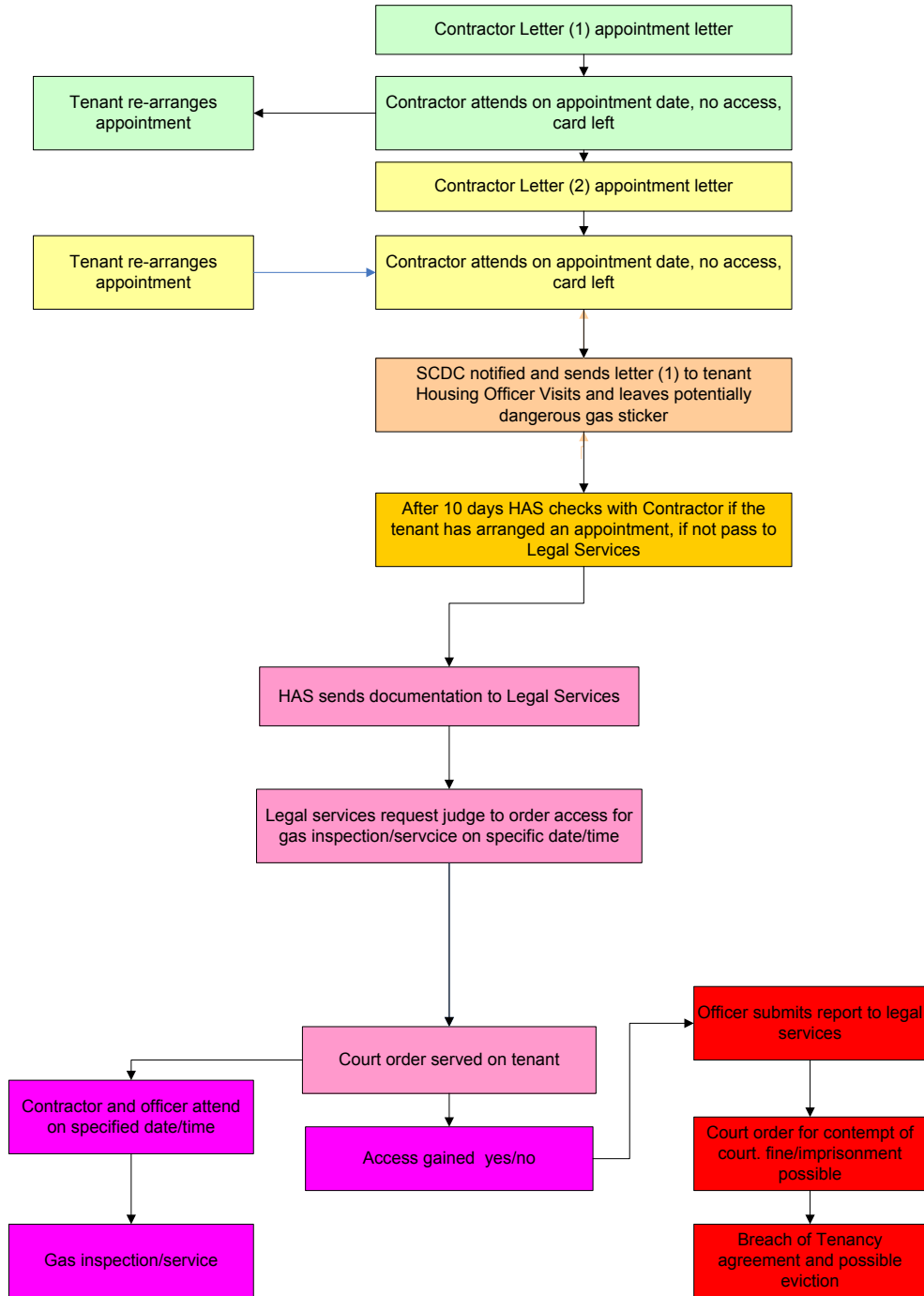
The landlord's gas contractors are provided with a schedule of addresses to enable them to carry out this work within the required time scale

Where gaining access proves to be a problem, South Cambridgeshire District Council has introduced a "No Access Procedure" as shown in the following flow diagram.

Heating Services

Budget Year	2009/2010	2010/2011	2011/2012	2012/2013	2013/2014
Total Budget	£410,000	£400,000	£400,000	£400,000	£400,000

No Access Flow diagram



4. ASBESTOS INSPECTIONS

Asbestos fibres were used in many building materials until the mid 1980's and therefore exist in many of our domestic properties. Whilst asbestos remains **undisturbed, there is no danger** to health and it is unnecessary to take any specific safety measures.

In a domestic home, blue, brown and white asbestos may be found in: -

- Insulation lagging on pipe work, boilers and on ducts.
- Wall partitions, fire doors and ceiling tiles.
- Roof soffits, gutters and rainwater pipes.
- Water tanks.
- Decorative plaster finishes.
- Bath panels.
- Artexed ceilings.
- Floor tiles.

Aim

Our duty as a Registered Social Landlord regarding this hazardous material is to offer the best customer care we can and to comply with the Control of Asbestos Waste Regulations 2002. In order to achieve this we intend to: -

- Pro-actively seek materials containing asbestos products as part of an on-going programme.
- Maintain an up to date Asbestos Register to identify which properties include asbestos materials.
- Determine the current condition of the asbestos material.
- Use labels to identify where materials contain asbestos.
- Correctly dispose of asbestos deemed to require removal.

The benefit of a long-term asbestos management programme is to protect our customers from the dangers of damaged asbestos and to minimise disruption during refurbishment programmes or day-to-day repairs.

The yearly budget allow for an amount to be identified whilst carrying out other works.

We aim to provide re-assurance that the council is committed to health and safety and to reduce unexpected discoveries of asbestos in the future.

Asbestos Inspections

Budget Year	2009/2010	2010/2011	2011/2012	2012/2013	2013/2014
Total Budget	£100,000	£60,000	£60,000	£60,000	£60,000

5. MINOR WORKS (REVENUE)

This budget is used for specialist works including: -

- Pest control
- Repair litigation
- Works awaiting sale
- Compensation for tenants
- Cyclical water/drainage
- Right to repair

Minor Works

Budget Year	2009/2010	2010/2011	2011/2012	2012/2013	2013/2014
Total Budget	£26,000	£25,000	£25,000	£25,000	£25,000

6. FIRE & EXTREME WEATHER (REVENUE)

It is good practice to have a contingency sum set aside to be used in the event of an emergency or a change in legislation. With this in mind, a budget to cover Health and Safety measures is available for dealing with urgent work, which cannot be fed into the Maintenance Programme in the normal way.

Fire & Extreme Weather

Budget Year	2009/2010	2010/2011	2011/2012	2012/2013	2013/2014
Total Budget	£60,000	£15,000	£15,000	£15,000	£15,000

Reactive Maintenance (Revenue)

REACTIVE MAINTENANCE (Revenue)

1. RESPONSIVE REPAIRS

Introduction

The Responsive Repairs service is responsible for the day-to-day maintenance and empty home repairs of the Council's housing stock comprising of just under 5900 properties, both general needs and sheltered housing accommodation.

The Response team

The client-side responsive repairs team currently made up of three Project Managers and the Repairs Operations Manager. They are responsible for carrying out void inspections, pre and post repair inspections and overseeing minor works projects.

Performance Monitoring

- Satisfaction Questionnaires are left for tenants to fill in and return after every completed job.
- Weekly reports are generated on the number of outstanding jobs in each of the priority category.
- Completion by the due date for responsive and void repairs is monitored.
- Checks are also made as to the level of recalls on jobs.
- A percentage of jobs are post inspected and a regular 'blitz' on post inspections is carried out on an ad-hoc basis.
- The completion of pre, interim, and post inspections by Project Managers is monitored.

Priority Categories

- – out of hours – 4 hours
- U – Emergency – 3 hours (reported within office hours)
- 1 - Priority 1 – one working day
- 3 - Priority 3 – three working days
- X – 10 day priority – ten working days
- N – Non-urgent – 23 Working days (3 days to issue, 20 days for the contractor to complete).

Responsive Repairs Budgets

Budget Year	2009/2010	2010/2011	2011/2012	2012/2013	2013/2014
Voids	£550,000	£550,000	£550,000	£550,000	£550,000
Kitchen/Bathroom Repairs	£310,000	£283,000	£283,000	£283,000	£283,000
Electrical	£200,000	£200,000	£200,000	£200,000	£200,000
Heating Repairs	£260,000	£260,000	£260,000	£260,000	£260,000
Maintenance of Disabled Adaptations	£15,000	£15,000	£15,000	£15,000	£15,000
Other Internal Works	£200,000	£200,000	£200,000	£200,000	£200,000
External Property Works	£300,000	£300,000	£300,000	£300,000	£300,000
Minor Works	£1,800	£1,800	£1,800	£1,800	£1,800
Drainage, Paths, Fences	£140,000	£140,000	£140,000	£140,000	£140,000
Garage, Parking	£20,000	£20,000	£20,000	£20,000	£20,000
Total	£1,996,800	£1,969,800	£1,969,800	£1,969,800	£1,969,800

2. VOID REPAIRS

Aim

To ensure properties are relet quickly and efficiently in a good state of repair and cleanliness.

Service Levels

- Technical inspections are to be completed and orders raised within 24 hours of receipt of keys.
- All essential repairs to be completed prior to letting.
- Any minor repairs to be completed within five days of the new tenancy commencing.
- To issue vouchers rather than redecorating when required.
- To take all reasonable precautions to reduce additional expenditure caused by vandalism or frost damage.

Void Standard

To closely monitor progress of the works throughout the void period. Other than the traditional work required such as lock changes, electric/gas checks and wet clean outs, this standard will give a room by room overall guide to work which will bring all void properties up to a lettable standard.

There will be common inspections to each room in the property such as windows, doors, floors, walls, ceilings, electrical sockets and fittings. Each one of these elements will be noted within each individual room.

3. DECORATION VOUCHERS

Due to the nature of some of the programmed works, it is inevitable that some disturbance or unavoidable damage will be caused to tenants' home decoration. If this happens, decoration vouchers will be issued as a way of contributing towards the cost of redecoration. Where decoration causes genuine difficulties for a tenant, the Council may facilitate decoration works to be carried out by Council contractors; these will be agreed at the discretion of the Project Manager.

Decoration vouchers will be issued only for the making good of the affected area e.g. chimney breast only when a back boiler has been removed. A standard amount will be calculated and a voucher issued within fourteen days of the completion of work at that dwelling.

Vouchers are provided to assist with the purchasing of materials for redecoration and repairs after works. Their use has become increasingly common, principally on the grounds that it is a more cost effective way of 'making good' after repairs have been carried out.

Except in the case of major internal works, there is a presumption towards making good rather than complete redecoration.

Vouchers are presently issued under two headings: -

- Contract compensation (e.g. after rewire, central heating installation) etc.
- Change of tenancy (e.g. void property) from the voids budget.

The vouchers are issued at the discretion of the Project Manager who supervise the works. When making this decision they take into account the current Tenants circumstances and the ability to undertake redecoration works.

Aim

To minimise the cost of internal decoration, both in void properties and as a result of other programmed works, whilst facilitating and encouraging tenant's choice and participation.

Service Level

At present when properties are void a decoration voucher is issued to the value of:

- House £75.00
- Bungalow £50.00

If full central heating is installed and old fires and/or warm air units/grilles are removed, then a decoration allowance of £75.00 will be issued. Vouchers will be issued as soon as possible after completion of the works.

PROPOSED SPEND FOR THE NEXT FIVE YEARS	Allocation 2008/9	Allocation 2009/10	Allocation 2010/11	Allocation 2011/12	Allocation 2012/13	Allocation 2013/14
Capital						
Change of Tenancy - Capital	500,000	400,000	400,000	400,000	400,000	400,000
Minor Works - Capital	40,000	20,000	10,000	10,000	10,000	10,000
Rewiring	250,000	200,000	100,000	100,000	100,000	100,000
Heating Installation	900,000	700,000	500,000	500,000	500,000	500,000
Energy Conservation	5,000	40,000	25,000	25,000	25,000	25,000
Non-Traditional Refurbishments	1,130,000	0	0	0	0	0
Security	1,000	5,000	3,000	3,000	3,000	3,000
Health & Safety	0	10,000	3,000	3,000	3,000	3,000
Estate Roads, Paths & Fencing	40,000	30,000	15,000	15,000	15,000	15,000
Paths and Fences-Capital	40,000	30,000	15,000	15,000	15,000	15,000
Parking Facilities	50,000	30,000	15,000	15,000	15,000	15,000
Window Replacement	50,000	70,000	70,000	70,000	70,000	70,000
Re-Roofing	180,000	140,000	80,000	80,000	80,000	80,000
Kitchen & Bathroom Refurbishment	2,200,000	1,820,000	1,150,000	1,150,000	1,150,000	1,150,000
Full Refurbishments	550,000	320,000	200,000	200,000	200,000	200,000
Asbestos Removal	40,000	50,000	20,000	20,000	20,000	20,000
Specialist Works	5,000	5,000	4,000	4,000	4,000	4,000
New Foundations	5,000	15,000	10,000	10,000	10,000	10,000
Water/Drainage Upgrades	40,000	30,000	20,000	20,000	20,000	20,000
Disabled Adaptations	750,000	800,000	275,000	275,000	275,000	275,000
Fire and Extreme Weather	32,000	35,000	35,000	35,000	35,000	35,000
Total - Maintenance and Improvements - Capital	6,808,000	4,760,000	2,950,000	2,950,000	2,950,000	2,950,000

Cyclical						
Internal Paintwork	15,000	5,000	0	0	0	0
Cyclical Works - Revenue	270,000	280,000	193,000	193,000	193,000	193,000
Heating Service Contracts	400,000	410,000	400,000	400,000	400,000	400,000
Thermostat & Electrical Surveys	100,000	100,000	60,000	60,000	60,000	60,000
Asbestos Surveys	50,000	50,000	40,000	40,000	40,000	40,000
Welfare Gardens	19,000	19,000	0	0	0	0
Minor Works (Cyclical)	22,000	26,000	25,000	25,000	25,000	25,000
Specialist Investigations	5,000	0	0	0	0	0
Fire & Extreme Weather	30,000	60,000	15,000	15,000	15,000	15,000
Total - Maintenance & Improvements - Cyclical	911,000	950,000	733,000	733,000	733,000	733,000

Revenue						
Change of Tenancy - Revenue	700,000	700,000	550,000	550,000	550,000	550,000
Kitchen and Bathroom Repairs	300,000	340,000	302,000	302,000	302,000	302,000
Electrical	160,000	200,000	200,000	200,000	200,000	200,000
Heating Repairs	260,000	270,000	260,000	260,000	260,000	260,000
Maintenance of Disabled Adaptations	10,000	20,000	15,000	15,000	15,000	15,000
Other Internal Works	160,000	200,000	200,000	200,000	200,000	200,000
External Property Works	320,000	350,000	300,000	300,000	300,000	300,000
Drainage, Paths, Fences etc	140,000	140,000	140,000	140,000	140,000	140,000
Minor Works (Revenue)	1,800	1,800	1,800	1,800	1,800	1,800
Garages, Parking etc	20,000	20,000	20,000	20,000	20,000	20,000
Total - Responsive Repairs	2,071,800	2,241,800	1,988,800	1,988,800	1,988,800	1,988,800
Total - Cyclical & Responsive	2,982,800	3,191,800	2,721,800	2,721,800	2,721,800	2,721,800
Housing Maintenance Total	9,790,800	7,181,800	5,671,800	5,671,800	5,671,800	5,671,800

PROGRAMMED MAINTENANCE AT A GLANCE 2009/14

A "Village by Village" programme of works planned for the next 5 years

Central Heating Installation	CH
External Repairs & Decoration	EX
Kitchen or Bathroom Refurbishment	KB
Rewiring	RE
Roof Replacement	RR
Window Replacement	W

Village	2009	2010	2011	2012	2013
Arrington	EX KB	RE	KB RE	RE	
Babraham			EX		
Balsham	KB	KB		EX	KB
Barhill	KB				
Barrington	EX KB	KB RE	KB RE	RE	KB KB
Barton	RE	KB			KB
Bassingbourn	EX KB	KB RE	KB RE	KB RE	KB KB
Bourn	KB RE		KB KB	KB	KB
Boxworth		KB			
Carlton				EX	
Castle Camps	CH KB		KB	EX	W
Caxton	KB RE		KB KB	KB	
Comberton	KB RE		KB W		KB
Conington	KB RE				
Coton	KB RE RR	CH KB			CH
Cottenham	CH KB	CH KB W	CH KB	CH KB	CH KB
Croxton					
Croydon	EX		RE		
Dry Drayton	KB RE	RR		CH	CH
Duxford	CH KB	EX	CH KB	KB RE	KB RE
Elsworth	RE		KB		KB
Eltisley	KB RE			KB	
Fen Ditton	CH KB	KB	CH	CH	EX CH KB
Fen Drayton	CH KB RE				CH KB
Fowlmere	EX KB	RE	RE	KB RE W	KB
Foxton	CH KB	EX KB	CH KB	RE RR	RE
Fulbourn	CH KB	CH KB	CH KB	EX CH	CH KB
Gamlingay	EX CH KB	CH KB RE	CH KB RE W	CH KB RE	CH KB KB
Girton	CH KB	CH KB	KB	CH KB	CH KB
Grantchester	KB RE	RE		KB	KB
Graveley	RE				
Great & Little Chishill	KB	EX	KB KB		RE
Great Abington	KB	KB	KB W	EX	
Great Eversden	EX				
Great Shelford	CH KB	CH KB	EX CH KB	KB	CH KB
Great Wilbraham		KB		EX KB	KB

Guilden Morden	E X K C H B	R E W	R E	X B K B R E	B K B
Hardwick	C H K C H B			K B W C H B	
Harlton	C H K C H B	E X C H K R E		K B W C H B	C H K R C H B E
Harston	C H K C H B	E X C H K R E		C H R E K B	C H K R C H B E
Hasingfield	C H R C H	R E		K B	C H
Hatley		K B R E E R E			
Hauxton	K B W	E X W X W			C H K R H B E
Heydon	K B	X			
Hildersham		K B		E X W	
Hinxton		E X K X B			C H K R E X C H K E X B
Histon	K B	K B		C H K C H B	E X C H K E X B
Horningsea	K B	K B		K B	
Horseheath	R R			E X K X B	
Ickleton		E X C H K X B			R E K B
Impington	C H K H B	C H		C H	
Kingston	K B R E			K B	
Knapwell					
Landbeach	C H K C H B	C H K H B		C H	E X C H K X H B
Linton	C H K C H B	K B		C H K C H B	K B K B K B K B K B
Litlington	E X K X B	K B R E R R		K B R E K B R E	
Little Abington	K B			E X K W X B W	
Little Eversden	E X K X B			K B R E K B R E	
Little Gransden	E X K X B	K B R E R		R E	
Little Shelford	C H K H B	C H		E X K X B	
Little Wilbraham				C H K C H B	E X K X B
Lolworth					
Longstanton	C H K H B	K B		K B	C H K C H B
Longstowe	E X R E	R E			K B
Madingley	R E				
Melbourn	C H K C H B	E X K B X B		C H K R W C H K R E W	C H K R C H B E
Meldreth	E X K X B	K B R E R		C H K R E C H K R E	K B K B K B K B
Milton	C H K H B	C H K B H W		C H K C H B	E X R E R E
Newton	K B	E X X		K B R E K B R E	E X K X B
Oakington	C H K H B	C H		C H K W C H B W	E X K X B
Orwell	K B R R E	K B K B K B		K B K B	
Over	R E	C H K B X R E		K B R E K B R E	K B W C H R H E
Pampisford	C H K H B	E X K B X B		K B R E K B R E	
Papworth Everard					
Rampton	K B				E X X
Sawston	C H K C H B	C H K B H B		E X C H K W C H K B	C H K B C H B E
Shepreth	C H K H B	E X K B X B		R E	K B R E K B K B
Shingay-Cum-Wendy	E X				
Shudy Camps				E X K X B	
Stapleford	C H K R H B R	K B		C H	E X C H K X H B
Steeple Morden	E X K X B	K B		R E W R E	K B K B
Stow-Cum-Quy	K B	K B		K B R E K B R E	E X X
Swavesey	C H K R H B R E	C H K B R H E		K B	K B
Tadlow	E X	K B R E R		R E	
Teversham	K B R R			C H K R C H B R	E X C H K R X H B R
Thriplow	K B	E X K X B		R E R	K B R E

Toft	KB R E				KB
Waterbeach	C K H B	KB	C K H B	C K H B	E C K X H B
West Wickham	KB				
West Wrating			K B		
Weston Colville	KB			E X E X E X	K B
Whaddon	E K X B	R R E R	K R B E		
Whittlesford	C K H B	E X	K B K B	C K R H B E	C R H E
Willingham	C K H B	C K R H B R	C K H B	C H	C R H K W H B

Property Services Contact List



For all Repairs Please Call our Repairs Hotline on

0800 085 1313

Name	Title	Contact No.
Brent O'Halloran	Property Services Manager	01954 713050
Steve Annetts	Housing Asset and Investment Manager	01954 713008
Peter Duncan	Contracts Manager	01954 713325
David Purnell	Strategic Maintenance Manager	01954 713045
Les Lazell	Services Project Manager (Heating & Electrical)	01954 713061
Stephen Friend	Project Manager (Planned & Cyclical)	01954 713052
David Stratford	Project Manager (Adaptations)	01954 713009
Graham Bradford	Project Manager (Decent Homes)	01954 713041
David Rutland	Project Manager (External Works)	01954 713423
Heather James	Contracts Clerk	01954 713292
Sid Webb	Repairs Operations Manager	01954 713051
Alan Clarke	DLO Manager	01954 713494
Helen Pagram	Project Manager	01954 713292
David Gill	Project Manager	01954 713277
Wayne Newton	Project Manager	01954 713278
Graham Middleton	Business Unit Manager	01954 713276
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