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FIVE YEAR HOUSING MAINTENANCE PLAN

2011/12 – 2015/16

INTRODUCTION

There have been considerable changes to many aspects of service delivery since the first Five Year Plan was published in 2008/09. The Council has faced a number of challenges as resources have reduced, necessitating reductions in programmes of work and reductions in staffing levels throughout the organisation. Further reductions will no doubt have to be found as the new Government reduces public expenditure over future years.

This document sets out the Council's plans for maintenance expenditure over the next five years based on known budgets at this time. Any reductions in future years will obviously have an effect on the Council's ability to deliver the programmes shown below. However, the Council remains firmly committed to the delivery of an excellent repairs and maintenance service, and will attempt to maintain its properties in a good condition and to improve them in line with tenants' aspirations and expectations.

Background

The basis for the first Five Year Plan in 2008 was the stock condition survey carried out on behalf of the Council by Savills in 2006. This gave the Council an overview of the condition of the major elements of properties within the housing stock and the likelihood of elemental failure over time, forming the basis of a number of large scale replacement programmes including kitchens, bathrooms, roofing, window and electrical installations. However, this was based on a survey of only 25% of the stock.

The need to improve the level of knowledge relating to stock condition was highlighted by the survey, and as a result, the Council has invested in the Keystone Asset Management system, which has the ability to provide future maintenance predictions based on stock condition data and notional lifetimes for all the major elements that will require replacement over time.

Data has now been collected for almost 45% of the stock, and it is intended to continue to carry out such surveys, resources permitting. This has improved our ability to programme major repairs and replacements, and ensures that resources are expended in a focussed and targeted way. It will also allow us to monitor the sustainability of elements within the stock, providing the ability to model different programmes for different levels of budget and to predict with a degree of accuracy where future replacement or repair will be required.

Based on the information contained within the Keystone system, the stock would require almost £32,000,000 to be spent over the next five years in order to bring it up to the Decent Homes Standard and £62,000,000 over ten years. Actual budget levels are shown later in the document, and will be subject to change. If tenants have aspirations above that standard, the reality is that resources are not going to be available in the short term.

Areas of likely expenditure based on current data are shown in the table below.

	Year Due						
Repair Description	2010	2011	2012	2013	2014	2015	
Aluminium Ext Ent Doors 01		£1,563					£1,563
Asphalt Ext Store Roof	£12,320		£377	£700	£840	£2,480	£16,717
Asphalt Flat Roof	£4,559	£1,475	£1,147	£483		£5,716	£13,380

Asphalt Porch	£770						£770
Bath/Basin with OB Shower	£37,470						£37,470
Bath/Basin/Sep WC with Basin PB	£50,254	£13,710	£2,500	£9,080		£32,299	£107,843
Bath/Basin/WC PB	£1,018,563	£256,052	£221,996	£321,370	£243,600	£383,863	£2,445,444
Bath/Basin/WC with OB Shower	£33,331	£12,741	£6,873			£21,621	£74,565
Brick Boundary Walls	£19,057	£4,841	£8,381	£4,998	£14,530	£6,673	£58,480
Brick Chimney	£17,937	£8,599	£15,975	£34,903	£24,714	£43,165	£145,294
Brick Ext Store Walls	£20,477	£1,260	£1,244	£26,602	£11,822	£18,915	£80,320
Brick Outbuildings Walls	£4,905					£4,929	£9,834
Carry out full electrical test	£50,714	£12,588	£18,311	£17,648	£17,426	£13,098	£129,786
Cavity Wall Insulation	£2,953	£10,068	£1,517				£14,537
Central Heating Boiler	£1,075,430	£391,280	£1,503,682	£531,593	£352,278	£599,834	£4,454,096
Chain Link Front Fencing	£72,460	£38,215	£21,202	£39,544	£38,246	£36,200	£245,866
Chain Link Rear Fencing	£120,218	£49,286	£24,429	£68,414	£52,671	£53,113	£368,129
Clay Ext Store Roof	£2,090					£680	£2,770
Clay Pitched Roof	£212,380	£57,125	£70,289	£52,382	£90,045	£263,240	£745,461
Clay Porch	£4,090	£206	£727	£486		£177	£5,686
Composite Ext Ent Doors 01		£500		£932		£2,000	£3,432
Composite Ext Ent Doors 02					£851	£1,000	£1,851
Concrete Ext Store Roof	£17,374	£1,701	£1,013		£1,007	£960	£22,055
Concrete Ext Store Walls	£121,619	£2,571		£7,267	£3,316	£3,316	£138,088
Concrete Outbuilding Roof	£687					£42	£729
Concrete Outbuildings Walls	£10,523				£1,710		£12,233
Concrete Parking Areas		£955	£525	£4,713			£6,193
Concrete Paths	£344,353	£77,122	£127,547	£118,756	£108,900	£144,263	£920,941
Concrete Tile Pitched Roof	£549,820	£175,859	£91,227	£209,046	£166,661	£317,157	£1,509,772
Double Glazed PVC Window Glazing	£1,124,953	£3,627					£1,128,580
Electric Ind Wat Heat	£273,353	£34,798	£44,092	£39,396	£39,782	£33,871	£465,291
Entry Phone	£3,017						£3,017
Ext Fan	£501,648	£455		£356	£200	£620	£503,279
Extract Fan to Bathroom	£9,838	£3,039		£629	£691	£3,246	£17,442
Extract Fan to Kitchen	£13,876	£2,711				£2,121	£18,708
Felt Ext Store Roof	£42,193	£11,777	£9,332	£7,642	£7,607	£10,340	£88,890
Felt Flat Roof	£38,359	£7,099	£11,559	£14,370	£5,934	£8,359	£85,681
Felt Outbuildings Roof	£4,511		£330	£1,125	£2,737	£448	£9,151
Felt Porch	£11,329	£3,666	£2,593	£1,865	£2,391	£847	£22,691
Full Central Heating	£11,825		£32,719	£15,206		£8,756	£68,507
Garage Roof Felt	£5,046			£408	£1,504		£6,958
Garage Roof Non-Asbestos	£58,054						£58,054
Garage Roof Steel	£6,244						£6,244
Garage Walls Brick		£7,465					£7,465
Garage Walls Concrete	£19,975				£9,045	£5,670	£34,690
Garage Walls Metal	£11,026					£8,100	£19,126
Garage Walls Timber	£79,582			£2,205			£81,787
Gas Ind Wat Heat	£26,477		£4,166	£1,891	£1,797	£1,993	£36,324
GRP Composite Ext Store Doors	£1,567	£720		£979	£407		£3,673
GRP Outbuildings Doors	£860		£3,673		£569		£5,102
GRP Porch	£9,717	£581		£1,333	£213	£213	£12,057
Install Mains Wired Smoke Detectors	£193,396	£28,501	£17,493	£2,724	£4,199	£16,277	£262,592
Large Kitchen	£89,138	£16,867					£106,005
Mains Wired Smoke Detectors	£53,680	£23,760	£21,919	£31,768	£27,320	£39,593	£198,039
MCBS	£20,125	£8,632	£9,775	£10,350	£2,875	£324,875	£376,632
Medium Kitchen	£1,801,644	£667,608	£336,645	£472,970	£432,601	£515,363	£4,226,829
Metal Doors Garage		£1,244	£450		£658	£2,712	£5,064

Metal Ext Store Walls		£4,497		£2,737	£5,170	£3,760	£16,164
Metal Gates	£2,187	£1,781	£3,169	£2,295	£1,412	£1,378	£12,223
Non Asbestos Outbuildings Roof	£50,652		£281	£386	£338		£51,656
Other Central Heating Carcass	£237,995	£4,211	£10,417	£108,331	£42,496	£100,823	£504,272
Other Chimney			£2,532		£2,765		£5,297
Other Doors Garage	£5,828		£1,688				£7,515
Other Ext Store Roof	£50,053	£8,454	£11,740	£6,067	£10,114	£10,895	£97,324
Other Fascia/soffit/barge	£54,198	£5,040	£8,584	£7,403	£1,989	£10,543	£87,756
Other Flat Roof					£1,728	£576	£2,304
Other Front Fencing	£27,883	£3,346	£3,099	£5,031	£2,700	£3,421	£45,481
Other Gates	£2,591		£415	£346	£1,023	£225	£4,599
Other Parking Areas				£1,607			£1,607
Other Paths	£29,048		£14,929	£10,875	£3,166	£3,413	£61,432
Other Pitched Roof	£93,154		£39,709		£45,740		£178,604
Other Porch	£6,640	£2,067	£3,014	£1,870	£2,143	£3,586	£19,321
Other Rear Fencing	£138,989	£23,136	£11,150	£16,943	£30,617	£10,154	£230,988
Other Wall Finish	£140,031	£192,917	£95,173	£194,917	£168,479	£321,265	£1,112,782
Plastic SVP	£33,851	£393	£319	£212	£248	£415	£35,439
Post & Wire Front Fencing	£76,118	£1,765	£6,276	£15,724	£8,052	£4,481	£112,418
Post & Wire Rear Fencing	£192,877	£29,460	£26,969	£50,058	£8,760	£29,252	£337,377
PVC Ext Ent Doors 01	£25,743	£5,256	£6,328	£2,878	£8,015	£5,067	£53,287
PVC Ext Ent Doors 02	£14,501	£3,854	£1,408	£2,809	£4,519	£3,369	£30,461
PVC Ext Store Doors		£657			£1,040		£1,697
PVC Fascia/soffit/barge	£42,784	£5,115	£6,970	£6,501	£12,410	£17,264	£91,044
PVC Rainwater Goods	£100,507	£27,966	£49,304	£52,621	£38,576	£82,415	£351,390
Pvc Shiplap Wall Finish		£1,535				£800	£2,335
PVCu Windows	£3,091						£3,091
Radiators Central Heating Carcass	£76,043	£3,708	£33,249	£21,046	£20,298	£90,862	£245,207
Render Ext Store Walls						£1,439	£1,439
Rendered Wall Finish	£23,775	£4,366	£6,059	£13,424	£19,053	£37,626	£104,302
Replace Ext Fan	£120,897	£47,709	£50,917	£47,455	£43,869	£49,719	£360,566
Rewire	£54,856	£24,661	£32,655	£62,135	£14,310	£961,522	£1,150,140
Roof Garage Concrete	£119						£119
SCDC Elec Fires Room Heating	£51,509	£4,438	£7,465	£4,336	£3,933	£13,067	£84,748
SCDC Gas Fires Room Heating	£78,403	£13,020	£9,192	£10,104	£2,677	£14,182	£127,578
Shower Only/Basin/Sep WC With Bas PB	£13,617						£13,617
Shower Only/Basin/WC PB	£34,974	£18,523				£25,096	£78,594
Shower Only/Basin/WC SB						£8,222	£8,222
Slate Ext Store Roof	£966		£750	£500			£2,216
Slate Pitched Roof	£184,234					£35,477	£219,712
Small Kitchen						£3,606	£3,606
Solid Fuel Ind Wat Heat	£1,950	£2,513	£618		£1,108		£6,188
Solid Fuel Room Heating	£16,672			£5,672	£4,100	£1,224	£27,668
Steel Outbuildings Roof	£4,803						£4,803
Steel Porch	£995						£995
Storage Central Heating Carcass	£501,103	£90,935	£82,804	£113,404	£113,070	£262,361	£1,163,677
Synthetic Pitched Roof	£44,724						£44,724
Tarmac Paths	£2,950	£2,565	£5,077				£10,592
Tile Hung Wall Finish					£1,080	£138	£1,218
Timber Ext Ent Doors 01	£23,204	£11,778	£8,326	£4,577	£8,751	£8,399	£65,034
Timber Ext Ent Doors 02	£10,557	£2,729		£6,596	£1,577	£6,489	£27,947
Timber Ext Store Doors	£27,411	£9,452	£13,064	£8,011	£13,325	£8,616	£79,879
Timber Ext Store Walls	£6,038	£1,573	£5,310	£6,427	£11,813	£2,390	£33,551
Timber Gates	£59,646	£17,036	£18,336	£15,440	£17,319	£21,239	£149,016

Timber Palisade Front Fencing	£2,747	£7,674	£1,083	£6,799	£2,908	£4,224	£25,436
Timber Panel Front Fencing	£46,664	£15,429	£26,686	£19,978	£19,957	£30,484	£159,198
Timber Panel Rear Fencing	£262,133	£120,234	£143,109	£100,420	£146,130	£145,739	£917,765
Timber Shiplap Wall Finish	£9,239	£840	£2,025	£529	£432	£931	£13,995
Upgrade Loft Insulation	£477,470	£13,262	£72,676	£2,645	£20,516	£14,164	£600,733
Wash Hand Basin to WC	£1,435						£1,435
Water Heating Communal						£4,767	£4,767
Water Heating Other	£31,449	£24,861	£17,252	£23,511	£21,349	£27,894	£146,317
WC Only with Basin SB	£286,140	£41,809	£59,113	£83,227	£56,428	£150,273	£676,991
Wiring	£135,700	£39,100	£43,700	£94,300	£20,700	£1,577,800	£1,911,300
Wood Doors Garage	£26,754	£1,406	£9,203	£6,953	£2,025	£2,025	£48,365
Wood Fascia/soffit/barge	£134,780	£42,624	£56,069	£63,707	£32,654	£42,098	£371,932
Wood Outbuilding Doors	£2,221	£595		£1,481	£1,191	£595	£6,084
Grand Total	£12,302,695	£2,826,566	£3,623,934	£3,268,436	£2,673,234	£7,105,927	£31,800,792

The Decent Homes Standard

The Decent Homes Standard is a government prescribed set of minimum attributes relating to thermal comfort, reasonably modern facilities and a reasonable state of repair for domestic properties. Its target date was 31st December 2010, when all properties are expected to meet the standard following a sustained period of relatively high investment in elemental replacement throughout the stock.

At South Cambridgeshire, the standard was reached at that date. However, now that the target has been achieved, and the new year has passed, a number of new properties will become non-decent and will require work to maintain the standard. This will be the case every year as properties become older and elements wear out, and also as tenancies change in properties where the previous resident had decided that they did not want improvement work doing to the property.

It is therefore necessary to begin to look beyond the Decent Homes Standard and to plan for the optimum use of resources as they become available. Improvements in materials and better standards of workmanship may result in extended life spans for a number of building elements. However, differing lifestyles will also affect the usage of the stock as family make-up changes and populations change. An example of this is the electrical installation in many properties which was adequate twenty years ago, but which could fail to cope with the number of appliances in a modern home, and with the change of living patterns where children have far more electrical equipment in their bedrooms than in previous generations. All this put pressure on the properties and the need to maintain them to an adequate standard.

Energy Efficiency

As fossil fuels run out and energy requirements throughout the world increase, the emphasis will change from the current energy sources to renewable, sustainable energy. The presence of a large proportion of the population that live with fuel poverty, where more than 10% of their disposable income is required for energy, also poses a challenge for the Council. There will be an increasing emphasis on increasing the energy efficiency of the stock, including improved insulation levels and better heating systems. The availability of feed-in tariffs from small scale local electricity production is another area that will need to be developed over the coming years. The emphasis will therefore switch from the more traditional elemental renewal that formed the basis of the Decent Homes Standard to energy efficiency and improving the energy performance of the stock and reducing energy costs for the tenants.

The energy efficiency of the housing stock is calculated using the Government's recommended Standard Assessment Procedure (SAP2005). This calculates the energy efficiency of a dwelling on a scale of 1 to 100, based on annual energy usage and cost for space and water heating, the level of insulation, and the thermal properties of the structural elements that make up the dwelling. The higher the SAP rating, the more energy efficient the dwelling is, and consequently, energy costs for space and water heating should be lower.

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.

The Government has recently announced plans for a Warm Homes Standard for social landlords, aiming to introduce insulation measures, low or zero carbon heating systems and renewable energy technologies, together with measures to adapt to climate change. This will result in real benefits for tenants, with potential savings in energy bills of up to £300 per year, which could help many tenants out of fuel poverty.

The energy conservation programme sets out to reduce energy consumption and carbon dioxide emissions in the following ways:

- All new gas heating systems installed have highly efficient condensing boilers and modern energy efficient controls, providing savings for 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 light sensors.
- All properties will be fitted with energy efficient double glazed windows.
- In order to improve the energy efficiency of properties with solid walls, a programme of external or internal insulation will be developed.
- Where it is identified that loft insulation is either lacking or significantly less than it should be, this will be increased to 300mm.
- Tenants will be encouraged to fit low energy light bulbs when replacing bulbs inside the properties.

The overall energy rating of the Council stock is currently averaging 61. The aim will be to increase that average to 70 by 2016. Within this overall aim, there will be an emphasis on effective measures to deal with properties at the lower end of the average. These tend to be older properties with solid brick walls, often situated in areas where mains gas is not available. Measures that will be investigated will include the installation of photovoltaics to generate electricity, air and ground source heat pumps, solar water heating and the use of biomass boilers. These need to be coupled with improvements in insulation levels, with loft insulation increased to 300mm, and the installation of internal insulation where possible.

Tenant Participation

Over the past years, a number of tenants' representatives have assisted in the production of this plan. Tenants have been included in the process of selection and monitoring of contractors and contract works. The outcome of tenant surveys has also informed the production of this plan, and further input will be taken into future programming.

Maintenance Categories

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

Maintenance and Improvements (Capital). The emphasis is on planned preventative maintenance, based on condition data and notional lifespans for building elements. To be truly effective, a detailed knowledge of the various elements contained in our properties is needed. Surveys are being undertaken to determine the condition and life expectancy of a number of key elements. This information is 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 such as regular servicing of heating and external painting and joinery repairs.

Responsive Repairs (Revenue) - The key emphasis for this aspect of maintenance is providing a swift and effective responsive service, with the emphasis on getting the job completed on the first visit. The existing contract for responsive maintenance is being re-tendered and will result in new and innovative ways of delivering the service. However, pressure on this area of work will inevitably increase because of reductions in Capital expenditure.

Within these categories there are a number of areas where the Council has a statutory responsibility to ensure the safety of its residents. This covers area such as gas safety, asbestos management and fire risk assessment. These are key items that must be prioritised within the categories of work that we do, and every effort is made to ensure that we minimise any risk to residents.

With reducing resources, it will be necessary to target very carefully how we use what we have. It is therefore essential that we focus only on work that actually needs doing, particularly in the case of emergency work and out of hours call outs. We must also ensure that the number of abortive calls that are made is kept to an absolute minimum so that tradesmen are not sent on wasted journeys. We would therefore ask for the cooperation of all tenants in considering very carefully the reason for reporting their repairs.

Please be as clear and specific about what the problem is, as this helps to make sure that the right tradesman is sent. The Council intends to make sure that the right repair is carried out as quickly as possible, and being provided with accurate information ensures that this is the case.

THE HOUSING MAINTENANCE PLAN (HMP)

The programme of works

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

The works are organised by category and is usually identified on a street-by-street basis, 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. Other partnering contracts including roofing and cyclical maintenance have also been procured in recent years. In 2009, a joint procurement exercise was undertaken with Cambridge City Council for a new gas servicing and repair contract. The new responsive maintenance contract is due to start from 1st October 2011, and it is expected that whoever is appointed will develop this contract with partnering principles in mind.

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 order to facilitate internal improvements.

Leaseholders

The Council has a number of leasehold flats, shared ownership, first time buyer and equity share properties for which it retains an interest as landlord. Some of the works outlined within this document will directly affect leaseholders as the Council seeks to maintain its properties.

The Commonhold and Leasehold Reform Act 2002, and its subsequent amendments, govern the Council ensuring that Leaseholders must be consulted before the Landlord enters into any agreement to carry out works above certain values. If we undertake any work on the property above £250 or £100, if the work forms a part of a long-term qualifying agreement. If we undertake work to a value above these limits then have to consult with our leaseholders under section 20, giving reasons why we consider the work is necessary. This process includes two separate 30-day periods for the leaseholder to consider the Landlord's recommendations. The whole process will take a minimum 3 months to be completed, although may possibly take longer.

The type of work that we undertake that may require us to notify our leaseholders would include among others, window replacement, external decorations and improvements to communal stairwells

PLANNED MAINTENANCE & IMPROVEMENTS (CAPITAL)

1. CHANGE OF TENANCY (CAPITAL)

When a property becomes vacant (void), it may need major works to bring it up to a reasonable standard for re-letting. The key challenge is to minimise the amount of time taken to re-let vacant properties so that rent loss is kept to a minimum. Where possible, works which can be left until the new tenant is in residence will be done at a later date, and work which can be included in future programmes will be included in those programmes.

Process

- A technical inspection of the property is to be completed as soon as possible after the keys are received and work orders raised within 24 hours of the inspection.
- All major works required to make the property habitable will be completed prior to letting
- Any minor works which do not prevent the property being re-let are to be completed within five days of the new tenancy commencing.
- Non-essential major works are to be programmed for a future date.
- A final inspection of the property will take place to ensure that the work is satisfactory.
- An Energy Performance Certificate (EPC) will be produced for each vacant dwelling and provided to the incoming tenant as part of the signing up procedure. This will contain details of the energy performance of the property and its likely running costs.

Year	2011/12	2012/13	2013/14	2014/15	2015/16
Budget	£465,000	£465,000	£465,000	£465,000	£465,000

2. MINOR WORKS (CAPITAL)

This work normally arises out of day to day maintenance where the scope of the works is greater or more specialised than that which would normally be undertaken as responsive repairs. This would include items such as defective damp-proof courses, water main replacements, and guttering replacement.

Process

- The scope of the works will be fully defined and specified prior to the start of the works.
- A budget allocation will be made available for the works.
- Tenants will be informed prior to the works being carried out and where appropriate, consultations will take place in order to take account of their views on the recommended actions.
- Fixed timescales will be given
- A Project Manager will be appointed.

Year	2011/12	2012/13	2013/14	2014/15	2015/16
Budget	£10,000	£10,000	£10,000	£10,000	£10,000

3. ELECTRICAL REWIRING

The Council has an obligation as landlord to make sure that the electrical installations in its properties are safe and able to cope with the requirements of modern living. The number of appliances in use in the home increases over time, and parts of the system wear out.

Electrical regulations are regularly updated, and although they are not retrospective, the Council has a duty to make sure that installations are safe.

From the point of view of energy conservation, where possible the Council will fit low energy light fittings and optical sensors to communal areas. This will help to reduce energy usage, and encouragement will be given to tenants to fit low energy bulbs in their home.

Process

Every effort is made to keep the amount of disruption to a minimum, and in most cases, the work will be completed in two working days. In many cases, the existing cable does not need replacement, causing less disruption to the property. Surface mounted trunking will be used if necessary, and rewirable fuses will be replaced by circuit breakers.

Mains switches will be supplemented by an earth leakage circuit breaker (ELCB), and earth bonding will be upgraded to the latest requirements.

The number of sockets will be increased where appropriate, and will be brought up to the following standard if possible:

Hall	1 double switched socket
Living Room	4 double switched sockets
Kitchen	1 cooker point; 4 double sockets; 2 spur points
Dining Room	3 double sockets
Landing	1 single socket
Airing Cupboard	1 fused spur
Bedrooms	2 double sockets
External	1 security light as necessary
Smoke Detectors	Hall & Landing

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

The contractor will provide and use dust sheets and will clean up as well as possible, but there is a degree of disruption that is inevitable with this kind of work. However, the benefits of a safe electrical system more than outweigh the temporary disruption caused by the works.

Year	2011/12	2012/13	2013/14	2014/15	2015/16
Budget	£150,000	£150,000	£150,000	£150,000	£150,000

2011/12	Budget	£150,000		
Road	Village	Number of Properties	Estimated Unit Cost	Estimated Total Cost
The Fillance	Bassingbourn	2	£1,250	£2,500
Knutsford Road	Bassingbourn	2	£1,250	£2,500
Mill Lane	Bassingbourn	1	£1,250	£1,250
The Causeway	Bassingbourn	3	£1,250	£3,750
The Limes	Bassingbourn	1	£1,250	£1,250
Rowlands Close	Foxton	3	£1,250	£3,750
Chaplins Close	Fulbourn	2	£1,250	£2,500
Avenells Way	Gamlingay	2	£1,250	£2,500
Blythe Way	Gamlingay	2	£1,250	£2,500
Heydon Road	Great & Little Chishill	2	£1,250	£2,500
De Freville Road	Great Shelford	3	£1,250	£3,750
Grain Close	Great Shelford	2	£1,250	£2,500
Hinton Way	Great Shelford	1	£1,250	£1,250
Church Street	Great Wilbraham	2	£1,250	£2,500
Ashwell Road	Guilden Morden	1	£1,250	£1,250
Church Lane	Guilden Morden	1	£1,250	£1,250
Meadow Way	Harston	6	£1,250	£7,500
Orchard Road	Histon	4	£1,250	£5,000
Icknield Close	Ickleton	3	£1,250	£3,750
Hereward Close	Impington	4	£1,250	£5,000
Manor Close	Little Wilbraham	3	£1,250	£3,750
Orchard Close	Little Wilbraham	1	£1,250	£1,250
Fairview	Longstanton	4	£1,250	£5,000
Bramley Avenue	Melbourn	2	£1,250	£2,500
Fordham Way	Melbourn	3	£1,250	£3,750
Medcalfe Way	Melbourn	3	£1,250	£3,750
Ogden Close	Melbourn	1	£1,250	£1,250
Glebe Crescent	Pampisford	2	£1,250	£2,500
Chapelfield Way	Sawston	2	£1,250	£2,500
Churchfield Avenue	Sawston	1	£1,250	£1,250
Maple Avenue	Sawston	5	£1,250	£6,250
Martindale Way	Sawston	1	£1,250	£1,250
Park Road	Sawston	2	£1,250	£2,500
Westmoor Avenue	Sawston	1	£1,250	£1,250
Russell End	Steeple Morden	1	£1,250	£1,250
Whitton Close	Swavesey	2	£1,250	£2,500
Sheppard Way	Teversham	4	£1,250	£5,000
Whitgift Road	Teversham	1	£1,250	£1,250
Jubilee Close	Waterbeach	2	£1,250	£2,500
Pieces Terrace	Waterbeach	10	£1,250	£12,500
Six Mile Bottom Road	West Wrattling	6	£1,250	£7,500
The Lawn	Whittlesford	3	£1,250	£3,750
Haden Way	Willingham	7	£1,250	£8,750
Westfield	Willingham	2	£1,250	£2,500
Wilford Furlong	Willingham	4	£1,250	£5,000
		120		£150,000

2012/13	Budget	£150,000		
Road	Village	Number of Properties	Estimated Unit Cost	Estimated Total Cost
Ermine Way	Arrington	1	£1,250	£1,250

Glebe Road	Barrington	1	£1,250	£1,250
Wimpole Road	Barton	1	£1,250	£1,250
Hall Close	Bourn	1	£1,250	£1,250
Barton Road	Comberton	1	£1,250	£1,250
Silverdale Avenue	Coton	1	£1,250	£1,250
Clopton Close	Croydon	1	£1,250	£1,250
Cootes Lane	Fen Drayton	1	£1,250	£1,250
The Plantation	Fen Drayton	1	£1,250	£1,250
Chapel Lane	Fowlmere	1	£1,250	£1,250
Dovehouse Close	Fowlmere	3	£1,250	£3,750
Pipers Close	Fowlmere	3	£1,250	£3,750
Westfield Road	Fowlmere	2	£1,250	£2,500
Fowlmere Road	Foxton	2	£1,250	£2,500
Hillfield	Foxton	4	£1,250	£5,000
Illingworth Way	Foxton	1	£1,250	£1,250
Station Road	Foxton	1	£1,250	£1,250
East Lane	Gamlingay	2	£1,250	£2,500
Grays Road	Gamlingay	2	£1,250	£2,500
Manor Road	Gamlingay	2	£1,250	£2,500
Murfitt Way	Gamlingay	6	£1,250	£7,500
Stocks Lane	Gamlingay	2	£1,250	£2,500
Waresley Road	Gamlingay	3	£1,250	£3,750
Nutters Close	Grantchester	2	£1,250	£2,500
Sladwell Close	Grantchester	1	£1,250	£1,250
Hall Lane	Great & Little Chishill	1	£1,250	£1,250
Waller's Close	Great & Little Chishill	2	£1,250	£2,500
Church Street	Harston	3	£1,250	£3,750
Manor Close	Harston	1	£1,250	£1,250
Queens Close	Harston	8	£1,250	£10,000
Buff Lane	Hatley	1	£1,250	£1,250
Hatley St George	Hatley	1	£1,250	£1,250
Birds Close	Ickleton	3	£1,250	£3,750
Bassingbourn Road	Litlington	2	£1,250	£2,500
Chapel Close	Litlington	1	£1,250	£1,250
Royston Road	Litlington	1	£1,250	£1,250
The Mount	Litlington	1	£1,250	£1,250
Wheeler's Way	Little Eversden	2	£1,250	£2,500
Primrose Walk	Little Gransden	1	£1,250	£1,250
High Street	Longstowe	1	£1,250	£1,250
Church Lane	Madingley	2	£1,250	£2,500
Bell Close	Meldreth	2	£1,250	£2,500
Elin Way	Meldreth	1	£1,250	£1,250
Howard Road	Meldreth	3	£1,250	£3,750
North End	Meldreth	1	£1,250	£1,250
West Way	Meldreth	6	£1,250	£7,500
Cambridge Road	Newton	1	£1,250	£1,250
Harston Road	Newton	1	£1,250	£1,250
Kidmans Close	Newton	3	£1,250	£3,750
Whittlesford Road	Newton	2	£1,250	£2,500
Cambridge Road	Orwell	1	£1,250	£1,250
Meadowcroft Way	Orwell	1	£1,250	£1,250
Drings Close	Over	1	£1,250	£1,250
Metcalfe Lane	Over	1	£1,250	£1,250
New Road	Over	1	£1,250	£1,250

Brewery Road	Pampisford	2	£1,250	£2,500
Church Lane	Pampisford	1	£1,250	£1,250
Bogs Gap Lane	Steeple Morden	2	£1,250	£2,500
Russell Close	Steeple Morden	1	£1,250	£1,250
Thistle Green	Swavesey	4	£1,250	£5,000
High Street	Tadlow	1	£1,250	£1,250
Comberton Road	Toft	1	£1,250	£1,250
School Lane	Toft	2	£1,250	£2,500
Bridge Street	Whaddon	4	£1,250	£5,000
		120		£150,000

2013/14	Budget	£150,000		
Road	Village	Number of Properties	Estimated Unit Cost	Estimated Total Cost
Claydon Close	Castle Camps	7	£1,250	£8,750
Norwood Bartlow Road	Castle Camps	1	£1,250	£1,250
Blakeland Hill	Duxford	6	£1,250	£7,500
Carter Close	Duxford	3	£1,250	£3,750
Highfield Close	Duxford	2	£1,250	£2,500
Ickleton Road	Duxford	3	£1,250	£3,750
Laceys Way	Duxford	9	£1,250	£11,250
Markby Close	Duxford	2	£1,250	£2,500
Rectory Road	Duxford	5	£1,250	£6,250
All Saints Road	Fulbourn	5	£1,250	£6,250
Fromont Close	Fulbourn	1	£1,250	£1,250
Grandridge Close	Fulbourn	1	£1,250	£1,250
Haggis Gap	Fulbourn	2	£1,250	£2,500
Shelford Road	Fulbourn	2	£1,250	£2,500
St Vigors Road	Fulbourn	1	£1,250	£1,250
High Close	Heydon	2	£1,250	£2,500
Beech Row	Hildersham	3	£1,250	£3,750
Meadowlands	Hildersham	1	£1,250	£1,250
Church Green	Hinxton	1	£1,250	£1,250
North End Road	Hinxton	1	£1,250	£1,250
Abbots Way	Horningsea	1	£1,250	£1,250
High Street	Horningsea	1	£1,250	£1,250
Priory Road	Horningsea	1	£1,250	£1,250
Alington Terrace	Horseheath	5	£1,250	£6,250
Bakersfield Cottages	Horseheath	1	£1,250	£1,250
West Wickham Road	Horseheath	1	£1,250	£1,250
Beche Way	Landbeach	1	£1,250	£1,250
Green End	Landbeach	2	£1,250	£2,500
Waterbeach Road	Landbeach	1	£1,250	£1,250
Clear Crescent	Melbourn	2	£1,250	£2,500
Haggers Close	Melbourn	2	£1,250	£2,500
Ogden Close	Melbourn	1	£1,250	£1,250
Palmers Way	Melbourn	2	£1,250	£2,500
Portway	Melbourn	1	£1,250	£1,250
Blenheim Close	Shepreth	1	£1,250	£1,250
Meldreth Road	Shepreth	5	£1,250	£6,250
Hockley Close	Shudy Camps	1	£1,250	£1,250
Main Street	Shudy Camps	2	£1,250	£2,500
Church Street	Thriplow	1	£1,250	£1,250
Fowlmere Road	Thriplow	1	£1,250	£1,250

Sheralds Croft Lane	Thriplow	8	£1,250	£10,000
The Village	West Wickham	3	£1,250	£3,750
Hayter Close	West Wrating	2	£1,250	£2,500
Chapel Road	Weston Colville	1	£1,250	£1,250
Common Road	Weston Colville	2	£1,250	£2,500
Butts Green	Whittlesford	5	£1,250	£6,250
Hill Farm Road	Whittlesford	3	£1,250	£3,750
Mill Lane	Whittlesford	2	£1,250	£2,500
Newton Road	Whittlesford	1	£1,250	£1,250
North Road	Whittlesford	1	£1,250	£1,250
West End	Whittlesford	1	£1,250	£1,250
		120		£150,000

2014/15	Budget	£150,000		
Road	Village	Number of Properties	Estimated Unit Cost	Estimated Total Cost
Bartons Close	Balsham	1	£1,250	£1,250
Church Road	Carlton	1	£1,250	£1,250
Magna Close	Great Abington	1	£1,250	£1,250
Cambridge Road	Great Shelford	1	£1,250	£1,250
Chaston Road	Great Shelford	22	£1,250	£27,500
Davey Crescent	Great Shelford	5	£1,250	£6,250
Granhams Road	Great Shelford	5	£1,250	£6,250
Macaulay Avenue	Great Shelford	28	£1,250	£35,000
Macaulay Square	Great Shelford	13	£1,250	£16,250
Orchard Road	Great Shelford	2	£1,250	£2,500
Stonehill Road	Great Shelford	2	£1,250	£2,500
Beech Close	Little Shelford	4	£1,250	£5,000
Garden Fields	Little Shelford	2	£1,250	£2,500
Hauxton Road	Little Shelford	3	£1,250	£3,750
Fen Road	Little Wilbraham	1	£1,250	£1,250
High Street	Little Wilbraham	2	£1,250	£2,500
Benet Close	Milton	4	£1,250	£5,000
Cambridge Road	Milton	2	£1,250	£2,500
Walkling Way	Milton	1	£1,250	£1,250
Herrings Close	Stow-Cum-Quy	6	£1,250	£7,500
Stow Road	Stow-Cum-Quy	1	£1,250	£1,250
Wheelwright Way	Stow-Cum-Quy	1	£1,250	£1,250
Ferndale	Teversham	1	£1,250	£1,250
Marshalls Close	Teversham	10	£1,250	£12,500
Pembroke Way	Teversham	1	£1,250	£1,250
		120		£150,000

2015/16	Budget	£150,000		
Road	Village	Number of Properties	Estimated Unit Cost	Estimated Total Cost
Back Road	Linton	5	£1,250	£6,250
Balsham Road	Linton	17	£1,250	£21,250
Bartlow Road	Linton	3	£1,250	£3,750
Chalklands	Linton	9	£1,250	£11,250
Crabtree Croft	Linton	1	£1,250	£1,250
Flaxfields	Linton	1	£1,250	£1,250
Hillway	Linton	2	£1,250	£2,500
Palmers Close	Linton	1	£1,250	£1,250

Rivey Close	Linton	5	£1,250	£6,250
Rivey Way	Linton	1	£1,250	£1,250
Tower View	Linton	2	£1,250	£2,500
Babraham Road	Sawston	2	£1,250	£2,500
Bowers Terrace	Sawston	2	£1,250	£2,500
Chapelfield Way	Sawston	6	£1,250	£7,500
Churchfield Avenue	Sawston	4	£1,250	£5,000
Dale Way	Sawston	3	£1,250	£3,750
Evans Way	Sawston	7	£1,250	£8,750
Hayfield Avenue	Sawston	4	£1,250	£5,000
Henry Morris Road	Sawston	3	£1,250	£3,750
Holme Way	Sawston	1	£1,250	£1,250
Huntingdon Road	Sawston	2	£1,250	£2,500
Lynton Way	Sawston	3	£1,250	£3,750
Martindale Way	Sawston	2	£1,250	£2,500
Mill Lane	Sawston	4	£1,250	£5,000
New Road	Sawston	5	£1,250	£6,250
Plantation Road	Sawston	5	£1,250	£6,250
Saffron Road	Sawston	1	£1,250	£1,250
Sainfoin Close	Sawston	2	£1,250	£2,500
Sunderlands Avenue	Sawston	4	£1,250	£5,000
Town Close	Sawston	5	£1,250	£6,250
Uffen Way	Sawston	2	£1,250	£2,500
Westmoor Avenue	Sawston	6	£1,250	£7,500
		120		£150,000

4. CENTRAL HEATING REPLACEMENT

The majority of the housing stock has central heating fuelled by gas, oil, electricity or solid fuel. The exceptions are where the tenant of the property has refused to allow the installation to be carried out. As these heating systems become older, they become more difficult to maintain, parts for boilers become harder to obtain and they operate less efficiently and cost tenants more to run. Over the coming years, the Council intends to carry out a limited programme of central heating renewal. However, a contingency amount is set aside each year to deal with breakdowns where the boiler is beyond reasonable repair.

The table below shows the types of heating in each village, together with the average SAP energy rating for the village. There are a number of areas where gas is not available and therefore the choice of heating is limited. The Council does not install oil central heating any more because of the high and increasing cost of fuel oil, except in exceptional circumstances.

A number of air source heat pumps have been installed, providing higher standards of comfort at lower running costs. It is intended to increase the take up of these and other sustainable heating sources, particularly in areas where there is no gas, and a proportion of the budget over the next five years will be allocated to this and other types of more sustainable of heating, including ground source heat pumps, biomass boilers, log burners, and more efficient multi fuel boilers. This will be combined with improvements to the thermal insulation to the properties, so as to prevent heat loss and improve the efficiency of the units.

A further proportion of the budget allocation will be reserved for the replacement of conventional systems which are reaching the end of their useful life or where parts cannot be obtained.

It has not been possible to provide a programme for these works over the next five years because of the uncertainty surrounding the availability of grants towards the cost of these units. The Council intends to take a whole-house approach to its programming of such work so that the thermal efficiency of the dwelling is improved by increases in the level of loft insulation, installation of cavity wall insulation and internal or external thermal cladding, as well as installing the most appropriate type of heating for the dwelling. This is also aimed at reducing fuel poverty where it exists.

The Council will record the reduction of CO2 emissions when work as above is carried out.

Year	2011/12	2012/13	2013/14	2014/15	2015/16
Budget	£1,200,000	£1,200,000	£1,200,000	£1,200,000	£1,200,000

Village	Total	Average SAP	Average CO2	Oil	Gas Wall Boiler	Gas Back Boiler	Communal (Gas)	SH	EL	Solid Fuel	Tenants Heating	Air Source Heat Pump	Gas Warm Air	Ceiling	None
Arrington	41	52.17	4572	13				26		2					
Babraham	4	53.65	4908	2				2							
Balsham	84	55.20	4861	25				45	12	1		1			
Barhill	6	72.84	5042		6										
Barrington	45	56.64	5532	19				21	3	1	1				
Barton	31	52.26	5235	9				17	3	2					
Bassingbourn	160	53.23	4851	64				72	18	5		1			
Bourn	75	58.50	4833	48				13	11	3					
Boxworth	7	47.09	5465					3	4						
Carlton	3	47.19	8561	2						1					
Castle Camps	36	51.81	5172	13				11	11			1			
Caxton	19	51.51	5764	9				10							
Comberton	80	50.92	5407	24				43	9	4					
Conington	5	56.78	6326	4				1							
Coton	34	65.59	3678		29	1			4						
Cottenham	239	69.10	3003		217	16					1		3		2
Croxton	1	48.83	7639								1				
Croydon	7	53.26	6630	5				2							
Dry Drayton	30	57.29	4935		19			11							
Duxford	132	57.30	4464	1	63	5		61	1	1					
Elsworth	25	54.81	4482	9				10	6						
Eltisley	21	48.65	5383	6				13		1		1			
Fen Ditton	34	59.19	4834		19	8		7							
Fen Drayton	28	60.31	4338		16	5		7							
Fowlmere	41	53.76	5080	15				18	4	2		2			
Foxton	56	63.07	4297		46	5		5							
Fulbourn	114	63.21	4228		96	5		3		1	1	1	1		6
Gamlingay	156	62.31	3824	1	88	8		41	17	1					

Girton	117	65.96	3401		104	9				3					1
Grantchester	59	49.99	5177	24				34							1
Graveley	9	54.52	4936	6				2		1					
Great & Little Chishill	22	53.25	5300	12				4	2	2	1	1			
Great Abington	36	54.52	5146	14				14	7			1			
Great Eversden	2	66.13	5353	2											
Great Shelford	257	68.38	3085		193	16		45			1		2		
Great Wilbraham	32	54.82	5237	13				18	1						
Guilden Morden	41	50.74	4798	10				22	9						
Hardwick	43	66.74	3492		31	5		7							
Harlton	14	55.91	4985		9	2		1	2						
Harston	96	65.75	3768		85	9				1	1				
Haslingfield	42	62.49	3957		27	5		7	2		1				
Hatley	5	50.94	5392	3				2							
Hauxton	20	67.24	3995		18	1									1
Heydon	6	54.81	4257	3				2	1						
Hildersham	20	50.59	5361	8				7	4	1					
Hinxton	6	65.51	4339	1	5										
Histon	170	66.98	3486		161	5		2		1					1
Horningsea	14	55.81	4941	7				6		1					
Horseheath	21	57.95	5500	14				5	1	1					
Ickleton	25	52.97	4500		7	2		6	10						
Impington	152	70.25	3019		143	6		2					1		
Kingston	7	56.68	6729	6				1							
Knapwell	2	68.93	4890	2											
Landbeach	43	61.04	3967		30	2		11							
Linton	243	63.64	3813		181	12		30	15	2	1	1	1		
Litlington	58	55.46	4699	28				27	1	1		1			
Little Abington	31	48.80	4423	4				26	1						
Little Eversden	25	49.63	5095	11				13	1						
Little Gransden	12	56.69	4857	7				4	1						
Little Shelford	39	65.81	3701		33	5		1							
Little Wilbraham	28	54.82	4974	15				8	3	1					1
Lolworth	7	52.14	4626	3				4							
Longstanton	81	65.58	3528		66	1		13							1
Longstowe	6	54.54	5546	4				1							1
Madingley	3	51.88	7687	1						2					
Melbourn	252	68.42	3307		224	9		11	5				3		
Meldreth	116	53.50	4944	19	29	2		33	29	2		1		1	
Milton	43	66.97	4031		31	4		4	2	1	1				
Newton	24	48.33	6048	5				13	4	1	1				
Oakington	57	66.86	3934		50	6				1					
Orwell	71	48.28	5366	20				33	15	3					
Over	61	73.20	2620		47	2	12								
Pampisford	21	63.46	4069		17	1			2	1					
Papworth Everard	23	51.07	4048	1				22							
Rampton	7	54.85	5564	4				2	1						
Sawston	468	66.59	3548		380	41		40			1		5		1
Shepreth	36	55.85	4824	4	15			14	1	1		1			

Shingay-Cum-Wendy	2	66.10	4748	2											
Shudy Camps	6	61.18	6165	6											
Stapleford	56	67.22	3628		47	6		3							
Steeple Morden	46	51.28	4777	12				18	14			1			1
Stow-Cum-Quy	28	50.63	4646	9				17	2						
Swavesey	57	66.50	3463		54	2				1					
Tadlow	6	46.56	5918					5		1					
Teversham	97	69.19	3013	1	92	1		2		1					
Thriplow	30	57.70	4760	17				10	1	1		1			
Toft	25	52.78	6319	17				6		2					
Waterbeach	201	66.58	3375	1	142	10		45		1	1				1
West Wickham	14	56.00	5836	10				2		2					
West Wrating	21	56.89	4790	9				9	3						
Weston Colville	17	56.85	5371	12				3		1		1			
Whaddon	12	52.24	5838	7				4		1					
Whittlesford	77	55.00	4420	2	30	3		38	3			1			
Willingham	172	63.32	3696		125	3		42					2		
	5354			625	2975	223	12	1143	246	63	13	17	18	1	18

5. ENERGY CONSERVATION

As part of the Council's commitment to the eradication of fuel poverty and improvement of the energy efficiency of the stock, a programme of improvement to the insulation levels of properties within the stock will be stepped up. All lofts will be brought up to a level of 300mm insulation, and all cavities will be checked and cavity wall insulation will be installed where possible. Consideration will also be given to commencing work on insulating the walls of properties with solid brick walls either internally or externally depending on the constraints of the property. Every consideration will be given to the use of new materials on the market

Year	2011/12	2012/13	2013/14	2014/15	2015/16
Budget	£175,000	£175,000	£175,000	£175,000	£175,000

6. SECURITY

The aim of this budget head is to enable the Council to provide increased security for elderly tenants. Consultation between tenants and officers will be undertaken to decide the most appropriate action for each property.

Year	2011/12	2012/13	2013/14	2014/15	2015/16
Budget	£3,000	£3,000	£3,000	£3,000	£3,000

7. HEALTH & SAFETY

This is a contingency budget used to address any health and safety issues that may not be covered by work undertaken through other budgets or which may arise through changes in legislation, etc. A review of the requirements of elements of

health and safety including fire safety, asbestos management and electrical safety is underway, which will result in measures to monitor and manage these areas and an increased emphasis on the maintenance of standards to ensure that health and safety is not compromised. Some of these items will feature against other budgets, such as the proposal to carry out electrical safety inspections every ten years.

Year	2011/12	2012/13	2013/14	2014/15	2015/16
Budget	£3,000	£3,000	£3,000	£3,000	£3,000

8. ESTATE ROADS, PATHS AND LIGHTING

This covers work to roads, footpaths and lighting where there is a repairing obligation on the Council. The programme is drawn from requests on an ad hoc basis.

Year	2011/12	2012/13	2013/14	2014/15	2015/16
Budget	£25,000	£25,000	£25,000	£25,000	£25,000

9. FENCING

This covers work to fences where there is a repairing obligation on the Council, such as boundary fencing to private land.

Year	2011/12	2012/13	2013/14	2014/15	2015/16
Budget	£5,000	£5,000	£5,000	£5,000	£5,000

10. PARKING FACILITIES

The Council will undertake small schemes to upgrade and improve residents' parking facilities where these are highlighted by tenants groups or local Members.

Year	2011/12	2012/13	2013/14	2014/15	2015/16
Budget	£15,000	£15,000	£15,000	£15,000	£15,000

11. WINDOW REPLACEMENT

The aim of this budget is to upgrade the windows in all properties to PVCu framed doubled glazed windows, including low emission glazing and increase security.

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

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.

Process

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.

Year	2011/12	2012/13	2013/14	2014/15	2015/16
Budget	£20,000	£20,000	£20,000	£20,000	£20,000

2011/12	Budget	£20,000			
Road	Village	Year Built	Number of Units	Estimated unit Cost	Estimated Total Cost
Recreation Close	Milton	1987	7	£1,400	£9,800
Hayter Close	West Wrating	1985	6	£1,400	£8,400
Orchard Road	Melbourn	1921	1	£1,400	£1,400
					£19,600
2012/13	Budget	£20,000			
Road	Village	Year Built	Number of Units	Estimated unit Cost	Estimated Total Cost
Church Lane	Guilden Morden	1984	7	£1,400	£9,800
Limes Road	Hardwick	1986	5	£1,400	£7,000
Link Road	Sawston	1986	1	£1,400	£1,400
					£18,200
2013/14	Budget	£20,000			
Road	Village	Year Built	Number of Units	Estimated unit Cost	Estimated Total Cost
Bramley Avenue	Melbourn	1987	4	£1,400	£5,600
Hinkins Close	Melbourn	1987	9	£1,400	£12,600
					£18,200
2014/15	Budget	£20,000			
Road	Village	Year Built	Number of Units	Estimated unit Cost	Estimated Total Cost
The Limes	Bassingbourn	1985	14	£1,400	£19,600
					£19,600
2014/15	Budget	£20,000			
Road	Village	Year Built	Number of Units	Estimated unit Cost	Estimated Total Cost
The Limes	Bassingbourn	1985	4	£1,400	£5,600
High Street	Bassingbourn	1986	1	£1,400	£1,400
Park View	Bassingbourn	1988	6	£1,400	£8,400
Tower Close	Bassingbourn	1993	3	£1,400	£4,200
					£19,600

12. ROOF REPLACEMENT

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

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 300mm. To comply with the requirements of the current building regulations, a fire stop will be installed where necessary to party walls.

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.

Year	2011/12	2012/13	2013/14	2014/15	2015/16
Budget	£50,000	£50,000	£50,000	£50,000	£50,000

2011/12 Budget		£50,000		
Road	Village	Number of Properties	Estimated Unit Cost	Estimated Total Cost
Water Lane	Melbourn	4	£6,300	£25,200
Haden Way	Willingham	4	£6,300	£25,200
		8		£50,400

2012/13 Budget		£50,000		
Road	Village	Number of Properties	Estimated Unit Cost	Estimated Total Cost
Coploe Road	Ickleton	2	£6,300	£12,600
North End Road	Hinxton	4	£6,300	£25,200
Royston Road	Littlington	2	£6,300	£12,600
		8		£50,400

2013/14 Budget		£50,000		
Road	Village	Number of Properties	Estimated Unit Cost	Estimated Total Cost
Marshalls Close	Teversham	8	£6,300	£50,400
		8		£50,400

2014/15 Budget		£50,000		
Road	Village	Number of Properties	Estimated Unit Cost	Estimated Total Cost
Marshalls Close	Teversham	7	£6,300	£44,100
		7		£44,100

2015/16 Budget		£50,000		
Road	Village	Number of Properties	Estimated Unit Cost	Estimated Total Cost
Manor Road	Gamlingay	5	£6,300	£31,500
Almond Drive	Gamlingay	1	£6,300	£6,300
Reubens Road	Landbeach	1	£6,300	£6,300
		7		£44,100

13. KITCHEN & BATHROOM REFURBISHMENT

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

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 tiled bath

Flooring	area.
Ventilation	ALTRO MARINE (anti slip) floor finish 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.

Year	2011/12	2012/13	2013/14	2014/15	2015/16
Budget	£950,000	£950,000	£950,000	£950,000	£950,000

2011/12	Budget	£950,000		
Road	Village	Number of Properties	Estimated Unit Cost	Estimated Total Cost
			Bathrooms	
Ermine Way	Arrington	1	£3,500	£3,500
Bartons Close	Balsham	2	£3,500	£7,000
Robin Close	Barhill	1	£3,500	£3,500
Malthouse Way	Barrington	3	£3,500	£10,500
Knutsford Road	Bassingbourn	1	£3,500	£3,500
North End	Bassingbourn	1	£3,500	£3,500
The Fillance	Bassingbourn	1	£3,500	£3,500
Hall Close	Bourn	1	£3,500	£3,500
Barton Road	Comberton	2	£3,500	£7,000
Silverdale Avenue	Coton	2	£3,500	£7,000
Victory Way	Cottenham	1	£3,500	£3,500
Highfield Close	Duxford	1	£3,500	£3,500
Laceys Way	Duxford	3	£3,500	£10,500
Brockley Road	Elsworth	1	£3,500	£3,500
St Neots Road	Eltisley	2	£3,500	£7,000
Dovehouse Close	Fowlmere	1	£3,500	£3,500
Pipers Close	Fowlmere	1	£3,500	£3,500
Westfield Road	Fowlmere	1	£3,500	£3,500
Fowlmere Road	Foxton	2	£3,500	£7,000
Hillfield	Foxton	1	£3,500	£3,500
Rowlands Close	Foxton	1	£3,500	£3,500
Station Road	Foxton	1	£3,500	£3,500
Blythe Way	Gamlingay	1	£3,500	£3,500
Hall Lane	Great & Little Chishill	1	£3,500	£3,500
Chaston Road	Great Shelford	1	£3,500	£3,500
Granhams Close	Great Shelford	1	£3,500	£3,500

Hinton Way	Great Shelford	1	£3,500	£3,500
Macaulay Avenue	Great Shelford	1	£3,500	£3,500
Main Street	Hardwick	1	£3,500	£3,500
Meadow Way	Harston	3	£3,500	£10,500
High Close	Heydon	1	£3,500	£3,500
Church Green	Hinxton	1	£3,500	£3,500
Greenleas	Histon	1	£3,500	£3,500
Orchard Road	Histon	1	£3,500	£3,500
St Audreys Close	Histon	1	£3,500	£3,500
Icknield Close	Ickleton	1	£3,500	£3,500
Hereward Close	Impington	1	£3,500	£3,500
Beche Way	Landbeach	2	£3,500	£7,000
Balsham Road	Linton	1	£3,500	£3,500
Hillway	Linton	1	£3,500	£3,500
Bassingbourn Road	Litlington	1	£3,500	£3,500
Chapel Close	Litlington	1	£3,500	£3,500
Primrose Walk	Little Gransden	1	£3,500	£3,500
Fordham Way	Melbourn	1	£3,500	£3,500
Haggers Close	Melbourn	1	£3,500	£3,500
Medcalfe Way	Melbourn	1	£3,500	£3,500
Vicarage Close	Melbourn	1	£3,500	£3,500
West Way	Meldreth	1	£3,500	£3,500
Meadowcroft Way	Orwell	2	£3,500	£7,000
Drings Close	Over	1	£3,500	£3,500
Glebe Crescent	Pampisford	1	£3,500	£3,500
Dale Way	Sawston	1	£3,500	£3,500
Evans Way	Sawston	2	£3,500	£7,000
Henry Morris Road	Sawston	1	£3,500	£3,500
Lynton Way	Sawston	1	£3,500	£3,500
Martindale Way	Sawston	1	£3,500	£3,500
Plantation Road	Sawston	1	£3,500	£3,500
Saffron Road	Sawston	1	£3,500	£3,500
Westmoor Avenue	Sawston	2	£3,500	£7,000
The Chestnuts	Stapleford	1	£3,500	£3,500
Stow Road	Stow-Cum-Quy	1	£3,500	£3,500
Whitton Close	Swavesey	4	£3,500	£14,000
High Street	Toft	1	£3,500	£3,500
Jubilee Close	Waterbeach	1	£3,500	£3,500
Queens Way	Waterbeach	1	£3,500	£3,500
Robson Court	Waterbeach	1	£3,500	£3,500
Lettice Martin Croft	Whittlesford	1	£3,500	£3,500
The Lawn	Whittlesford	1	£3,500	£3,500
Haden Way	Willingham	2	£3,500	£7,000
		88		£308,000
			Kitchens	
Clifden Close	Arrington	1	£5,000	£5,000
Malthouse Way	Barrington	2	£5,000	£10,000
Park View	Bassingbourn	1	£5,000	£5,000
Broadway	Bourn	1	£5,000	£5,000
Silverdale Avenue	Coton	2	£5,000	£10,000
Beach Road	Cottenham	1	£5,000	£5,000
Franklin Gardens	Cottenham	2	£5,000	£10,000
Victory Way	Cottenham	1	£5,000	£5,000
Grange Road	Duxford	1	£5,000	£5,000

Highfield Close	Duxford	1	£5,000	£5,000
Laceys Way	Duxford	1	£5,000	£5,000
Markby Close	Duxford	1	£5,000	£5,000
St Neots Road	Eltisley	1	£5,000	£5,000
The Plantation	Fen Drayton	1	£5,000	£5,000
Stanley Barnes Cottages	Fowlmere	2	£5,000	£10,000
Avenells Way	Gamlingay	3	£5,000	£15,000
Blythe Way	Gamlingay	2	£5,000	£10,000
Wallers Close	Great & Little Chishill	1	£5,000	£5,000
Chaston Road	Great Shelford	3	£5,000	£15,000
Davey Crescent	Great Shelford	1	£5,000	£5,000
Hinton Way	Great Shelford	1	£5,000	£5,000
Church Street	Great Wilbraham	1	£5,000	£5,000
Fox Hill	Guilden Morden	5	£5,000	£25,000
Main Street	Hardwick	2	£5,000	£10,000
The Pastures	Hardwick	1	£5,000	£5,000
Queens Close	Harston	1	£5,000	£5,000
Mountford Close	Hauxton	1	£5,000	£5,000
Church Green	Hinxton	1	£5,000	£5,000
North End Road	Hinxton	1	£5,000	£5,000
Orchard Road	Histon	1	£5,000	£5,000
St Audreys Close	Histon	1	£5,000	£5,000
Coploe Road	Ickleton	1	£5,000	£5,000
Icknield Close	Ickleton	2	£5,000	£10,000
Hereward Close	Impington	1	£5,000	£5,000
Beche Way	Landbeach	1	£5,000	£5,000
Rivey Way	Linton	1	£5,000	£5,000
Tower View Green	Linton	1	£5,000	£5,000
New Close	Litlington	1	£5,000	£5,000
Church Close	Little Abington	1	£5,000	£5,000
Harlton Road	Little Eversden	1	£5,000	£5,000
Orchard Close	Little Wilbraham	1	£5,000	£5,000
Fairview	Longstanton	1	£5,000	£5,000
Hattons Road	Longstanton	1	£5,000	£5,000
High Street	Longstanton	1	£5,000	£5,000
Fordham Way	Melbourn	2	£5,000	£10,000
Haggers Close	Melbourn	1	£5,000	£5,000
Hinkins Close	Melbourn	5	£5,000	£25,000
John Impey Way	Melbourn	1	£5,000	£5,000
Medcalfe Way	Melbourn	1	£5,000	£5,000
Elin Way	Meldreth	1	£5,000	£5,000
West Way	Meldreth	1	£5,000	£5,000
Recreation Close	Milton	1	£5,000	£5,000
Kidmans Close	Newton	2	£5,000	£10,000
Cambridge Road	Oakington	1	£5,000	£5,000
Meadowcroft Way	Orwell	1	£5,000	£5,000
New Road	Over	1	£5,000	£5,000
Tower Close	Over	2	£5,000	£10,000
Glebe Crescent	Pampisford	1	£5,000	£5,000
Chapelfield Way	Sawston	1	£5,000	£5,000
Churchfield Avenue	Sawston	1	£5,000	£5,000
Evans Way	Sawston	1	£5,000	£5,000
Maple Avenue	Sawston	1	£5,000	£5,000
Martindale Way	Sawston	1	£5,000	£5,000

Orchard Road	Sawston	7	£5,000	£35,000
Uffen Way	Sawston	1	£5,000	£5,000
Westmoor Avenue	Sawston	1	£5,000	£5,000
Gog Magog Way	Stapleford	1	£5,000	£5,000
Jubilee Way	Steeple Morden	1	£5,000	£5,000
Thistle Green	Swavesey	2	£5,000	£10,000
Whitton Close	Swavesey	2	£5,000	£10,000
Cherry Hinton Road	Teversham	1	£5,000	£5,000
Sheppard Way	Teversham	1	£5,000	£5,000
High Street	Toft	1	£5,000	£5,000
Denson Close	Waterbeach	18	£5,000	£90,000
Pieces Terrace	Waterbeach	1	£5,000	£5,000
Hayter Close	West Wrating	1	£5,000	£5,000
Common Road	Weston Colville	1	£5,000	£5,000
Bridge Street	Whaddon	1	£5,000	£5,000
Lettice Martin Croft	Whittlesford	1	£5,000	£5,000
Haden Way	Willingham	2	£5,000	£10,000
Osborn Close	Willingham	1	£5,000	£5,000
Westfield	Willingham	1	£5,000	£5,000
Wilford Furlong	Willingham	1	£5,000	£5,000
		131		£655,000
				£963,000

2012/13	Budget	£950,000		
Road	Village	Number of Properties	Estimated Unit Cost	Estimated Total Cost
			Bathrooms	
Bartons Close	Balsham	6	£3,500	£21,000
North End	Bassingbourn	1	£3,500	£3,500
Spring Lane	Bassingbourn	1	£3,500	£3,500
The Causeway	Bassingbourn	8	£3,500	£28,000
Riddy Lane	Bourn	1	£3,500	£3,500
Claydon Close	Castle Camps	5	£3,500	£17,500
Stevens Close	Cottenham	6	£3,500	£21,000
Hill View	Dry Drayton	1	£3,500	£3,500
Ickleton Road	Duxford	1	£3,500	£3,500
St Neots Road	Eltisley	1	£3,500	£3,500
Pipers Close	Fowlmere	1	£3,500	£3,500
Westfield Road	Fowlmere	2	£3,500	£7,000
Chaplins Close	Fulbourn	11	£3,500	£38,500
St Vigors Road	Fulbourn	1	£3,500	£3,500
Waller Close	Great & Little Chishill	2	£3,500	£7,000
High Street	Great Abington	1	£3,500	£3,500
Chaston Road	Great Shelford	10	£3,500	£35,000
Grain Close	Great Shelford	1	£3,500	£3,500
Meadow Way	Harston	2	£3,500	£7,000
Queens Close	Harston	1	£3,500	£3,500
High Street	Haslingfield	1	£3,500	£3,500
Greenleas	Histon	1	£3,500	£3,500
Audley Way	Horseheath	1	£3,500	£3,500
Hereward Close	Impington	14	£3,500	£49,000
Homefield Close	Impington	2	£3,500	£7,000
Crabtree Croft	Linton	7	£3,500	£24,500
Bassingbourn Road	Litlington	1	£3,500	£3,500

Whealers Way	Little Eversden	1	£3,500	£3,500
Primrose Walk	Little Gransden	1	£3,500	£3,500
Clear Crescent	Melbourn	2	£3,500	£7,000
Haggers Close	Melbourn	1	£3,500	£3,500
Cambridge Road	Milton	1	£3,500	£3,500
Walkling Way	Milton	1	£3,500	£3,500
Cambridge Road	Oakington	1	£3,500	£3,500
Chapelfield Way	Sawston	1	£3,500	£3,500
Churchfield Avenue	Sawston	1	£3,500	£3,500
The Green Road	Sawston	1	£3,500	£3,500
Westmoor Avenue	Sawston	1	£3,500	£3,500
Blenheim Close	Shepreth	1	£3,500	£3,500
The Chestnuts	Stapleford	1	£3,500	£3,500
Wheelwright Way	Stow-Cum-Quy	1	£3,500	£3,500
Sheppard Way	Teversham	9	£3,500	£31,500
Whitgift Road	Teversham	4	£3,500	£14,000
Cambridge Road	Waterbeach	1	£3,500	£3,500
Chapel Close	Waterbeach	6	£3,500	£21,000
Waddelow Road	Waterbeach	1	£3,500	£3,500
Hayter Close	West Wrating	1	£3,500	£3,500
Common Road	Weston Colville	1	£3,500	£3,500
Bridge Street	Whaddon	1	£3,500	£3,500
Haden Way	Willingham	2	£3,500	£7,000
Long Lane	Willingham	1	£3,500	£3,500
Lordship Close	Willingham	1	£3,500	£3,500
		133		£465,500
			Kitchens	
Mays Avenue	Balsham	2	£5,000	£10,000
Glebe Road	Barrington	1	£5,000	£5,000
Allens Close	Barton	1	£5,000	£5,000
Knutsford Road	Bassingbourn	2	£5,000	£10,000
Spring Lane	Bassingbourn	1	£5,000	£5,000
The Causeway	Bassingbourn	3	£5,000	£15,000
The Fillance	Bassingbourn	1	£5,000	£5,000
Tower Close	Bassingbourn	4	£5,000	£20,000
Hall Close	Bourn	2	£5,000	£10,000
Claydon Close	Castle Camps	2	£5,000	£10,000
Bush Close	Comberton	1	£5,000	£5,000
Blakeland Hill	Duxford	1	£5,000	£5,000
Laceys Way	Duxford	1	£5,000	£5,000
Rectory Road	Duxford	1	£5,000	£5,000
Dovehouse Close	Fowlmere	1	£5,000	£5,000
Westfield Road	Fowlmere	1	£5,000	£5,000
Hall Lane	Great & Little Chishill	1	£5,000	£5,000
Waller Close	Great & Little Chishill	1	£5,000	£5,000
Mortlock Gardens	Great Abington	1	£5,000	£5,000
Chaston Road	Great Shelford	4	£5,000	£20,000
Grain Close	Great Shelford	3	£5,000	£15,000
Macaulay Avenue	Great Shelford	2	£5,000	£10,000
Limes Road	Hardwick	1	£5,000	£5,000
The Pastures	Hardwick	2	£5,000	£10,000
Meadow Way	Harston	2	£5,000	£10,000
Chestnut Close	Haslingfield	1	£5,000	£5,000
Wisbeys Yard	Haslingfield	1	£5,000	£5,000

Buff Lane	Hatley	1	£5,000	£5,000
Greenleas	Histon	1	£5,000	£5,000
Park Lane	Histon	1	£5,000	£5,000
Hereward Close	Impington	3	£5,000	£15,000
Back Road	Linton	1	£5,000	£5,000
Chalklands	Linton	7	£5,000	£35,000
Crabtree Croft	Linton	1	£5,000	£5,000
Wheeler's Way	Little Eversden	1	£5,000	£5,000
Primrose Walk	Little Gransden	2	£5,000	£10,000
Fairview	Longstanton	1	£5,000	£5,000
Bramley Avenue	Melbourn	1	£5,000	£5,000
Clear Crescent	Melbourn	1	£5,000	£5,000
Fordham Way	Melbourn	3	£5,000	£15,000
Medcalfe Way	Melbourn	1	£5,000	£5,000
Ogden Close	Melbourn	1	£5,000	£5,000
Bell Close	Meldreth	1	£5,000	£5,000
West Way	Meldreth	1	£5,000	£5,000
Recreation Close	Milton	1	£5,000	£5,000
Harston Road	Newton	1	£5,000	£5,000
Lordship Close	Orwell	1	£5,000	£5,000
Meadowcroft Way	Orwell	2	£5,000	£10,000
King Street	Rampton	2	£5,000	£10,000
Chapelfield Way	Sawston	3	£5,000	£15,000
Orchard Road	Sawston	1	£5,000	£5,000
Plantation Road	Sawston	1	£5,000	£5,000
Blenheim Close	Shepreth	4	£5,000	£20,000
Meldreth Road	Shepreth	1	£5,000	£5,000
Coxs Close	Stapleford	1	£5,000	£5,000
High Street	Tadlow	2	£5,000	£10,000
Denson Close	Waterbeach	4	£5,000	£20,000
Chapel Road	Weston Colville	1	£5,000	£5,000
Bridge Street	Whaddon	1	£5,000	£5,000
Orchard Terrace	Whittlesford	1	£5,000	£5,000
Brickhills	Willingham	1	£5,000	£5,000
Haden Way	Willingham	1	£5,000	£5,000
Long Lane	Willingham	1	£5,000	£5,000
Wilford Furlong	Willingham	2	£5,000	£10,000
		104		£520,000
				£985,500

2013/14	Budget	£950,000		
Road	Village	Number of Properties	Estimated Unit Cost	Estimated Total Cost
			Bathrooms	
Robin Close	Barhill	1	£3,500	£3,500
Church Road	Carlton	1	£3,500	£3,500
Silverdale Avenue	Coton	1	£3,500	£3,500
Hillfield	Foxton	1	£3,500	£3,500
Rowlands Close	Foxton	6	£3,500	£21,000
Avenells Way	Gamlingay	8	£3,500	£28,000
Blythe Way	Gamlingay	2	£3,500	£7,000
Cinques Road	Gamlingay	1	£3,500	£3,500
Murfitt Way	Gamlingay	1	£3,500	£3,500
Orchard Close	Girton	15	£3,500	£52,500

St Vincents Close	Girton	1	£3,500	£3,500
Nutters Close	Grantchester	3	£3,500	£10,500
Tabrum Close	Grantchester	1	£3,500	£3,500
Church Close	Great Wilbraham	1	£3,500	£3,500
Church Lane	Guilden Morden	5	£3,500	£17,500
Pates Close	Haslingfield	3	£3,500	£10,500
Coploe Road	Ickleton	1	£3,500	£3,500
Icknield Close	Ickleton	5	£3,500	£17,500
Hereward Close	Impington	2	£3,500	£7,000
Homefield Close	Impington	1	£3,500	£3,500
Bassingbourn Road	Litlington	1	£3,500	£3,500
The Mount	Litlington	1	£3,500	£3,500
Orchard Close	Little Wilbraham	6	£3,500	£21,000
Bramley Avenue	Melbourn	6	£3,500	£21,000
Clear Crescent	Melbourn	1	£3,500	£3,500
Medcalfe Way	Melbourn	9	£3,500	£31,500
Ogden Close	Melbourn	1	£3,500	£3,500
Meadowcroft Way	Orwell	2	£3,500	£7,000
Chapelfield Way	Sawston	1	£3,500	£3,500
Hayfield Avenue	Sawston	1	£3,500	£3,500
Maple Avenue	Sawston	16	£3,500	£56,000
Martindale Way	Sawston	1	£3,500	£3,500
New Road	Sawston	1	£3,500	£3,500
Park Road	Sawston	2	£3,500	£7,000
Uffen Way	Sawston	1	£3,500	£3,500
Westmoor Avenue	Sawston	2	£3,500	£7,000
Brook End	Steeple Morden	1	£3,500	£3,500
Cheyney Street	Steeple Morden	1	£3,500	£3,500
		114		£399,000
			Kitchens	
High Street	Barton	1	£5,000	£5,000
Hunting Grove	Boxworth	3	£5,000	£15,000
Barton Road	Comberton	1	£5,000	£5,000
Nursery Way	Comberton	10	£5,000	£50,000
Swaynes Lane	Comberton	1	£5,000	£5,000
Orchard Close	Cottenham	1	£5,000	£5,000
Stevens Close	Cottenham	1	£5,000	£5,000
Rowlands Close	Foxton	5	£5,000	£25,000
Avenells Way	Gamlingay	6	£5,000	£30,000
Blythe Way	Gamlingay	1	£5,000	£5,000
Grays Road	Gamlingay	1	£5,000	£5,000
Murfitt Way	Gamlingay	1	£5,000	£5,000
Orchard Close	Girton	4	£5,000	£20,000
Cromeditch Close	Grantchester	1	£5,000	£5,000
Nutters Close	Grantchester	3	£5,000	£15,000
Chaston Road	Great Shelford	2	£5,000	£10,000
Davey Crescent	Great Shelford	1	£5,000	£5,000
Granhams Close	Great Shelford	1	£5,000	£5,000
Church Lane	Guilden Morden	3	£5,000	£15,000
Fox Corner	Guilden Morden	1	£5,000	£5,000
Pates Close	Haslingfield	2	£5,000	£10,000
Mountford Close	Hauxton	1	£5,000	£5,000
Priory Road	Horningsea	1	£5,000	£5,000
Icknield Close	Ickleton	5	£5,000	£25,000

Hereward Close	Impington	1	£5,000	£5,000
Orchard Close	Little Wilbraham	2	£5,000	£10,000
Bramley Avenue	Melbourn	3	£5,000	£15,000
Medcalfe Way	Melbourn	4	£5,000	£20,000
Norgetts Lane	Melbourn	1	£5,000	£5,000
Orchard Road	Melbourn	1	£5,000	£5,000
Worcester Way	Melbourn	2	£5,000	£10,000
Belbin Way	Sawston	2	£5,000	£10,000
Chapelfield Way	Sawston	2	£5,000	£10,000
Churchfield Avenue	Sawston	1	£5,000	£5,000
Evans Way	Sawston	1	£5,000	£5,000
Huntingdon Road	Sawston	1	£5,000	£5,000
Lynton Way	Sawston	1	£5,000	£5,000
Maple Avenue	Sawston	10	£5,000	£50,000
New Road	Sawston	1	£5,000	£5,000
Park Road	Sawston	2	£5,000	£10,000
The Green Road	Sawston	3	£5,000	£15,000
Westmoor Avenue	Sawston	2	£5,000	£10,000
Ashwell Road	Steeple Morden	1	£5,000	£5,000
Bogs Gap Lane	Steeple Morden	1	£5,000	£5,000
Jubilee Way	Steeple Morden	2	£5,000	£10,000
Russell Close	Steeple Morden	1	£5,000	£5,000
Russell End	Steeple Morden	1	£5,000	£5,000
Denson Close	Waterbeach	1	£5,000	£5,000
Jubilee Close	Waterbeach	1	£5,000	£5,000
Robson Court	Waterbeach	1	£5,000	£5,000
Six Mile Bottom Road	West Wrating	2	£5,000	£10,000
Brickhills	Willingham	1	£5,000	£5,000
Osborn Close	Willingham	1	£5,000	£5,000
		110		£550,000
				£949,000

2014/15	Budget	£950,000		
Road	Village	Number of Properties	Estimated Unit Cost	Estimated Total Cost
			Bathrooms	
Mays Avenue	Balsham	3	£3,500	£10,500
West Wickham Road	Balsham	1	£3,500	£3,500
Malthouse Way	Barrington	1	£3,500	£3,500
Park Close	Bassingbourn	1	£3,500	£3,500
The Limes	Bassingbourn	5	£3,500	£17,500
Hall Close	Bourn	1	£3,500	£3,500
Bush Close	Comberton	1	£3,500	£3,500
Woottens Close	Comberton	1	£3,500	£3,500
Oak Crescent	Dry Drayton	1	£3,500	£3,500
Laceys Way	Duxford	9	£3,500	£31,500
Rectory Road	Duxford	1	£3,500	£3,500
Musgrave Way	Fen Ditton	1	£3,500	£3,500
The Plantation	Fen Drayton	1	£3,500	£3,500
Chaplins Close	Fulbourn	2	£3,500	£7,000
Fromont Close	Fulbourn	1	£3,500	£3,500
Blythe Way	Gamlingay	1	£3,500	£3,500
Grays Road	Gamlingay	1	£3,500	£3,500
Church Lane	Girton	1	£3,500	£3,500

Orchard Close	Girton	1	£3,500	£3,500
St Vincents Close	Girton	1	£3,500	£3,500
Cromeditch Close	Grantchester	1	£3,500	£3,500
Magna Close	Great Abington	1	£3,500	£3,500
Mortlock Gardens	Great Abington	2	£3,500	£7,000
Chaston Road	Great Shelford	20	£3,500	£70,000
Davey Crescent	Great Shelford	1	£3,500	£3,500
De Freville Road	Great Shelford	1	£3,500	£3,500
Grain Close	Great Shelford	1	£3,500	£3,500
Granhams Close	Great Shelford	1	£3,500	£3,500
Macaulay Avenue	Great Shelford	1	£3,500	£3,500
Church Close	Great Wilbraham	1	£3,500	£3,500
Main Street	Hardwick	1	£3,500	£3,500
Eversden Road	Harlton	1	£3,500	£3,500
North End Road	Hinxton	1	£3,500	£3,500
Cottenham Road	Histon	1	£3,500	£3,500
Greenleas	Histon	1	£3,500	£3,500
Orchard Road	Histon	1	£3,500	£3,500
Hereward Close	Impington	5	£3,500	£17,500
St Andrews Way	Impington	1	£3,500	£3,500
Beche Way	Landbeach	1	£3,500	£3,500
Balsham Road	Linton	1	£3,500	£3,500
Crabtree Croft	Linton	2	£3,500	£7,000
Palmers Close	Linton	1	£3,500	£3,500
Tower View	Linton	3	£3,500	£10,500
Chapel Close	Litlington	1	£3,500	£3,500
Manor Close	Little Wilbraham	2	£3,500	£7,000
Hattons Road	Longstanton	1	£3,500	£3,500
Medcalfe Way	Melbourn	1	£3,500	£3,500
Vicarage Close	Melbourn	1	£3,500	£3,500
Howard Road	Meldreth	1	£3,500	£3,500
Walking Way	Milton	2	£3,500	£7,000
Kidmans Close	Newton	3	£3,500	£10,500
Whittlesford Road	Newton	3	£3,500	£10,500
Queens Way	Oakington	1	£3,500	£3,500
The Doles	Over	3	£3,500	£10,500
Chapelfield Way	Sawston	1	£3,500	£3,500
Evans Way	Sawston	1	£3,500	£3,500
Huntingdon Road	Sawston	1	£3,500	£3,500
Plantation Road	Sawston	1	£3,500	£3,500
The Green Road	Sawston	1	£3,500	£3,500
Westmoor Avenue	Sawston	1	£3,500	£3,500
Boxworth End	Swavesey	1	£3,500	£3,500
Thistle Green	Swavesey	10	£3,500	£35,000
Cambridge Road	Waterbeach	2	£3,500	£7,000
Jubilee Close	Waterbeach	2	£3,500	£7,000
Waddelow Road	Waterbeach	1	£3,500	£3,500
		126		£441,000
			Kitchens	
Clifden Close	Arrington	1	£5,000	£5,000
Dolls Close	Balsham	1	£5,000	£5,000
High Street	Balsham	2	£5,000	£10,000
Mays Avenue	Balsham	2	£5,000	£10,000
Glebe Road	Barrington	1	£5,000	£5,000

Malthouse Way	Barrington	2	£5,000	£10,000
The Limes	Bassingbourn	4	£5,000	£20,000
Broadway	Bourn	1	£5,000	£5,000
Brockholt Road	Caxton	1	£5,000	£5,000
Barton Road	Comberton	1	£5,000	£5,000
Coolidge Gardens	Cottenham	1	£5,000	£5,000
Stevens Close	Cottenham	2	£5,000	£10,000
Oakington Road	Dry Drayton	2	£5,000	£10,000
Laceys Way	Duxford	4	£5,000	£20,000
St Neots Road	Eltisley	1	£5,000	£5,000
Pipers Close	Fowlmere	1	£5,000	£5,000
Hillfield	Foxton	1	£5,000	£5,000
Fromont Close	Fulbourn	1	£5,000	£5,000
Shelford Road	Fulbourn	1	£5,000	£5,000
Wrights Grove	Fulbourn	5	£5,000	£25,000
Blythe Way	Gamlingay	1	£5,000	£5,000
Dutter End	Gamlingay	1	£5,000	£5,000
Grays Road	Gamlingay	1	£5,000	£5,000
St Vincents Close	Girton	1	£5,000	£5,000
Chaston Road	Great Shelford	13	£5,000	£65,000
Church Lane	Guilden Morden	1	£5,000	£5,000
Limes Road	Hardwick	1	£5,000	£5,000
Manor Close	Harston	1	£5,000	£5,000
Meadow Way	Harston	2	£5,000	£10,000
Orchard Road	Histon	2	£5,000	£10,000
Birds Close	Ickleton	1	£5,000	£5,000
Hereward Close	Impington	1	£5,000	£5,000
Homefield Close	Impington	1	£5,000	£5,000
St Andrews Way	Impington	1	£5,000	£5,000
Beche Way	Landbeach	1	£5,000	£5,000
Balsham Road	Linton	1	£5,000	£5,000
Rivey Close	Linton	1	£5,000	£5,000
Rivey Way	Linton	1	£5,000	£5,000
Tower View	Linton	1	£5,000	£5,000
Bassingbourn Road	Litlington	1	£5,000	£5,000
New Close	Litlington	1	£5,000	£5,000
Beech Close	Little Shelford	1	£5,000	£5,000
Manor Close	Little Wilbraham	1	£5,000	£5,000
Brookside	Longstanton	1	£5,000	£5,000
Clear Crescent	Melbourn	1	£5,000	£5,000
Medcalfe Way	Melbourn	1	£5,000	£5,000
Orchard Way	Melbourn	1	£5,000	£5,000
Palmers Way	Melbourn	1	£5,000	£5,000
Water Lane	Melbourn	1	£5,000	£5,000
Gables Close	Meldreth	1	£5,000	£5,000
Howard Road	Meldreth	1	£5,000	£5,000
Recreation Close	Milton	1	£5,000	£5,000
Walking Way	Milton	1	£5,000	£5,000
Whittlesford Road	Newton	2	£5,000	£10,000
Hurdleditch Road	Orwell	1	£5,000	£5,000
Glebe Crescent	Pampisford	1	£5,000	£5,000
The Green Road	Sawston	1	£5,000	£5,000
Town Close	Sawston	1	£5,000	£5,000
Westmoor Avenue	Sawston	1	£5,000	£5,000

Coxs Close	Stapleford	2	£5,000	£10,000
Boxworth End	Swavesey	1	£5,000	£5,000
Thistle Green	Swavesey	3	£5,000	£15,000
Chapel Close	Waterbeach	1	£5,000	£5,000
Coronation Close	Waterbeach	1	£5,000	£5,000
Denson Close	Waterbeach	1	£5,000	£5,000
Hartley Close	Waterbeach	1	£5,000	£5,000
Jubilee Close	Waterbeach	2	£5,000	£10,000
		101		£505,000
				£946,000

2015/16	Budget	£950,000		
Road	Village	Number of Properties	Estimated Unit Cost	Estimated Total Cost
			Bathrooms	
Dolls Close	Balsham	2	£3,500	£7,000
West Wickham Road	Balsham	1	£3,500	£3,500
High Street	Bassingbourn	1	£3,500	£3,500
Knutsford Road	Bassingbourn	1	£3,500	£3,500
Hall Close	Bourn	3	£3,500	£10,500
Riddy Lane	Bourn	1	£3,500	£3,500
Brockholt Road	Caxton	2	£3,500	£7,000
Lambs Lane	Cottenham	1	£3,500	£3,500
Broad End	Elsworth	2	£3,500	£7,000
Grays Road	Gamlingay	1	£3,500	£3,500
St Vincents Close	Girton	1	£3,500	£3,500
Macaulay Avenue	Great Shelford	1	£3,500	£3,500
Orchard Road	Great Shelford	1	£3,500	£3,500
Cambridge Road	Hardwick	1	£3,500	£3,500
Limes Road	Hardwick	3	£3,500	£10,500
Russet Walk	Hardwick	2	£3,500	£7,000
Chestnut Close	Haslingfield	1	£3,500	£3,500
High Street	Hinxton	1	£3,500	£3,500
Clay Street	Histon	2	£3,500	£7,000
Priory Road	Horningsea	1	£3,500	£3,500
Hereward Close	Impington	2	£3,500	£7,000
Church Close	Little Abington	7	£3,500	£24,500
Church Lane	Little Abington	1	£3,500	£3,500
Harlton Road	Little Eversden	1	£3,500	£3,500
Manor Close	Little Wilbraham	1	£3,500	£3,500
Fairview	Longstanton	2	£3,500	£7,000
The Dale	Longstanton	2	£3,500	£7,000
Bell Close	Meldreth	1	£3,500	£3,500
Walkling Way	Milton	2	£3,500	£7,000
Lordship Close	Orwell	7	£3,500	£24,500
King Street	Rampton	2	£3,500	£7,000
Chapelfield Way	Sawston	7	£3,500	£24,500
Dale Way	Sawston	1	£3,500	£3,500
Henry Morris Road	Sawston	1	£3,500	£3,500
Link Road	Sawston	1	£3,500	£3,500
Blenheim Close	Shepreth	1	£3,500	£3,500
Bury Road	Stapleford	1	£3,500	£3,500
Market Street	Swavesey	1	£3,500	£3,500
Ferndale	Teversham	1	£3,500	£3,500

Sheppard Way	Teversham	2	£3,500	£7,000
High Street	Toft	1	£3,500	£3,500
Cambridge Road	Waterbeach	1	£3,500	£3,500
Hayter Close	West Wratting	4	£3,500	£14,000
Horseshoe Lane	Weston Colville	1	£3,500	£3,500
Bridge Street	Whaddon	1	£3,500	£3,500
Butts Green	Whittlesford	5	£3,500	£17,500
Rockmill End	Willingham	1	£3,500	£3,500
Wilford Furlong	Willingham	3	£3,500	£10,500
		90		£315,000
			Kitchens	
Bartons Close	Balsham	1	£5,000	£5,000
Dolls Close	Balsham	1	£5,000	£5,000
High Street	Balsham	1	£5,000	£5,000
Knutsford Road	Bassingbourn	1	£5,000	£5,000
Limes Close	Bassingbourn	4	£5,000	£20,000
The Fillance	Bassingbourn	1	£5,000	£5,000
The Limes	Bassingbourn	2	£5,000	£10,000
Hall Close	Bourn	3	£5,000	£15,000
Brockholt Road	Caxton	1	£5,000	£5,000
Barton Road	Comberton	2	£5,000	£10,000
Bush Close	Comberton	1	£5,000	£5,000
Silverdale Avenue	Coton	4	£5,000	£20,000
Oakington Road	Cottenham	2	£5,000	£10,000
Hill View	Dry Drayton	1	£5,000	£5,000
Blakeland Hill	Duxford	1	£5,000	£5,000
Laceys Way	Duxford	3	£5,000	£15,000
Markby Close	Duxford	1	£5,000	£5,000
Rectory Road	Duxford	2	£5,000	£10,000
Green End	Fen Ditton	1	£5,000	£5,000
The Orchard	Fen Drayton	1	£5,000	£5,000
Hillfield	Foxton	1	£5,000	£5,000
Haggis Gap	Fulbourn	1	£5,000	£5,000
Plane Tree Close	Gamlingay	1	£5,000	£5,000
Church Lane	Girton	1	£5,000	£5,000
Hall Lane	Great & Little Chishill	1	£5,000	£5,000
Magna Close	Great Abington	1	£5,000	£5,000
Chaston Road	Great Shelford	1	£5,000	£5,000
De Freville Road	Great Shelford	1	£5,000	£5,000
Granhams Close	Great Shelford	1	£5,000	£5,000
Macaulay Avenue	Great Shelford	2	£5,000	£10,000
Limes Road	Hardwick	2	£5,000	£10,000
Main Street	Hardwick	1	£5,000	£5,000
Russet Walk	Hardwick	1	£5,000	£5,000
The Pastures	Hardwick	1	£5,000	£5,000
Eversden Road	Harlton	1	£5,000	£5,000
High Street	Harston	1	£5,000	£5,000
Meadow Way	Harston	1	£5,000	£5,000
Chestnut Close	Haslingfield	1	£5,000	£5,000
North End Road	Hinxton	1	£5,000	£5,000
Clay Street	Histon	1	£5,000	£5,000
Greenleas	Histon	1	£5,000	£5,000
Orchard Road	Histon	2	£5,000	£10,000
Priory Road	Horningsea	1	£5,000	£5,000

Coploe Road	Ickleton	1	£5,000	£5,000
Hereward Close	Impington	3	£5,000	£15,000
Homefield Close	Impington	1	£5,000	£5,000
Chalklands	Linton	1	£5,000	£5,000
Hillway	Linton	1	£5,000	£5,000
Tower View	Linton	1	£5,000	£5,000
Chapel Close	Litlington	2	£5,000	£10,000
Church Close	Little Abington	1	£5,000	£5,000
Harlton Road	Little Eversden	1	£5,000	£5,000
Beech Close	Little Shelford	1	£5,000	£5,000
High Street	Little Wilbraham	1	£5,000	£5,000
Fairview	Longstanton	1	£5,000	£5,000
Haddows Close	Longstanton	1	£5,000	£5,000
The Dale	Longstanton	1	£5,000	£5,000
Bramley Avenue	Melbourn	1	£5,000	£5,000
Clear Crescent	Melbourn	1	£5,000	£5,000
Fordham Way	Melbourn	1	£5,000	£5,000
Elin Way	Meldreth	1	£5,000	£5,000
Benet Close	Milton	1	£5,000	£5,000
Cambridge Road	Milton	1	£5,000	£5,000
Fishers Lane	Orwell	1	£5,000	£5,000
Lordship Close	Orwell	5	£5,000	£25,000
Meadowcroft Way	Orwell	1	£5,000	£5,000
Queens Close	Over	1	£5,000	£5,000
Chapelfield Way	Sawston	5	£5,000	£25,000
Churchfield Avenue	Sawston	1	£5,000	£5,000
Dale Way	Sawston	1	£5,000	£5,000
Hayfield Avenue	Sawston	2	£5,000	£10,000
Huntingdon Road	Sawston	1	£5,000	£5,000
Link Road	Sawston	1	£5,000	£5,000
Lynton Way	Sawston	1	£5,000	£5,000
Maple Avenue	Sawston	1	£5,000	£5,000
Martindale Way	Sawston	1	£5,000	£5,000
Plantation Road	Sawston	1	£5,000	£5,000
Saffron Road	Sawston	1	£5,000	£5,000
The Green Road	Sawston	1	£5,000	£5,000
Uffen Way	Sawston	1	£5,000	£5,000
Russell Close	Steeple Morden	2	£5,000	£10,000
Cherry Hinton Road	Teversham	1	£5,000	£5,000
Ferndale	Teversham	1	£5,000	£5,000
Fulbourn Road	Teversham	1	£5,000	£5,000
High Street	Toft	1	£5,000	£5,000
St Andrews Cottages School Lane	Toft	1	£5,000	£5,000
School Lane Chittering	Waterbeach	1	£5,000	£5,000
The Village	West Wickham	1	£5,000	£5,000
Hayter Close	West Wrating	3	£5,000	£15,000
High Street	West Wrating	1	£5,000	£5,000
Ridgeway Close	Whaddon	1	£5,000	£5,000
Hill Farm Road	Whittlesford	1	£5,000	£5,000
Earith Road	Willingham	1	£5,000	£5,000
Haden Way	Willingham	1	£5,000	£5,000
Wilford Furlong	Willingham	1	£5,000	£5,000
		127		£635,000
				£950,000

14. FULL REFURBISHMENT

Each year, the Council will undertake major repair and upgrades 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 may also include replacing both the kitchen and/or bathroom and upgrading the electrical circuits and installing central heating. Because of constraints on resources, the Council will be undertaking reviews of the sustainability of properties where the costs of refurbishment may be exceptionally high based on a number of parameters. This may result in alternative courses of action being considered.

Year	2011/12	2012/13	2013/14	2014/15	2015/16
Budget	£200,000	£200,000	£200,000	£200,000	£200,000

15. ASBESTOS REMOVAL

This is used to remove identified asbestos which is in a state of disrepair, needs 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.

Year	2011/12	2012/13	2013/14	2014/15	2015/16
Budget	£30,000	£30,000	£30,000	£30,000	£30,000

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.

Year	2011/12	2012/13	2013/14	2014/15	2015/16
Budget	£20,000	£20,000	£20,000	£20,000	£20,000

17. DISABLED ADAPTATIONS

The Council has a commitment to provide a means of enabling tenants to remain in their homes and provide facilities for everyday living within the scope of available resources and other competing requirements within the stock.

Adaptations 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.

Year	2011/12	2012/13	2013/14	2014/15	2015/16
Budget	£575,000	£575,000	£575,000	£575,000	£575,000

18. FIRE & EXTREME WEATHER

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.

Year	2011/12	2012/13	2013/14	2014/15	2015/16
Budget	£35,000	£35,000	£35,000	£35,000	£35,000

CYCLICAL MAINTENANCE & MINOR WORKS (REVENUE)

1. EXTERNAL DECORATIONS

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. 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 pages.

Tenants' Choice

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

Year	2011/12	2012/13	2013/14	2014/15	2015/16
Budget	£300,000	£300,000	£300,000	£300,000	£300,000

Village	Painting Area	Painting Year	Number of Properties	Estimated Unit Cost	Estimated Total Cost
Babraham	4	2011	4	£220	£880
Great Shelford	4	2011	287	£220	£63,140
Little Shelford	4	2011	39	£220	£8,580
Sawston	4	2011	500	£220	£110,000
Total Properties			830		£182,600
Contingency					£10,400
Total Estimated Budget					£193,000

Village	Painting Area	Painting Year	Number of Properties	Estimated Unit Cost	Estimated Total Cost
Balsham	5	2012	88	£220	£19,360
Carlton	5	2012	4	£220	£880
Castle Camps	5	2012	36	£220	£7,920
Fulbourn	5	2012	142	£220	£31,240
Great Abington	5	2012	36	£220	£7,920

Great Wilbraham	5	2012	34	£220	£7,480
Hildersham	5	2012	20	£220	£4,400
Horseheath	5	2012	21	£220	£4,620
Linton	5	2012	257	£220	£56,540
Little Abington	5	2012	31	£220	£6,820
Shudy Camps	5	2012	6	£220	£1,320
West Wickham	5	2012	14	£220	£3,080
West Wrating	5	2012	21	£220	£4,620
Weston Colville	5	2012	17	£220	£3,740
Total Properties			727		£159,940
Contingency					£33,060
Total Estimated Budget					£193,000

Village	Painting Area	Painting Year	Number of Properties	Estimated Unit Cost	Estimated Total Cost
Fen Ditton	6	2013	42	£220	£9,240
Histon	6	2013	182	£220	£40,040
Horningsea	6	2013	14	£220	£3,080
Landbeach	6	2013	43	£220	£9,460
Little Wilbraham	6	2013	28	£220	£6,160
Milton	6	2013	50	£220	£11,000
Oakington	6	2013	57	£220	£12,540
Rampton	6	2013	7	£220	£1,540
Stapleford	6	2013	63	£220	£13,860
Stow-Cum-Quy	6	2013	31	£220	£6,820
Teversham	6	2013	98	£220	£21,560
Waterbeach	6	2013	211	£220	£46,420
Total Properties			826		£181,720
Contingency					£11,280
Total Estimated Budget					£193,000

Village	Painting Area	Painting Year	Number of Properties	Estimated Unit Cost	Estimated Total Cost
Bar Hill	7	2014	6	£220	£1,320
Boxworth	7	2014	7	£220	£1,540
Cottenham	7	2014	265	£220	£58,300
Girton	7	2014	126	£220	£27,720
Impington	7	2014	158	£220	£34,760
Lolworth	7	2014	7	£220	£1,540
Longstanton	7	2014	87	£220	£19,140
Willingham	7	2014	183	£220	£40,260
Total Properties			839		£184,580
Contingency					£8,420
Total Estimated Budget					£193,000

Village	Painting Area	Painting Year	Number of Properties	Estimated Unit Cost	Estimated Total Cost
Barton	1	2015	42	£220	£9,240
Bourn	1	2015	79	£220	£17,380
Caxton	1	2015	19	£220	£4,180
Comberton	1	2015	112	£220	£24,640
Conington	1	2015	5	£220	£1,100
Coton	1	2015	41	£220	£9,020
Croxton	1	2015	1	£220	£220
Dry Drayton	1	2015	30	£220	£6,600

Elsworth	1	2015	25	£220	£5,500
Eltisley	1	2015	21	£220	£4,620
Fen Drayton	1	2015	28	£220	£6,160
Grantchester	1	2015	68	£220	£14,960
Graveley	1	2015	9	£220	£1,980
Hardwick	1	2015	43	£220	£9,460
Harlton	1	2015	14	£220	£3,080
Haslingfield	1	2015	55	£220	£12,100
Hatley	1	2015	6	£220	£1,320
Kingston	1	2015	7	£220	£1,540
Knapwell	1	2015	2	£220	£440
Madingley	1	2015	3	£220	£660
Orwell	1	2015	82	£220	£18,040
Over	1	2015	81	£220	£17,820
Papworth Everard	1	2015	27	£220	£5,940
Swavesey	1	2015	70	£220	£15,400
Toft	1	2015	25	£220	£5,500
Total Properties			895		£196,900
Contingency					-£3,900
Total Estimated Budget					£193,000

Village	Painting Area	Painting Year	Number of Properties	Estimated Unit Cost	Estimated Total Cost
Arrington	2	2016	42	£234	£9,828
Barrington	2	2016	45	£234	£10,530
Bassingbourn	2	2016	181	£234	£42,354
Croydon	2	2016	7	£234	£1,638
Fowlmere	2	2016	41	£234	£9,594
Gamlingay	2	2016	168	£234	£39,312
Great Eversden	2	2016	2	£234	£468
Guilden Morden	2	2016	41	£234	£9,594
Litlington	2	2016	58	£234	£13,572
Little Eversden	2	2016	25	£234	£5,850
Little Gransden	2	2016	12	£234	£2,808
Longstowe	2	2016	6	£234	£1,404
Meldreth	2	2016	121	£234	£28,314
Shingay-Cum-Wendy	2	2016	2	£234	£468
Steeple Morden	2	2016	46	£234	£10,764
Tadlow	2	2016	6	£234	£1,404
Whaddon	2	2016	12	£234	£2,808

Total Properties			815		£190,710
Contingency					£2,290
Total Estimated Budget					£193,000

Village	Painting Area	Painting Year	Number of Properties	Estimated Unit Cost	Estimated Total Cost
Duxford	3	2017	138	£220	£30,360
Foxton	3	2017	56	£220	£12,320
Great & Little Chishill	3	2017	22	£220	£4,840
Harston	3	2017	105	£220	£23,100
Hauxton	3	2017	20	£220	£4,400
Heydon	3	2017	6	£220	£1,320
Hinxton	3	2017	6	£220	£1,320
Ickleton	3	2017	25	£220	£5,500
Melbourn	3	2017	270	£220	£59,400
Newton	3	2017	24	£220	£5,280

Pampisford	3	2017	21	£220	£4,620
Shepreth	3	2017	36	£220	£7,920
Thriplow	3	2017	30	£220	£6,600
Whittlesford	3	2017	86	£220	£18,920
Total Properties			845		£185,900
Contingency					£7,100
Total Estimated Budget					£193,000

2. HEATING SERVICING

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.

The Council will make every effort to gain access, including resorting to legal action where necessary, in order to ensure that the installation is safe and legal.

To conform to these regulations and to endorse this commitment, South Cambridgeshire District Council puts great emphasis 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

Year	2011/12	2012/13	2013/14	2014/15	2015/16
Budget	£400,000	£400,000	£400,000	£400,000	£400,000

3. 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.

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.

Year	2011/12	2012/13	2013/14	2014/15	2015/16
Budget	£40,000	£40,000	£40,000	£40,000	£40,000

4. ELECTRICAL INSPECTIONS

The Council has a duty as a responsible landlord to make sure that the electrical installation to each of its properties is safe and adequate for current usage. A programme of inspection and upgrading to existing installations is undertaken each

year, with the aim of carrying out such inspections every five years. Partial inspections may be undertaken when other works are carried out.

Year	2011/12	2012/13	2013/14	2014/15	2015/16
Budget	£40,000	£40,000	£40,000	£40,000	£40,000

REACTIVE MAINTENANCE (REVENUE)

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 5800 properties, both general needs and sheltered housing accommodation.

The Response Team

The client-side responsive repairs team currently made up of two Responsive Repairs/Voids Surveyors and the Repairs & Voids 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

- O – 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	2011/2012	2012/2013	2013/2014	2014/2015	2015/2016
Change of Tenancy - Revenue	700,000	700,000	700,000	700,000	700,000
Kitchen and Bathroom Repairs	340,000	340,000	340,000	340,000	340,000
Electrical	250,000	250,000	250,000	250,000	250,000
Heating Repairs	230,000	230,000	230,000	230,000	230,000
Maintenance of Disabled Adaptations	35,000	35,000	35,000	35,000	35,000
Other Internal Works	200,000	200,000	200,000	200,000	200,000
External Property Works	400,000	400,000	400,000	400,000	400,000
Drainage, Paths, etc	140,000	140,000	140,000	140,000	140,000
Pest Control	1000	1000	1000	1000	1000
Right to Repair	800	800	800	800	800
Garages, Parking etc	20,000	20,000	20,000	20,000	20,000
Total - Responsive Repairs	2,316,800	2,316,800	2,316,800	2,316,800	2,316,800

5. VOID REPAIRS

The council aims to ensure that properties are relet quickly and efficiently in a good state of repair and cleanliness.

- 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.
- Vouchers will be issued rather than redecorating where required.
- To take all reasonable precautions to reduce additional expenditure caused by vandalism or frost damage.

Progress of the works is monitored throughout the void period.

PROPOSED SPEND 2011 - 2016						
		1	2	3	4	5
Description	Current Allocation	Allocation 2011/12	Allocation 2012/13	Allocation 2013/14	Allocation 2014/15	Allocation 2015/16
Capital						
Change of Tenancy - Capital	400,000	465,000	465,000	465,000	465,000	465,000
Minor Works - Capital	10,000	10,000	10,000	10,000	10,000	10,000
Rewiring	300,000	150,000	150,000	150,000	150,000	150,000
Heating Installation	600,000	1,200,000	1,200,000	1,200,000	1,200,000	1,200,000
Energy Conservation	74,000	175,000	175,000	175,000	175,000	175,000
Non-Traditional houses	1,000	0	0	0	0	0
Security	3,000	3,000	3,000	3,000	3,000	3,000
Health & Safety	3,000	3,000	3,000	3,000	3,000	3,000
Estate Roads, Paths & Lighting	20,000	25,000	25,000	25,000	25,000	25,000
Fencing	15,000	5,000	5,000	5,000	5,000	5,000
Parking Facilities	15,000	15,000	15,000	15,000	15,000	15,000
Window Replacement	10,000	20,000	20,000	20,000	20,000	20,000
Re-Roofing	75,000	50,000	50,000	50,000	50,000	50,000
Kitchen & Bathroom Refurbs	1,230,000	950,000	950,000	950,000	950,000	950,000
Full Refurbishments	200,000	200,000	200,000	200,000	200,000	200,000
Asbestos Removal	21,000	30,000	30,000	30,000	30,000	30,000
Specialist Owkrs	4,000	0	0	0	0	0
New Foundations	20,000	20,000	20,000	20,000	20,000	20,000
Water/Drainage Upgrades	37,000	20,000	20,000	20,000	20,000	20,000
Disabled Adaptations	625,000	575,000	575,000	575,000	575,000	575,000
Fire and Extreme Weather	17,000	35,000	35,000	35,000	35,000	35,000
Total	3,680,000	3,951,000	3,951,000	3,951,000	3,951,000	3,951,000
Non Responsive Maintenance - Revenue Funded						
Cyclical Works - Revenue	235,000	300,000	300,000	300,000	300,000	300,000
Heating Service Contracts	400,000	400,000	400,000	400,000	400,000	400,000
Asbestos Surveys	63,000	40,000	40,000	40,000	40,000	40,000
Electrical Surveys	30,000	40,000	40,000	40,000	40,000	40,000
Water/Drainage	5,000	5,000	5,000	5,000	5,000	5,000
Garden Works	15,000	16,000	16,000	16,000	16,000	16,000
Specialist Investigations	5,000	0	0	0	0	0
Properties Awaiting Sale	2,000	7,000	7,000	7,000	7,000	7,000
Repairs Litigation/Compensation	3,000	10,000	10,000	10,000	10,000	10,000
Compensation - Tenants Improvements	2,000	3,000	3,000	3,000	3,000	3,000
Fire & Extreme Weather	15,000	15,000	15,000	15,000	15,000	15,000
Total	775,000	836,000	836,000	836,000	836,000	836,000
Responsive Maintenance - Revenue Funded						
Change of Tenancy - Revenue	680,000	700,000	700,000	700,000	700,000	700,000
Kitchen and Bathroom Repairs	350,000	340,000	340,000	340,000	340,000	340,000
Electrical	275,000	250,000	250,000	250,000	250,000	250,000
Heating Repairs	220,000	230,000	230,000	230,000	230,000	230,000
Maintenance of Disabled Adaptations	23,000	35,000	35,000	35,000	35,000	35,000
Other Internal Works	170,000	200,000	200,000	200,000	200,000	200,000

External Property Works	375,000	400,000	400,000	400,000	400,000	400,000
Drainage, Paths, etc	180,000	140,000	140,000	140,000	140,000	140,000
Other Items	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	2,294,800	2,316,800	2,316,800	2,316,800	2,316,800	2,316,800
Total - Cyclical & Responsive	3,069,800	3,152,800	3,152,800	3,152,800	3,152,800	3,152,800
Housing Maintenance Total	6,749,800	7,103,800	7,103,800	7,103,800	7,103,800	7,103,800

PROGRAMMED MAINTENANCE AT A GLANCE 2011/12 TO 2015/16

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

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

Village	2011	2012	2013	2014	#
Arrington	KB	RE		KB	
Babraham	EX				
Balsham	KB	EX KB		KB RE	KB
Bar Hill	KB		KB	EX	
Barrington	KB RE	KB RE		KB	
Barton		KB RE	KB		EX
Bassingbourn	KB	KB		KB	W KB W
Bourn	KB	KB RE		KB	EX KB
Boxworth			KB	EX	
Carlton		EX	KB	RE	
Castle Camps		EX KB	RE		
Caxton				KB	EX KB
Comberton	KB	KB RE	KB	KB	EX KB
Conington					EX
Coton	KB	RE	KB		EX KB
Cottenham	KB	KB	KB	EX KB	KB
Croxton					EX
Croydon		RE			
Dry Drayton		KB		KB	EX KB
Duxford	KB	KB	RE	KB	KB
Elsworth	KB				EX KB
Eltisley	KB	KB		KB	EX
Fen Ditton			EX	KB	KB
Fen Drayton	KB	RE		KB	EX KB
Fowlmere	KB	KB RE		KB	
Foxton	KB RE	RE	KB	KB	KB
Fulbourn	RE	EX KB	RE	KB	KB
Gamlingay	KB RE	RE	KB	KB	KB RR
Girton			KB	EX KB	KB
Grantchester		RE	KB	KB	EX
Graveley					EX
Great & Little Chishill	KB RE	KB RE			KB
Great Abington		EX KB		KB RE	KB
Great Eversden					
Great Shelford	EX KB RE	KB	KB	KB RE	KB
Great Wilbraham	KB RE	EX	KB	KB	
Guilford Morden	KB RE		KB	KB	
Hardwick	KB	KB	W	KB	EX KB
Harlton				KB	EX KB
Harston	KB RE	KB RE		KB	KB
Haslingfield		KB	KB		EX KB
Hatley		KB RE			EX
Hauxton	KB		KB		

Heydon	KB			RE		
Hildersham		EX		RE		
Hinxton	KB			RE		
Histon	KB	RE				
Homingsea				EX	KB	RE
Horseheath		EX	KB		RE	
Ickleton	KB	RE			KB	
Impington	KB	RE			KB	
Kingston						EX
Knapwell						EX
Landbeach	KB			EX	RE	
Linton	KB	EX	KB			
Litlington	KB		KB	RE	RR	
Little Abington	KB	EX				
Little Eversden	KB		KB	RE		
Little Gransden	KB		KB	RE		
Little Shelford	EX					
Little Wilbraham	KB	RE		EX	KB	
Lolworth					EX	
Longstanton	KB	RE			EX	KB
Longstowe						
Madingley						EX
Melbourn	KB	RE	RR	W	KB	RE
Meldreth	KB					
Milton	KB		W		EX	
Newton	KB					
Oakington	KB				EX	
Orwell	KB					
Over	KB					
Pampisford	KB	RE				
Papworth Everard						EX
Rampton	EX	KB	RE		EX	
Sawston	EX	KB	RE		W	KB
Shepreth						RE
Shingay-Cum-Wendy						
Shudy Camps		EX				RE
Stapleford	KB				EX	
Steeple Morden	KB	RE				KB
Stow-Cum-Quy	KB				EX	
Swavesey	KB	RE				RE
Tadlow						
Teversham	KB	RE			EX	RR
Thriplow						RE
Toft	KB					
Waterbeach	KB	RE			EX	KB
West Wickham			EX			RE
West Wrattling	KB	RE	W			KB
Weston Colville	KB		EX			RE
Whaddon	KB					RE
Whittlesford	KB	RE				RE
Willingham	KB	RE	RR		EX	

Property Services Contact List

***For all Repairs Please Call our Repairs Hotline on
0800 085 1313***

Name	Title	Contact No.
Anita Goddard	Housing Operational Services Manager	01954 713040
Steve Annetts	Planned Maintenance Manager	01954 713008
Peter Duncan	Contracts Manager	01954 713325
Les Lazell	Project Manager (H & E)	01954 713061
David Rutland	Project Manager	01954 713423
Wayne Newman	Project Manager	01954 713278
Helen Pagram	Asset Management Assistant	01954 713292
Becky Gane	Leasehold Services Coordinator	01954713334
Jenny Clark	Lands Officer	01954 713336
Maria Toombs	Property Sales Assistant	01954 713338
Sid Webb	Repairs & Voids Manager	01954 713051
Alan Clarke	DLO Manager	01954 713494
David Gill	Response Repairs/Voids Surveyor	01954 713277
Doug Clarke	Response Repairs/Voids Surveyor	01954 713191
David Purnell	Asset Manager	01954 713045
Karen Seamark	Administration Officer	01954 713275
Heather James	Data Systems Coordinator	01954 713292
Elaine Bimson	Administrative Assistant	01954 712903