

Draft Capital Programme
2011/2012

**Capital Programme
General Fund**

Project	Code	2010/2011 Estimate	2010/2011 Approved Changes	2010/2011 Total Programme	Projected Expenditure 2010/2011	2011/2012 Total Programme	2011/2012 WBC Funding	2011/2012 External Funding	2012/2013 Estimate	2013/2014 Estimate
		£	£	£	£	£	£	£	£	£
Provision for Urgent Schemes during Year		160,000	(25,000)	135,000	135,000	185,000	185,000	0	0	0
Planning Services		125,700	171,000	296,700	296,700	0	0	0	10,000	10,000
Community Services		3,441,500	1,297,600	4,739,100	3,374,100	4,660,670	4,325,370	335,300	2,264,500	347,600
Environmental Services		99,000	12,000	111,000	111,000	72,500	68,500	4,000	30,000	30,000
Housing Services		410,000	550	410,550	410,550	650,000	398,000	252,000	560,000	460,000
Special projects		0	0	0	0	0	0	0	0	0
Customer, IT and Office Services		405,000	156,000	561,000	530,600	204,100	204,100	0	39,000	35,000
Community Partnership Fund			20,200	20,200	18,700	0	0	0	0	0

General Fund Summary										
		£	£	£	£	£	£	£	£	£
TOTAL		£4,641,200	£1,632,350	£6,273,550	£4,876,650	£5,772,270	£5,180,970	£59,300	£2,903,500	£882,600

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		£	£	£	£	£	£	£	£	£
Planning Services										
Development Control										
Planning Delivery Grant funded Expenditure	K1515	40,000		40,000	40,000					
Building Control & Engineering										
Bus Shelter Replacement Programme	K1270	10,000		10,000	10,000				10,000	10,000
Broadwater Lake Spillway	K1352	75,700		75,700	75,700					
Flood Protection	K1261		171,000	171,000	171,000					
Total Planning		£125,700	£171,000	£296,700	£296,700	£0	£0	£0	£10,000	£10,000

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		£	£	£	£	£	£	£	£	£
Community Services										
Central Communications (Careline)	K1110	30,000		30,000	30,000	30,000	30,000		30,000	30,000
Leisure Strategy										
Godalming Leisure Centre	K1311	1,205,000		1,205,000	416,200	3,805,000	3,805,000		1,850,000	
- Biomass & PV's						147,370	147,370			
Farnham Leisure Centre	K1310	1,522,000	1,215,000	2,737,000	2,304,900					
Cranleigh Leisure Centre	K1314	173,000		173,000	18,900					
Externally Funded Projects										
Farnham Park SPA	K1450		70,000	70,000	70,000					
Countryside										
Stewardship Commitments & Habitat Management	K1373	8,500		8,500	8,500				19,000	19,000
Countryside Vehicles	K1375									
Arts										
Farnham Maltings ~ (previous grant paid £387k)	K1390	30,000		30,000	30,000		60,000		25,000	
Farnham Maltings - Hall for All							20,000		40,000	
Farnham Maltings - South Wing Roof							25,000		50,000	
Farnham Maltings - Restoration of Damaged Brickworks										32,300
Museum of Farnham	K1391		32,000	32,000	32,000					
Haslemere Hall Roof Works										
Recreation										
Pavilions - Capital Works	K1343	95,000		95,000	105,000	45,000	45,000		25,000	25,000
Recreational Facilities for Young People	K1344	85,000	25,000	110,000	110,000				165,000	165,000
Playground Replacement	K1345	233,000	(75,000)	158,000	158,000	165,000	145,000	20,000	93,200	83,600
Philips Memorial Garden Improvement Programme	K1354	45,000	30,600	75,600	75,600	218,300	53,000	165,300	25,000	25,000
Parks Infrastructure Works & DDA Improvements	K1355	15,000		15,000	15,000	25,000	25,000			
Parks Signage	K1319									
Total Community Services		£3,441,500	£1,297,600	£4,739,100	£3,374,100	£4,660,670	£4,325,370	£335,300	£2,264,500	£347,500

~ Council on 17th December 2001, approved that Waverley commits in principle to match funding raised by the Maltings for the specific projects put forward (or such changes as agreed by Waverley) on the basis of one-third Waverley funding for two-thirds Maltings funding up to a maximum funding from Waverley of £750,000.

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		£	£	£	£	£	£	£	£	£
Environmental Services										
Environmental Health Tackling Fuel Poverty in Waverley	K1205	25,000	6,000	31,000	31,000	25,000	25,000			
Refuse Collection Upgrade Recycling Bring-sites Food Waste Service	K1231 K1233	44,000	6,000	50,000	50,000	24,000	20,000	4,000		
Car Parks Parking Equipment Replacement	K1241	30,000		30,000	30,000	23,500	23,500		30,000	30,000
Total Environmental Services		£99,000	£12,000	£111,000	£111,000	£72,500	£68,500	£4,000	£30,000	£30,000

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		£	£	£	£	£	£	£	£	£
Housing Services										
House Renovation Grants	K1101									
- Disabled Facilities		350,000	5,550	355,550	355,550	650,000	398,000	252,000	500,000	400,000
- Private Sector Renewals		60,000	(5,000)	55,000	55,000				60,000	60,000
Total Housing Services		£410,000	£550	£410,550	£410,550	£650,000	£398,000	£252,000	£560,000	£460,000

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		£	£	£	£	£	£	£	£	£
Customer, IT and Office Services										
Central Offices:										
Central Offices Lift - Control Panel Replacement	K1017	35,000		35,000	23,000					
Computer Room air-conditioning replacement	K1016	40,000	(28,000)	12,000	1,600					
Office Accommodation Review Works/Reception	K1014	80,000		80,000	80,000					
Disability Discrimination Act Compliance										
DDA Compliance Works Provision	K1006	35,000		35,000	35,000	10,000				
ICT Infrastructure Rolling Programme										
Forward Programme/Legislative Changes	K0001	10,000		10,000	10,000	10,000			10,000	10,000
Desktop/Server Upgrades	K0003	45,000	34,000	79,000	79,000	29,000			29,000	25,000
Microsoft Office Upgrade *	K0233	50,000	50,000	100,000	100,000					
Shared Services Infrastructure	K0007	40,000		40,000	40,000	5,000				
Members IT										
<i>* The budget monitoring report includes a proposal to include £50,000 on the Microsoft Office Upgrade Project in 2010/2011.</i>										
System Migration/Upgrade										
Upgrade/Replace Systems - Lotus						20,000	20,000			
Upgrade/Replace Systems - Agresso						30,000	30,000			
Orchard Housing Management System Upgrade						28,100	28,100	(to be funded by HRA)		
Finance System Review	K0260	20,000		20,000	20,000					
HR/Payroll System Replacement			28,000	28,000	28,000					
Electronic Government for Customer Service										
Emergency Planning Software	K0259		3,000	3,000	0					
Website Upgrade	K0261	10,000		10,000	10,000					
Election Software	K0263		25,000	25,000	20,000					
Environmental Services Contact Manager			28,000	28,000	28,000					
Information Management										
Network Upgrade & Flexible Working	K0231	15,000		15,000	15,000	25,000				
Government Secure Communications	K0239		16,000	16,000	16,000					
Northgate BS7666 Hub										
E-Mail Archiving and Management	K0262	25,000		25,000	25,000	47,000				
Scanning & Workflow -Environmental Health										

Total Customer and Office Services	£	000	£56,000	£561,000	£530,600	£204,100	£204,100	£0	£39,000	£35,000
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**Capital Projects
Justification Statements**

Project Justification Form

Project: Careline equipment

Service: Careline

Officer Responsible for Project: Alayne Boyden

Identification of Need:

The Careline service is based on the provision of a piece of rented Community Alarm equipment for individuals in their own homes.

There has been a steady increase in the number of alarms installed each year in individual homes accounting for a net growth of 50 – 100 units in use. Investment is required each year to keep up with this increase in demand.

The service has been running for over 20 years. The equipment has a shelf life of 5 to 7 years and with new improved technology being introduced all the time the equipment needs to be replaced or upgraded to ensure the service remains reliable and up to date. The on going upgrade programme accounts for at least 100 – 200 units a year.

With the advancement of new technologies to compliment the basic Careline service there are more and more items of "Telecare" equipment available that enable people to remain safely at home and to give peace of mind to their family and carers. These items work alongside the Careline technology and are becoming part of the mainstream referrals that we are receiving from Health and Social Care colleagues and will only increase as the County develops a Telecare Strategy. In previous years we have secured some grant funding to purchase this type of equipment but as these items become mainstream and external funding reduces internal investment is needed for this in the future.

In addition there is an item of equipment needed in some cases, and especially as telecommunications networks evolve, to improve the compatibility of the unit with the clients telephone connections and makes the installation more reliable, especially for more vulnerable clients.

Demonstrate how this scheme would help achieve the Corporate Strategy objectives:

By providing community alarm equipment and Telecare we are helping older and disabled people to remain independently and safely in their own homes, fulfilling the Council's priority of improving the quality of life for all, particularly the more vulnerable within our society.

Investment in up to date equipment enables us to attract more customers and earn more income and the service is better value for money as a result.

Cross Reference to Service Plan:

The Service Plan objective:

To continue to evolve the Careline service focussing on delivering greater value for money and continuous improvement for the benefit of customers.

Progress to date (including position regarding planning permission):

This is an ongoing project.

Will the Corporate Project Management Toolkit be used? No

If no, how will the project be managed?

The project will be managed and monitored with existing systems and through the development of a bespoke Careline database (due early 2011).

Key Project target dates and milestones:

Replace all units over 7 years old by end of 2010-11.

Upgrade all units over 5 years old (where upgrade is possible) by end of 2010-11.

Purchase new stock and Telecare equipment as required for clients.

Capital cost (across years):

	Year 1 £	Year 2 £	Year 3 £	Total £
Land				
Contract Costs				
Fees				
Vehicles, Plant and Equipment	30000	30000	30000	90000
Contingency				
Other (specify) -				
Total Capital Cost	30000	30000	30000	90000

How capital cost will be funded:

	Year 1 £	Year 2 £	Year 3 £	Total £
WBC Capital	30000	30000	30000	90000
S106				
External Funding (specify) -				
Total Funding	30000	30000	30000	90000

Ongoing Revenue Cost and/or savings (Invest to Save):

	Year 1 £	Year 2 £	Year 3 £	Total £
Staffing				
Other costs (specify) -				
Total Revenue Costs				
Less				
Revenue income				
Estimated annual revenue effect				

Return on Capital and Payback (if appropriate):

	£		
Forecast Returns	-	Return on Capital	-
Capital Cost	30000		%
Forecast Savings	-	Payback	-
			Years

Identify any efficiency gains resulting from the project:

By maintaining an up to date stock of equipment the need for un-planned response to faults is reduced.

Identify any risks which may effect the project:

Further unexpected advances in technology may mean the existing equipment in use needs to be upgraded sooner.

Environmental Impact, including Carbon Implications:

N/a

Equality impact assessment carried out? N/A

Part of main service EqIA

How will the project be procured?

Equipment is purchased through a nationwide procurement agreement with the Northern Housing Association attracting lower prices for bulk purchase.

Is there scope for sharing/joint work? Yes

We work closely with Guildford BC

There is scope for more joint working with them and other neighbouring Boroughs. Surrey County is developing a Telecare Strategy – we have yet to understand the implications of this.

Completed by: Alayne Boyden

Date: 18.10.10

Project Justification Form

Project: Farnham Maltings: 'Hall for All'

Service: Communities

Officer Responsible for Project: Kelvin Mills

Identification of Need:

Improving the Great Hall was the subject of a report commissioned by WBC, which looked at alternative spaces for theatre following the closure of The Redgrave. The proposed 'Hall for All' programme picks up on the recommendations of the report, which includes improving facilities, safety and access to the hall.

Demonstrate how this scheme would help achieve the Corporate Strategy objectives:

This scheme contributes to the delivery of 2 corporate priorities:

Leisure

Making the grand hall a fully accessible cultural and entertainment venue for Waverley residents

Improving Lives

Providing disabled toilets and changing facilities in the East Wing and Grand Hall, providing a lift and installing a hearing loop.

Cross Reference to Service Plan:

Progress to date (including position regarding planning permission):

Planning permission is not required. There is a specification for the works and building is due to commence in January 2011.

**Will the Corporate Project Management Toolkit be used? Yes / No
If no, how will the project be managed?**

The project will be managed by the Farnham Maltings Association

Key Project target dates and milestones:

Start January 2011
Complete March 2011

How capital cost will be funded:

	Year 1 £	Year 2 £	Year 3 £	Total £
WBC Capital	30,000			
S106				
External Funding (specify) - Farnham Maltings	50,000 10,000			
Total Funding	90,000			

Ongoing Revenue Cost and/or savings (Invest to Save):

	Year 1 £	Year 2 £	Year 3 £	Total £
Staffing				
Other costs (specify) -				
Total Revenue Costs				
Less				
Revenue income				
Estimated annual revenue effect				

Return on Capital and Payback (if appropriate):

	£		
Forecast Returns	20,000	Return on Capital	22 %
Capital Cost	90,000		
Forecast Savings	-	Payback	- Years

Identify any efficiency gains resulting from the project:**Identify any risks which may effect the project:**

Not achieving the full amount of external funding will mean that the scale of the project is reduced

Environmental Impact, including Carbon Implications:**Equality impact assessment carried out? N/A**

The project will greatly enhance disabled facilities and access to hall

How will the project be procured?

There will be a tendering process between local contractors

Is there scope for sharing/joint work? Yes / No

Completed by: Charlotte Hall

Date: 11 / 10 / 10

Project Justification Form

Project: South Wing Roof

Service: Communities

Officer Responsible for Project: Kelvin Mills

Identification of Need:
See attached architects report for the South Wing

Demonstrate how this scheme would help achieve the Corporate Strategy objectives:
Providing affordable leisure and cultural facilities for all

Cross Reference to Service Plan:

Progress to date (including position regarding planning permission):
Building work is due to commence in June 2011

Will the Corporate Project Management Toolkit be used? No
If no, how will the project be managed?

The project will be managed by Farnham Maltings Association

Key Project target dates and milestones:

Works start June 2011
Works completed Sept 2011

Capital cost (across years):

	Year 1 £	Year 2 £	Year 3 £	Total £
Land				
Contract Costs				
Fees				
Vehicles, Plant and Equipment				
Contingency				
Other (specify) – roof works	60,000			60,000
Total Capital Cost	60,000			60,000

How capital cost will be funded:

	Year 1 £	Year 2 £	Year 3 £	Total £
WBC Capital	20,000			20,000
S106				
External Funding (specify) – SITA	30,000			30,000
Others	10,000			10,000
Total Funding	60,000			60,000

Ongoing Revenue Cost and/or savings (Invest to Save):

	Year 1 £	Year 2 £	Year 3 £	Total £
Staffing				
Other costs (specify) -				
Total Revenue Costs				
Less				
Revenue income				
Saving	1,000	1,000	1,000	3,000
Estimated annual revenue effect	(1,000)	(1,000)	(1,000)	(3,000)

Return on Capital and Payback (if appropriate):

	£		
Forecast Returns	-	Return on Capital	- %
Capital Cost	60,000		
Forecast Savings	1,000 p/a	Payback	- Years

Identify any efficiency gains resulting from the project:

Heating, water proofing, sound proofing and solar energy

Identify any risks which may effect the project:

Not achieving the amount of external funding required

Environmental Impact, including Carbon Implications:

Reduction in heat loss

Equality impact assessment carried out? N/A**How will the project be procured?**

By local competitive tender

Is there scope for sharing/joint work? No

Completed by: Charlotte Hall

P232

Date: 11/10/10

Project Justification Form

Project: Restoration of damaged brickworks

Service: Communities

Officer Responsible for Project: Kelvin Mills

Identification of Need:

Russell Morris has advised Farnham Maltings that the brickwork on the south flank wall fronting Red Lion Lane is showing signs of deep erosion in some of the bricks. On Russell's recommendation the Maltings have instructed a specialist report which is attached.

Demonstrate how this scheme would help achieve the Corporate Strategy objectives:

Providing affordable and accessible leisure and cultural opportunities for all

Cross Reference to Service Plan:

Progress to date (including position regarding planning permission):

Due to start April 2012

Will the Corporate Project Management Toolkit be used? No

If no, how will the project be managed?

Farnham Maltings Association will manage the project

Key Project target dates and milestones:

Start April 2012
Complete September 2012

Capital cost (across years):

	Year 1 £	Year 2 £	Year 3 £	Total £
Land				
Contract Costs				
Fees				
Vehicles, Plant and Equipment				
Contingency				
Other (specify) – building works	75,000			75,000
Total Capital Cost	75,000			75,000

How capital cost will be funded:

	Year 1 £	Year 2 £	Year 3 £	Total £
WBC Capital	25,000			25,000
S106				
External Funding (specify) – Biffa	50,000			50,000
Total Funding	75,000			75,000

Ongoing Revenue Cost and/or savings (Invest to Save):

	Year 1 £	Year 2 £	Year 3 £	Total £
Staffing				
Other costs (specify) -				
Total Revenue Costs				
Less				
Revenue income				
Estimated annual revenue effect				

Return on Capital and Payback (if appropriate):

	£		
Forecast Returns	N/A	Return on Capital	- %
Capital Cost	75,000		
Forecast Savings	N/A	Payback	- Years

Identify any efficiency gains resulting from the project:

Building integrity is in doubt unless essential works are carried out

Identify any risks which may effect the project:

Failure to secure Biffa funding

Environmental Impact, including Carbon Implications:

Restoration of crumbling / damaged brickwork, windows and doors on Red Lion Lane

Equality impact assessment carried out? N/A

How will the project be procured?

Competitive local tender

Is there scope for sharing/joint work? No

Completed by: Charlotte Hall

Date: 11/10/10

Project Justification Form

Project: Pavilions Capital Works 2011-2012

Service: Parks

Officer Responsible for Project: Matthew Lank

Identification of Need:

The council currently has responsibility for major works across the majority of its pavilions (even where a Recreation ground Committee is responsible for day-to-day management and maintenance), and many of these are now in need of major works over the coming years to ensure that they remain compliant with current legislation and safe to use. This budget is extremely valuable in supporting the various community clubs using our facilities- and has in the past been used to provide partnership funding for works, meaning the Council's investment is often enhanced considerably.

A project is currently underway "The review of arrangements for the use of outdoor sports facilities" which is looking at devolving more responsibility to users of the pavilions going forward, this is due to go before the next executive committee for approval. In the meantime however, it is proposed that this programme continues as a rolling programme each year, this will enable our pavilions to be brought up to a decent standard to enable a transfer to the various clubs and make negotiations easier.

This project is further supported by the asset management plan (AMP) work being undertaken by the Council's property section. This is identifying priority works required to pavilions internal and external and is organising the works in terms of priority of a course of several years.

Wrecclesham Tennis Club has identified a need of assistance from Waverley in trying to replace their clubhouse. Club have set aside £30,000 of club funds already for the project, however they have identified that a further £7,000 is for the removal of asbestos from the old clubhouse and a further £3,000 to demolish the old building. The total project cost is £40,000. The club are looking to the Council to fund the asbestos removal.

Demonstrate how this scheme would help achieve the Corporate Strategy objectives:

This scheme has the potential to contribute towards the following corporate objectives:

1. **Improving Lives:** The provision of good quality sports pavilions in support of our outdoor facilities contributes to the quality of life of many people throughout the borough.
2. **Leisure:** Quality pavilions and changing rooms support opportunities for all to take part in sport and recreation.
3. **Value for Money:** This budget will provide the opportunity for the council to maximise its investment by bringing in external funding through the community organisations it assists.

Cross Reference to Service Plan:

Assists in progressing the approved recommendations of the outdoor sports leases project "The review of arrangements for the use of outdoor sports facilities".

Progress to date (including position regarding planning permission):

Asset Management Plan (AMP) already drawn up allocating work priorities over the next few years. If planning permission is required for works this will be obtained as and when required.

In addition to the asset management plan Wrecclesham Tennis Club have identified a financial need for the Councils assistance in the removal of asbestos.

Will the Corporate Project Management Toolkit be used? No

Value of individual projects will not require the use of the Corporate Project Management Toolkit.

The Parks department and the Property department will manage individual projects by referring to priority list in the AMP and obtaining competitive quotes for the work required.

Key Project target dates and milestones:

Complete works identified in year 2 of the AMP by March 2012.
New list of works will be drawn up for subsequent years from the AMP.

Capital cost (across years):

	Year 1 £	Year 2 £	Year 3 £	Total £
Land				
Contract Costs	45,000	25,000		
Fees				
Vehicles, Plant and Equipment				
Contingency				
Other (specify) -				
Total Capital Cost	45,000	25,000		

How capital cost will be funded:

	Year 1 £	Year 2 £	Year 3 £	Total £
WBC Capital	45,000	25,000		
S106				
External Funding (specify) -				
Total Funding	45,000	25,000		

Ongoing Revenue Cost and/or savings (Invest to Save):

	Year 1 £	Year 2 £	Year 3 £	Total £
Staffing				
Other costs (specify) -				
Total Revenue Costs				
Less				
Revenue income				
Estimated annual revenue effect				

Return on Capital and Payback (if appropriate):

	£		
Forecast Returns	-	Return on Capital	- %
Capital Cost	45,000		
Forecast Savings	-	Payback	- Years

Identify any efficiency gains resulting from the project:

Improvements in pavilion facilities should enable easier negotiations with sports clubs over hand-over of responsibilities; therefore efficiency gains could result in devolved responsibility of management of pavilions to sports clubs rather than the Council.

Identify any risks which may effect the project:

If works not undertaken, conditions of pavilions may not be suitable for hand over to sports clubs.

Environmental Impact, including Carbon Implications:

Potential to reduce carbon footprint of pavilions, increased usage of greener energy supplies.

Equality impact assessment carried out? No

Improvement in pavilions will improve equality for all and consideration to DDA will be incorporated in each project.

How will the project be procured?

Obtain competitive quotes for each work requirement in the AMP.

Is there scope for sharing/joint work? Yes

Potential scope for joint work on some projects with clubs to double Councils investment.

Completed by: Matthew Lank

Date: 20/10/10

Project Justification Form

Project: Playground Replacement Programme 2011/2012

Service: Parks

Officer Responsible for Project: Matthew Lank

Identification of Need:

The continuation of the ongoing rolling programme of playground refurbishments started 2009/10.

A report was taken to the Executive in July 2009 setting out the proposed means of assessing all of the Council's play areas taking into account Risk Assessment, Play Value, DDA-compliance, etc, and presenting a priority list for works for financial years 2009/10 and 2010/11. This was based upon the sums already allocated in the forward capital programme, but also took into account other funding streams such as S106 funds, Infrastructure Tariff money and external 'Playbuilder' funding.

This process highlighted that, despite an extensive refurbishment programme which took place between 2006 and 2008, there is still work required to bring many of the remaining sites up to an acceptable standard and to ensure that play provision throughout the borough is safe, of high quality and as inclusive as possible.

Furthermore, pending a future report on proposed spend from 2011 onwards, a further sum of £165k is included in both 2011/12 and 2012/13.

Identified sites for 2011/2012 are:

- Cranleigh Basket ball hoop, Cranleigh leisure centre, Cranleigh
- Canon Bowerings, Farncombe, Godalming
- Hollowayhill Recreation Ground, Godalming
- Oast House Crescent, Hale, Farnham
- Runfold Recreation Ground, Runfold, Farnham

We would be looking to allocate £165,000 of funding towards these projects of which £20,000 would come from the Planning Infrastructure Charge.

Demonstrate how this scheme would help achieve the Corporate Strategy objectives:

This scheme has the potential to contribute towards the following corporate objectives:

1. Improving Lives: The provision of good quality and safe play areas throughout the borough contributes to the quality of life of many Waverley residents, and the upgrading of play areas to take into account the requirements of the DDA will drastically improve opportunities for our less able young residents to engage in free, outdoor play.
2. Leisure: Quality play areas provide free opportunities for all to take part in recreation.
3. Value for Money: This budget provides the opportunity for the council to maximise its investment by bringing in external funding through working with local interest groups and community organisations. Spend is also largely directed through local consultation, thus ensuring that the end result reflects local need.

Cross Reference to Service Plan:

1. Introduction/Overview

Improve and support opportunities for all to take part in sport, recreation and culture.
Increase and improve recreational and play facilities

Progress to date (including position regarding planning permission):

A report was taken to the Executive in July 2009 setting out the proposed means of assessing all of the Council's play areas taking into account Risk Assessment, Play Value, DDA-compliance, etc, and presenting a priority list for works for financial years 2009/10 and 2010/11. Consultation on individual projects will take place early in the new financial year 2012. Planning consent will not be needed for these projects.

Progress made so far:

2009/10

- Beaconhill Recreation Ground, Ball Hoop replacement – Complete.
- Cranleigh Skatepark – Complete.
- Romans Way Playground – Complete.
- Mardens Playground – Complete.

2010/11

- Boundstone Rec Playground – Ongoing.
- Peakfield Playground – Ongoing.
- Tilford Road Playground – Ongoing.
- Farnham Park (St James) Playground – Ongoing.
- Herons Skatepark – Ongoing.

Will the Corporate Project Management Toolkit be used? No

Projects will be managed by existing parks staff; organising consultations, inviting play manufacturers to tender designs and monitoring construction.

Key Project target dates and milestones:

Identified sites to be completed by end of March 2012, although there will be a phased approach through the year. The same condition will apply in the next year.

Capital cost (across years):

	Year 1 £	Year 2 £	Year 3 £	Total £
Land				
Contract Costs	165,000	165,000	165,000	495,000
Fees				
Vehicles, Plant and Equipment				
Contingency				
Other (specify) -				
Total Capital Cost	165,000	165,000	165,000	495,000

How capital cost will be funded:

	Year 1 £	Year 2 £	Year 3 £	Total £
WBC Capital	145,000	165,000	165,000	475,000
S106				
External Funding PIC monies	20,000	Unknown yet	Unknown yet	20,000
Potential funding (High Sheriff)	Unknown			
Total Funding	165,000	165,000	165,000	495,000

Ongoing Revenue Cost and/or savings (Invest to Save):

	Year 1 £	Year 2 £	Year 3 £	Total £
Staffing				
Other costs (specify) -				
Total Revenue Costs				
Less				
Revenue income				
Estimated annual revenue effect				

Return on Capital and Payback (if appropriate):

	£		
Forecast Returns	-	Return on Capital	- %
Capital Cost	165,000		
Forecast Savings	-	Payback	- Years

Identify any efficiency gains resulting from the project:

Replacing equipment nearing the end of its usable life will result less maintenance requirements. Subsequently reducing availability of free play to the borough's child population.

Identify any risks which may effect the project:

If playground equipment is not replaced in an appropriate timeframe, breakages could occur which could potentially lead to health & safety issues and potentially cause accidents resulting in claims to the Council. Additionally broken equipment would need to be removed which would leave a gap in play provision.

Environmental Impact, including Carbon Implications:

Potential to source and use sustainable materials in construction.

Equality impact assessment carried out? No

The design of each playground automatically gives consideration to equality and takes into account DDA.

How will the project be procured?

Each project will be procured by the Parks department, seeking competitive quotes or tenders from playground companies.

Is there scope for sharing/joint work? Yes

The Basket Ball Hoop project could involve Cranleigh Parish Council who will assist user group in obtaining grant from High Sheriff.

Completed by: Matthew Lank

Date: 20/10/10

Project Justification Form

Project: Phillips Memorial Gardens Improvement Project

Service: Parks

Officer Responsible for Project: Matthew Lank

Identification of Need:

The project justification is the continuation of work started in 2009/10 to improve the Phillips Memorial Park. Waverley was successful in the stage 1 application to the Heritage Lottery Fund (£26,500 grant was secured for 2010/2011). As a result of this the Council have been able to appoint a temporary Parks Project Officer to assist in the preparation of Waverley's stage 2 application for further grant funding. The Council is currently in a strong position to secure this funding from the Heritage Lottery Fund. If successful it will enable a substantial project to take place, and for the site to be in excellent condition in time for the centenary of the sinking of the Titanic (15 April 2012).

The Phillips Memorial Park in Godalming has been the focus of a considerable amount of interest in recent times, with a number of organisations and individuals expressing an active interest and a desire to see the Council take action to conserve and improve the site.

Whilst at present being maintained to a good standard, the site is certainly in need of an overhaul in places- in particular around the cloister area. A 'Friends' group/steering group has been formed to assist the Council with the HLF application and improvement plan. It is expected that the centenary of RMS Titanic sinking will generate considerable interest in the Phillips Memorial Park.

Demonstrate how this scheme would help achieve the Corporate Strategy objectives:

This scheme has the potential to contribute towards a number of the Corporate objectives as follows:

1. Environment: The Phillips Memorial Gardens are an extremely important environmental asset for Godalming, and this project is intended to protect and enhance this.
2. Improving Lives: Upgrading the main town park in Godalming will, it is hoped, generate increased interest in the site, and make this already popular facility even more widely known and used. Access to good quality open spaces is universally recognised as making a considerable contribution to quality of life.
3. Leisure: This project would improve opportunities for local people to take part in recreation and culture by improving the quality, and raising the profile, of a key open space in the borough.
4. Value for Money: It is hoped and anticipated that this project will attract a good level of external funding, thus maximising the council's investment.

Cross Reference to Service Plan:

1. Introduction/Overview – Improve and support opportunities for all to take part in sport, recreation and culture. Improve the environment of the Councils public open space.
2. The continuation of the project will enable a fully constituted 'Friends Of' group to be formed for the Phillips Memorial Park, continuation of users surveys, development of management plans and the continued development of the site.

Progress to date (including position regarding planning permission):

First round pass of £314,000, including development grant funding of £25,600, awarded 05 July 2010 by the Heritage Lottery Fund and Big Lottery Fund through the joint Parks for People programme.

Will the Corporate Project Management Toolkit be used? No

The project was started prior to the Corporate Toolkit being available. It is currently managed by the Parks Service and through the officer group that has been formed. Also using Heritage Lottery Fund application and grant aid claim procedures.

Key Project target dates and milestones:

Stage 2 application to be submitted by 28 February 2011.

Stage 2 result expected start of July 2011.

Anticipated start of project: August/September 2011.

Restoration of Cloister and associated Jekyll planting to be completed by 14 April 2012 (100th Anniversary of sinking of RMS Titanic takes place on 15 April 2012).

Length of project: 5 years (project end August 2016)

Capital cost (across years):

	Year 1 £	Year 2 £	Years 3-5 £	Total £
Land				
Contract Costs	202,400	87,300	65,900	355,600
Fees				
Vehicles, Plant and Equipment				
Contingency	10,000			10,000
Other (specify) – (volunteer – cash equivalent)	5,900	5,900	17,700	29,500
Total Capital Cost	218,300	93,200	83,600	395,100

How capital cost will be funded:

	Year 1 £	Year 2 £	Years 3-5 £	Total £
WBC Capital	53,000	19,300	4,900	77,200
S106				
External Funding (specify) -				
HLF	159,400	68,000	61,000	288,400
Volunteers (HLF cash equivalent value)	5,900	5,900	17,700	29,500
Total Funding	218,300	93,200	83,600	395,100

Ongoing Revenue Cost and/or savings (Invest to Save):

	Year 1 £	Year 2 £	Year 3 £	Total £
Staffing				
Other costs (specify) -				
Total Revenue Costs				
Less				
Revenue income				
Estimated annual revenue effect				

Return on Capital and Payback (if appropriate):

	£	Gearing	1:4
Forecast Returns	-	Return on Capital	- %
Capital Cost	218,300		
Forecast Savings	-	Payback	- Years

Identify any efficiency gains resulting from the project:

10 year management and maintenance plan for Park will be produced as a requirement of HLF. This is also required for Green Flag application to be successful. Important WBC-owned Grade 2 listed building brought back in to good condition.

Identify any risks which may effect the project:

Stage 2 grant is discretionary – HLF indicate an expected success rate of 5 in 6. If unsuccessful, restoration of Cloister will require funding from alternative sources. Cost of restoration of Cloister will still have to be met in total (£145,000 plus cost of Jekyll planting at £20,000).

Environmental Impact, including Carbon Implications:

Low - Grade 2 listing of building requires appropriate material to be used for refurbishment, such as lime mortar (which has less environmental impact than cement). Tiles and timber will be re-used whenever possible, resulting in reduced transport and manufacture of new materials.

Equality impact assessment carried out? No

Project initiated before EIA requirement implemented. However there are strict HLF requirements for physical and intellectual access for all.

How will the project be procured?

Will seek competitive quotes/tenders for specific areas of work when required

Is there scope for sharing/joint work? Yes

Heritage Lottery will provide 73% of the funding for this project. Volunteer cash equivalent will provide a further 7% of the funding required.

Completed by: Matthew Lank

Date: 20/10/10

Project Justification Form

Project: Parks Infrastructure Improvement and DDA works

Service: Parks

Officer Responsible for Project: Matthew Lank

Identification of Need:

The continuation of a rolling programme of improvement works as defined in the previous years project justification 2010/11 implemented by Rob Anderton.

The infrastructure in the council's parks, gardens, open spaces and housing amenity areas is, in places now showing its age and evidence of historic under-investment. In some areas, tarmac paths are crumbling and potholes are appearing, and walls, fences and gates are in need of replacement or refurbishment (often on health and safety grounds). It is considered that, in the long run, it would be preferable (and financially more prudent) to undertake wholesale replacement of some of these assets rather than a rolling programme of patching and making good. In light of this it is felt that there is a need to develop a programme of proactive asset replacement/refurbishment to address this issue.

Furthermore, with the advent of the Disability Discrimination Act, it is apparent that many sites do not afford an acceptable level of access to those with mobility problems or other disabilities- and reasonable and proportionate adjustments should be made to rectify this situation. It is felt that a programme of works needs to be put in place to gradually rectify this situation through the construction of new footpaths, widening of existing paths, and installation of handrails for example.

This would be a rolling programme for at least the next 2 years.

Demonstrate how this scheme would help achieve the Corporate Strategy objectives:

This scheme has the potential to contribute towards a number of the Corporate objectives as follows:

1. Environment: Taking a proactive approach to asset management will go a long way towards addressing the 'run down' appearance of some of our key open spaces.
2. Improving Lives: Upgrading and/or facilitating access to parks and gardens for those with mobility problems will contribute towards improving their quality of life.
3. Leisure: This proposed investment would improve opportunities for local people to take part in recreation and culture.

Cross Reference to Service Plan:

No specifics to cross reference however, it fits in with the Introduction/Overview in service plan to; Improve the environment of the Council's public open space and ensure fair and equal access to all services wherever possible.

Progress to date (including position regarding planning permission):

A priority list of sites is currently being developed for the next few years, consisting of a combination of DDA works and other general upgrades/ improvements.

So far sites that have been identified for improvement are:

Re-surfacing of Badshot Lea recreation Ground Carpark, Farnham
 Re-surfacing of central footpath Lower Hanger, Woolmerhill Estate, Haslemere
 Improvement of access arrangements to Mardens Recreation Ground from Arthur Road, Farnham.
 Re-surfacing of Holloway Hill Recreation Ground Carpark, Godalming.

No planning permission is likely to be required for this work.

Will the Corporate Project Management Toolkit be used? No

Managed by Parks officers in conjunction with Councils Engineer, through obtaining competitive quotes for the work required from our local contractors.

Key Project target dates and milestones:

To be completed by end of March 2012, however work will continue to further improvement as many sites as possible over a period of years.

Capital cost (across years):

	Year 1 £	Year 2 £	Year 3 £	Total £
Land				
Contract Costs	12,500	25,000	25,000	62,500
Fees				
Vehicles, Plant and Equipment				
Contingency				
Other (specify) -				
Total Capital Cost	12,500	25,000	25,000	62,500

How capital cost will be funded:

	Year 1 £	Year 2 £	Year 3 £	Total £
WBC Capital	12,500	25,000	25,000	62,500
S106				
External Funding (specify) -				
Total Funding	12,500	25,000	25,000	62,500

Ongoing Revenue Cost and/or savings (Invest to Save):

	Year 1 £	Year 2 £	Year 3 £	Total £
Staffing				
Other costs (specify) -				
Total Revenue Costs				
Less				
Revenue income				
Estimated annual revenue effect				

Return on Capital and Payback (if appropriate):

	£		
Forecast Returns	-	Return on Capital	- %
Capital Cost	12,500		
Forecast Savings	-	Payback	- Years

Identify any efficiency gains resulting from the project:

Identify any risks which may effect the project:

If access improvements are not improved, Council could discriminate against less able bodied persons and could fall foul of DDA.

Claims could be levied against councils for falls and trips from uneven surfaces.

Environmental Impact, including Carbon Implications:

Potential to use recycled materials in construction.

Equality impact assessment carried out? No

No need, project will provide free access for all enabling equality.

How will the project be procured?

Obtaining competitive quotes.

Is there scope for sharing/joint work? No

Completed by: Matthew Lank

Date: 20/10/10

Project Justification Form

Project: Parks and Recreation Ground Signage

Service: Parks

Officer Responsible for Project: Matthew Lank

Identification of Need:

Year two of the two-year capital investment in improving corporate signage on parks sites across the borough to raise the Councils profile.

This Council owns and maintains almost 60 parks, gardens, open spaces and recreation grounds across the borough, many of which are highly valued by the local population and offer a good range of high quality and free recreational facilities. However, at present, only a handful of these sites have any signage or branding identifying them as Waverley Borough Council sites (and these are of course no longer in line with current corporate branding guidelines).

This proposal is for a two-year capital investment in corporate signage for all our parks, recreation grounds and open spaces. It is felt that this investment is extremely important if the profile of this valuable and much appreciated service (and therefore the council as a whole) is to be raised.

Demonstrate how this scheme would help achieve the Corporate Strategy objectives:

Whilst this scheme does not contribute directly to any of the Corporate objectives, it will assist greatly in raising the profile of the Parks Service, which in turn makes a significant contribution to the environment, improving lives, and leisure objectives.

Cross Reference to Service Plan:

Not specifically mentioned however as described above it will greatly raise the profile of the Parks Service and the Council.

Progress to date (including position regarding planning permission):

An initial piece of has been started which has assessed the current condition of playground and recreation ground signage, and identified what will be required with new signage, quantities, style and content. Initial designs have also been drawn up and will require approval.

Will the Corporate Project Management Toolkit be used? No

The project is of a small enough size to not warrant using the toolkit.

Key Project target dates and milestones:

To rebrand corporate image of all playgrounds, skate parks, MUGA's and recreation grounds & parks by end of March 2012.

Capital cost (across years):

	Year 1 £	Year 2 £	Year 3 £	Total £
Land				
Contract Costs	12,500			12,500
Fees				
Vehicles, Plant and Equipment				
Contingency				
Other (specify) -				
Total Capital Cost	12,500			12,500

How capital cost will be funded:

	Year 1 £	Year 2 £	Year 3 £	Total £
WBC Capital	12,500			12,500
S106				
External Funding (specify) -				
Total Funding	12,500			12,500

Ongoing Revenue Cost and/or savings (Invest to Save):

	Year 1 £	Year 2 £	Year 3 £	Total £
Staffing				
Other costs (specify) -				
Total Revenue Costs				
Less				
Revenue income				
Estimated annual revenue effect				

Return on Capital and Payback (if appropriate):

	£		
Forecast Returns	-	Return on Capital	- %
Capital Cost	12,500		
Forecast Savings	-	Payback	- Years

Identify any efficiency gains resulting from the project:

Identify any risks which may effect the project:

If project not undertake, parks signage will be inconsistent and project poor image of Council.

Environmental Impact, including Carbon Implications:

Look to source more sustainable materials for signage.

Equality impact assessment carried out? NA

How will the project be procured?

Obtaining competitive quotes for the works required.

Is there scope for sharing/joint work? No

Completed by: Matthew Lank

Date: 20/10/10

Project Justification Form

Project: SURREY & HANTS IMPROVEMENT PARTNERSHIP (SHIP)

Service: Housing

Officer Responsible for Project: Simon Brisk

Identification of Need:

The 2008 house condition survey estimated that 76% of houses in the Waverley area have no wall insulation and 59% have inadequate loft insulation. Approximately 20% of these are hard to treat because they are either solid wall houses or mobile homes. The fuel poverty scheme is a partnership between 7 local authorities in Surrey & Hants to improve the thermal comfort of properties within the SHIP area. Crucially the scheme includes hard to treat properties, which had previously been excluded from national insulation schemes.

Demonstrate how this scheme would help achieve the Corporate Strategy objectives:

The fuel poverty scheme is making an immense contribution in ensuring that vulnerable households, including those living in hard to treat properties, have secure warm homes, smaller bills and lower carbon footprints, thereby improving the quality of life for these people.

The scheme also provides value for money. It provides a single point of contact for all insulation enquiries, which is better for our residents and reduces pressure on staff resources, and a tendering process has been completed to provide competitive prices for hard to treat measures such as solid wall and mobile home insulation.

Cross Reference to Service Plan:

The fuel poverty scheme assists in keeping properties decent and people living in comfort in their own homes.

Progress to date (including position regarding planning permission):

The budget of £31,000 for 2010/11 is now fully allocated and there are more enquiries on hold in anticipation of further funding being made available. The scheme has attracted a lot of interest in a mobile home park occupied exclusively by elderly people and this has led to increasing demand.

Will the Corporate Project Management Toolkit be used? No

If no, how will the project be managed?

A monthly spreadsheet on spend and commitment is provided by Climate Energy, who are the appointed managing agents for the scheme.

Key Project target dates and milestones:

The scheme was originally called "Warmth for 1000" as the proposed target was to provide thermal efficiency measures to 1000 homes in the SHIP area. By October 2010 the scheme had achieved works to 1289 properties, of which 408 are within Waverley.

Capital cost (across years):

	Year 1 £	Year 2 £	Year 3 £	Total £
Land				
Contract Costs				
Fees				
Vehicles, Plant and Equipment				
Contingency				
Other (specify) -	25,000			25,000
Total Capital Cost	25,000			25,000

How capital cost will be funded:

	Year 1 £	Year 2 £	Year 3 £	Total £
WBC Capital	25,000			25,000
S106				
External Funding (specify) -				
Total Funding	25,000			25,000

Ongoing Revenue Cost and/or savings (Invest to Save):

	Year 1 £	Year 2 £	Year 3 £	Total £
Staffing				
Other costs (specify) -				
Total Revenue Costs				
Less				
Revenue income				
Estimated annual revenue effect				

Return on Capital and Payback (if appropriate):

	£		
Forecast Returns	-	Return on Capital	- %
Capital Cost	25,000		
Forecast Savings	-	Payback	- Years

Identify any efficiency gains resulting from the project:

N/A

Identify any risks which may effect the project:

The main risk will be in managing the expectations of applicants as the scheme continues to generate interest.

<p>Environmental Impact, including Carbon Implications: To date the scheme has achieved 210 loft insulations, 186 cavity wall insulations, 11 mobile home insulations and 1 solid wall insulation. This will have a positive environmental impact and carbon implication.</p>	
<p>Equality impact assessment carried out? N/A</p>	
<p>How will the project be procured? The management of the scheme was tendered and awarded to Climate Energy, who also run the Energy Saving Trust Advice Centre. They carried out a tendering exercise to provide the installers.</p>	
<p>Is there scope for sharing/joint work? Yes This scheme is a partnership of 7 local authorities in Surrey & Hants.</p>	
<p>Completed by: Simon Brisk</p>	<p>Date: 15/10/10</p>

Project Justification Form

Project: Bring site improvements

Service: Environmental Services

Officer Responsible for Project: Jennifer Carson

Identification of Need:

Bring sites are an integral part of the waste management service, and each year contribute around 16% towards our recycling rate. They are also a very visible service provision within the Borough and are very well used. These facilities need to be maintained to a high standard to ensure a positive Waverley image is attributed to this service. Therefore it is proposed to carry out works on eight sites in Waverley's car parks to improve, better define and 'tidy up' the areas of the sites, and to ensure that the sites are re-signed with Waverley branding.

Demonstrate how this scheme would help achieve the Corporate Strategy objectives:

This project reflects the Council's Environment priority by ensuring that members of the public have access to recycling services, and to ensure that by maintaining these sites sufficiently their customer experience will be a positive one, thus encouraging future regular use of the sites.

Cross Reference to Service Plan:

Progress to date (including position regarding planning permission):

Three sites have been completed in previous financial year. Costs have been based on these works. Site inspections commenced in October 2010, in partnership with the Parking team, and draft plans will be drawn up once the key, priority sites have been identified.

Will the Corporate Project Management Toolkit be used? Yes

Key Project target dates and milestones:

All plans for the sites will be drawn up by the end of January 2011, and a contractor identified to carry out the works.

Quarter 1- (by June 2011) four sites will be completed.

Quarter 2-(by September 2011) remaining four sites will be completed.

Capital cost (across years):

	Year 1 £	Year 2 £	Year 3 £	Total £
Land				
Contract Costs				
Fees				
Vehicles, Plant and Equipment	£24,000			
Contingency				
Other (specify) -				
Total Capital Cost	£24,000			

How capital cost will be funded:

	Year 1 £	Year 2 £	Year 3 £	Total £
WBC Capital	£20,000			
S106	£4,000			
External Funding (specify) -				
Total Funding	£24,000			

Ongoing Revenue Cost and/or savings (Invest to Save):

	Year 1 £	Year 2 £	Year 3 £	Total £
Staffing				
Other costs (specify) -				
Total Revenue Costs				
Less				
Revenue income				
Estimated annual revenue effect				

Return on Capital and Payback (if appropriate):

	£		
Forecast Returns	-	Return on Capital	- %
Capital Cost	24,000		
Forecast Savings	-	Payback	- Years

Identify any efficiency gains resulting from the project:

Reduced number of customer complaints resulting from poor appearance of some sites; banks will no longer obstruct parking spaces as there will be boundaries for the sites- reduced complaints for parking team.

Identify any risks which may effect the project:

Time scale- proposals not being ready in time for start of scheme; issues with sourcing a contractor;

Environmental Impact, including Carbon Implications:

Positive environmental impact due to potential increase in recycling by ensuring that the sites are attractive for users.

Equality impact assessment carried out? N/A

Already an EqIA for bring sites- this work will not cause any changes in accessibility of this service.

How will the project be procured?

Competitive quotations will be sought, in line with the Council's Contract Procedure Rules

Is there scope for sharing/joint work? No

Completed by: Jennifer Carson

Date: 13.10.10

Project Justification Form

Project: Equipment replacement

Service: Environmental Services – Parking services

Officer Responsible for Project: Margaret Jerome

Identification of Need:

The service is responsible for the operation of the Council's off-street parking places including those operating as pay and display. Operating pay and display parking relies on the provision of facilities that enable a customer to purchase a ticket. We have 74 pay and display machines that operate on a daily basis.

A machine must be operational on a 24 hour basis for the council to receive maximum return from pay and display parking. With the exception of a few machines that are under a protective cover, most are open to the environment and different weather conditions that impact on performance. Power is needed for the machines to operate and the safety of staff that service the machines is imperative. Some machines are under a protective cover but all are vulnerable in wet conditions. As with most metal, the casements deteriorate and rust over time. Advancements in technology result in upgrades and replacements of various parts that help to maintain and improve performance. Situations arise during the year that cannot be foreseen such as vandalism and theft. The coin mechanism that decides whether a coin should be rejected needs adjustment according to national and local situations.

Another aspect of this project, potentially for 2012 and beyond, is the replacement of our coin operated machines with new machines that are able to accept cashless payment (credit card, smart card, etc). A provisional budget has been included for this.

Demonstrate how this scheme would help achieve the Corporate Strategy objectives:

Value for Money- The income from pay and display parking helps to support the implementation of various projects that have direct links to the corporate strategy.

Cross Reference to Service Plan:

Progress to date (including position regarding planning permission):

The general maintenance of our car parks does not require planning permission. The car park inspections undertaken on at least a quarterly basis inform a rolling programme of work.

Will the Corporate Project Management Toolkit be used? No

This is a rolling programme of repairs, upgrades and replacements.

Key Project target dates and milestones:

Not yet identified. Work plans will be developed and monitored on a monthly basis via meetings of the Technical and Capital Monitoring Groups.

Capital cost (across years):

	Year 1 £	Year 2 £	Year 3 £	Total £
Land				
Contract Costs				
Fees				
Vehicles, Plant and Equipment	23,500	30,000	30,000	83,500
Contingency				
Other (specify) -				
Total Capital Cost	23,500	30,000	30,000	83,500

How capital cost will be funded:

	Year 1 £	Year 2 £	Year 3 £	Total £
WBC Capital	23,500	30,000	30,000	83,500
S106				
External Funding (specify) -				
Total Funding	23,500	30,000	30,000	83,500

Ongoing Revenue Cost and/or savings (Invest to Save):

	Year 1 £	Year 2 £	Year 3 £	Total £
Staffing				
Other costs (specify) -				
Total Revenue Costs				
Less				
Revenue income				
Estimated annual revenue effect				

Return on Capital and Payback (if appropriate):

	£		
Forecast Returns	-	Return on Capital	- %
Capital Cost	23,500		
Forecast Savings	-	Payback	- Years

It is not possible to accurately identify the return on investment but revenue is lost if even one machine is out of action- even for a short period of time. Maintaining pay and display operation should be a priority for the council.

Identify any efficiency gains resulting from the project:

None

Identify any risks which may effect the project:

Relies on adequate resources and skills

Environmental Impact, including Carbon Implications: Providing parking space and managing space to create high turnover, could be seen to be encouraging the use of the car.	
Equality impact assessment carried out? N/A	
How will the project be procured? The financial regulations and contract procedures will be followed	
Is there scope for sharing/joint work? No	
Completed by: Margaret Jerome	Date: 8/10/10

Project Justification Form

Project: DISABLED FACILITIES GRANT (DFG)

Service: Housing

Officer Responsible for Project: Simon Brisk

Identification of Need: The Council has a statutory duty to provide DFGs for disabled adaptations in the private and RSL sector. The demand for DFGs has been growing year on year as the local population ages. Added to this is a surge in demand this year following the clearance of a backlog of clients on the waiting list for Occupational Therapist assessments by the Social Care Team at Surrey CC. The abolition of means testing of parents of disabled children and the increase in the grant maximum to £30,000 have also increased the demand on the DFG budget.

Demonstrate how this scheme would help achieve the Corporate Strategy objectives: The provision of DFGs has a direct effect on improving the quality of life, particularly for the more vulnerable people in Waverley. An increasing proportion of the community are disabled and in financial difficulty and unable to pay for essential adaptations to enable them to continue to live in their homes.

Cross Reference to Service Plan:

Housing and Disabled Facilities Grants assist in keeping premises decent and people in their own homes.

Progress to date (including position regarding planning permission): The DFG budget for 2010/11 was fully allocated by June 2010. The level of commitment in grant applications for 2011/12 is currently £350,000 and there is a further £650,000 in grant enquiries being processed. The current budget level is insufficient to meet this demand.

Will the Corporate Project Management Toolkit be used? No

If no, how will the project be managed? By maintaining a spreadsheet on grant commitment and raising awareness at Budget Monitoring meetings.

Key Project target dates and milestones:

N/A

Capital cost (across years):

	Year 1 £	Year 2 £	Year 3 £	Total £
Land				
Contract Costs				
Fees				
Vehicles, Plant and Equipment				
Contingency				
Other (specify) -	650,000	500,000	400,000	1,550,000
Total Capital Cost	650,000	500,000	400,000	1,550,000

How capital cost will be funded:

	Year 1 £	Year 2 £	Year 3 £	Total £
WBC Capital	398,000	248,000	138,000	784,000
S106				
External Funding (specify) -				
Government grant	252,000	252,000	252,000	756,000
Grant repayments			10,000	10,000
Total Funding	650,000	500,000	400,000	1,550,000

The current government grant, is £252,000. The Council has agreed to bid for £350,000 for 2011/12. The table above has assumed that a lesser amount of £252,000 is approved. The table also assumes that no extra funding is provided by the Council for the capital grant budget in 2010/11.

Ongoing Revenue Cost and/or savings (Invest to Save):

	Year 1 £	Year 2 £	Year 3 £	Total £
Staffing				
Other costs (specify) -				
Total Revenue Costs				
Less				
Revenue income				
Estimated annual revenue effect				

Return on Capital and Payback (if appropriate):

	£		
Forecast Returns	-	Return on Capital	- %
Capital Cost	650,000		
Forecast Savings	-	Payback	- Years

Identify any efficiency gains resulting from the project:

N/A

Identify any risks which may effect the project: If the government decides, as a result of its spending review, to reduce the government grant to local authorities there will be a corresponding impact on the Council's own capital budget to meet the demand for adaptations.

Environmental Impact, including Carbon Implications: There is a small positive environmental impact from the DFG programme as a result of some adaptations including insulation to parts of existing houses. The amount of the impact is difficult to quantify.

Equality impact assessment carried out? N/A

How will the project be procured?

N/A

Is there scope for sharing/joint work? Yes

Our Home Improvement Agency is now shared with Guildford BC.

Completed by: Simon Brisk

Date: 6/10/10

Project Justification Form

Project: DDA Improvement Works Programme - 2011 / 2012

Service: Customer, IT and Property

Officer Responsible for Project: Roger Standing

Identification of Need: In order to comply with requirements of The Disability Discrimination Act, some works of alteration and adaptation are required to office areas and other buildings visited by the general public. Provision is also included for carrying out a Disability Access Scheme for businesses in Waverley. Individual scheme details attached.

Demonstrate how this scheme would help achieve the Corporate Strategy objectives: This scheme would improve the lives of disabled people with in the Borough enabling them to us the leisure facilities. These works will enable the Council to comply with the requirements of the Disability Discrimination Act.

Cross Reference to Service Plan:

Progress to date (including position regarding planning permission):

Provisional schemes have been drawn up. Planning Permission is not required.

Will the Corporate Project Management Toolkit be used? Yes
If no, how will the project be managed?

Key Project target dates and milestones:
Programme of works to be completed by December 2011.

Capital cost (across years):

	Year 1 £	Year 2 £	Year 3 £	Total £
Land				
Contract Costs	10,000			10,000
Fees				
Vehicles, Plant and Equipment				
Contingency				
Other (specify) -				
Total Capital Cost	10,000			10,000

How capital cost will be funded:

	Year 1 £	Year 2 £	Year 3 £	Total £
WBC Capital	10,000			10,000
S106				
External Funding (specify) -				
Total Funding	10,000			10,000

Ongoing Revenue Cost and/or savings (Invest to Save):

	Year 1 £	Year 2 £	Year 3 £	Total £
Staffing				
Other costs (specify) -				
Total Revenue Costs				
Less				
Revenue income				
Estimated annual revenue effect				

Return on Capital and Payback (if appropriate):

	£		
Forecast Returns	-	Return on Capital	- %
Capital Cost	10,000		
Forecast Savings	-	Payback	- Years

Identify any efficiency gains resulting from the project:

None

Identify any risks which may effect the project:

None

Environmental Impact, including Carbon Implications:

N/A

Equality impact assessment carried out?

Yes all the programmed works result from service led policies to make facilities accessible

How will the project be procured?

CPRs

Is there scope for sharing/joint work? Yes / No

Completed by: Roger Standing

Date: 25/10/10

Project Justification Form

Project: Legislative Changes

Service: Customer, IT and Property

Officer Responsible for Project: Linda Frame

Identification of Need:

Annual capital programme provision to meet unforeseen changes, primarily legislative normally relating to Benefits that require software or system changes to key IT system applications.

Demonstrate how this scheme would help achieve the Corporate Strategy objectives:

Provision has enabled the Council's business applications to be delivered in accordance with government changes to rules and regulations.

Cross Reference to Service Plan:

Unforeseen essential legislative changes.

Progress to date (including position regarding planning permission):

The provision is to meet unforeseen legislative changes that historically emerge during the year.

Will the Corporate Project Management Toolkit be used? Yes

If no, how will the project be managed?

Key Project target dates and milestones:

Unforeseen essential legislative changes – timetable would be set.

Capital cost (across years):

	Year 1 £	Year 2 £	Year 3 £	Total £
Land				
Contract Costs	10,000	10,000	10,000	30,000
Fees				
Vehicles, Plant and Equipment				
Contingency				
Other (specify) -				
Total Capital Cost	10,000	10,000	10,000	30,000

How capital cost will be funded:

	Year 1 £	Year 2 £	Year 3 £	Total £
WBC Capital	10,000	10,000	10,000	30,000
S106				
External Funding (specify) -				
Total Funding	10,000	10,000	10,000	30,000

Ongoing Revenue Cost and/or savings (Invest to Save):

	Year 1 £	Year 2 £	Year 3 £	Total £
Staffing				
Other costs (specify) -				
Total Revenue Costs				
Less				
Revenue income				
Estimated annual revenue effect				

Return on Capital and Payback (if appropriate):

	£		
Forecast Returns	-	Return on Capital	- %
Capital Cost	10,000		
Forecast Savings	-	Payback	- Years

Identify any efficiency gains resulting from the project:

None

Identify any risks which may effect the project:

None

Environmental Impact, including Carbon Implications:

None

Equality impact assessment carried out? N/A**How will the project be procured?**

Existing software supplier.

Is there scope for sharing/joint work? No**Completed by:** Roger Standing**Date:** 26/10/10

Project Justification Form

Project: Desktop/Server Upgrades

Service: Customer, IT and Property

Officer Responsible for Project: Martin Wilson

Identification of Need:

Replacement of desktop PCs with thin client desktops and server and storage upgrades. The programme has been more than halved from the rolling programme in 2007/08 and the 2011/12 will prioritise replacing PCs with thin client desktops

Demonstrate how this scheme would help achieve the Corporate Strategy objectives:

This scheme would meet the Council's aims at reducing energy use and carbon emissions and achieves value for money outputs (PCs are 3-4 times the cost of thin clients) and centralise and simplifies IT management and provides security advantages.

Cross Reference to Service Plan:

Included in Service Plan.

Progress to date (including position regarding planning permission):

Rolling programme underway.

Will the Corporate Project Management Toolkit be used? Yes

If no, how will the project be managed?

Key Project target dates and milestones:

Continue rollout from April 2011 through to March 2012

Capital cost (across years):

	Year 1 £	Year 2 £	Year 3 £	Total £
Land				
Contract Costs	29,000	29,000	25,000	83,000
Fees				
Vehicles, Plant and Equipment				
Contingency				
Other (specify) -				
Total Capital Cost	29,000	29,000	25,000	83,000

How capital cost will be funded:

	Year 1 £	Year 2 £	Year 3 £	Total £
WBC Capital	29,000	29,000	25,000	83,000
S106				
External Funding (specify) -				
Total Funding	29,000	29,000	25,000	83,000

Ongoing Revenue Cost and/or savings (Invest to Save):

	Year 1 £	Year 2 £	Year 3 £	Total £
Staffing				
Other costs (specify) - Support	4000	3000	2000	9,000
Total Revenue Costs	4000	3000	2000	9,000
Less				
Revenue income				
Estimated annual revenue effect	4000	3000	2000	9,000

Return on Capital and Payback (if appropriate):

	£		
Forecast Returns	-	Return on Capital	- %
Capital Cost	29,000		
Forecast Savings	-	Payback	- Years

Identify any efficiency gains resulting from the project:

Enables centralised and simplified IT management and provides security advantages.

Identify any risks which may effect the project:

None

Environmental Impact, including Carbon Implications:

This scheme would help meet the Council's aims at reducing energy use and carbon emissions.

Equality impact assessment carried out? N/A**How will the project be procured?**

CPR's

Is there scope for sharing/joint work? Yes through joint procurement using the Surreywide Procurement framework.

Completed by: Roger Standing

Date: 26/10/10

Project Justification Form

Project: Members' IT

Service: IT

Officer Responsible for Project: Martin Wilson

Identification of Need: Refresh of IT provided to members as much of the equipment is coming towards end of life. To coincide with election of new Council in May 2011.

Demonstrate how this scheme would help achieve the Corporate Strategy objectives: Value for Money – reduced support costs

Cross Reference to Service Plan:

Progress to date (including position regarding planning permission):
Planning underway for new Council following election in May 2011.

Will the Corporate Project Management Toolkit be used? Yes
If no, how will the project be managed?

Key Project target dates and milestones: May 2011 – new Councillors in place

Capital cost (across years):

	Year 1 £	Year 2 £	Year 3 £	Total £
Land				
Contract Costs				
Fees				
Vehicles, Plant and Equipment	5,000			5,000
Contingency				
Other (specify) -				
Total Capital Cost	5,000			5,000

How capital cost will be funded:

	Year 1 £	Year 2 £	Year 3 £	Total £
WBC Capital	5,000			5,000
S106				
External Funding (specify) -				
Total Funding	5,000			5,000

Ongoing Revenue Cost and/or savings (Invest to Save):

	Year 1 £	Year 2 £	Year 3 £	Total £
Staffing				
Other costs (specify) -				
Total Revenue Costs				
Less				
Revenue income				
Estimated annual revenue effect				

Return on Capital and Payback (if appropriate):

	£		
Forecast Returns	-	Return on Capital	- %
Capital Cost	5,000		
Forecast Savings	-	Payback	- Years

Identify any efficiency gains resulting from the project:

Reduced ongoing support
Increased reliability for Councillors

Identify any risks which may effect the project:

Environmental Impact, including Carbon Implications:

New equipment will be more energy efficient than the 4-year old+ equipment being replaced.

Equality impact assessment carried out? N/A

How will the project be procured? Catalyst supplier or Surrey Framework

Is there scope for sharing/joint work? No

Completed by: Roger Standing

Date: 26/10/10

Project Justification Form

Project: Upgrade Replace Systems – 1.Agresso and 2.New Software Solutions to Replace Lotus Notes

Service: IT, Customer and property

Officer Responsible for Project: Linda Frame

Identification of Need:

1.Upgrade of Agresso Finance System. The new version would make the operation of the system and the sharing of financial information more efficient and should help enable the realisation of cost savings in exchequer and accountancy in the next few years. The upgrade will also help budget managers by giving vastly improved presentation of financial information. Estimated cost £30,000.

2. Replacement software to Lotus Notes. Migration from Lotus Notes to new alternative software solutions. Provision to initiate migration from Lotus Notes estimated budget provision is £20,000.

Demonstrate how this scheme would help achieve the Corporate Strategy objectives:

The Agresso System Upgrade supports the Council's value for money strategy by ensuring Waverley's financial systems are effective and efficient.

The transition from lotus Notes to other software platforms is in accordance with the IT Strategy.

Cross Reference to Service Plan:

Both schemes are included in service plans.

Progress to date (including position regarding planning permission):

The Agresso upgrade project has been considered and approved by CMT and a the project is well defined and planned.

The replacement path for Lotus Notes is less well developed but there is a strong drive to begin the migration from the Notes platform in 2011/12.

Will the Corporate Project Management Toolkit be used? Yes

If no, how will the project be managed?

Key Project target dates and milestones:

Agresso upgrade to be implemented by November 2011.

Lotus Notes – Identify alternative software solutions April – Jun 2011.

Implementation of replacement tools September 2011 – March 2012.

Capital cost (across years):

	Year 1 £	Year 2 £	Year 3 £	Total £
Land				
Contract Costs (£30k Agresso £20k Lotus Notes replacement)	50,000			50,000
Fees				
Vehicles, Plant and Equipment				
Contingency				
Other (specify) -				
Total Capital Cost	50,000			50,000

How capital cost will be funded:

	Year 1 £	Year 2 £	Year 3 £	Total £
WBC Capital	50,000			50,000
S106				
External Funding (specify) -				
Total Funding	50,000			50,000

Ongoing Revenue Cost and/or savings (Invest to Save):

	Year 1 £	Year 2 £	Year 3 £	Total £
Staffing				
Other costs (specify Notes replacement solutions) -	4000	4000	-	8000
Total Revenue Costs	4000	4000	-	8000
Less				
Revenue income				
Estimated annual revenue effect	4000	4000	-	8000

Return on Capital and Payback (if appropriate):

	£		
Forecast Returns	-	Return on Capital	- %
Capital Cost	50,000		
Forecast Savings	-	Payback	- Years

Identify any efficiency gains resulting from the project:

Potential savings in future years through the realisation of cost savings in exchequer and accountancy in the next few years.

Identify any risks which may effect the project:

None

Environmental Impact, including Carbon Implications: N/A	
Equality impact assessment carried out? N/A	
How will the project be procured? CPRs	
Is there scope for sharing/joint work? No	
Completed by: Roger Standing	Date: 26/10/10

Project Justification Form

Project: ORCHARD HOUSING MANAGEMENT SYSTEM – UPGRADE

Service: Housing

Officer Responsible for Project: Clare Jones / Linda Frame

Identification of Need:

A separate report on the need to upgrade the Orchard Housing System is to be considered by the Executive at its meeting in March 2011. Alternatives to the upgrade such as a replacement system have been considered but are discounted on the basis of cost/value for money reasons.

In brief the requirement for the upgrade is set out below.

As part of its on going business development, Orchard has developed a new web-based housing management system, which can be adopted as an upgrade to the existing operational system. This system has been available from April 2010. There are a range of benefits from this upgrade, which include:

- a web-based system
- easier access from remote locations, assisting with staff working away from the office
- quick navigational links
- additional functionalities such as a customer self service portal which can be purchased separately

At the same time as Orchard are introducing their new major upgrade package for the housing management system, they have announced that they are starting to withdraw support services to the existing housing management system. Orchard has advised its customers on the timetable for maturing and retiring current and previous versions and when they will reach end of life:

- Matured products do not receive new features and support service is limited - remedial work for problems will be made available through the "Patch" mechanism but is dependent on the technical nature of the issue. In our case, the Orchard housing management version that we are operating on, which is the most up to date, will be mature from April 2010.
- Retired products do not receive any new features and support service is limited - remedial work for problems may be made available exceptionally and may be subject to an additional charge. The current system on which Waverley operates will be 'retired' from October 2010.

End of life products are not eligible for any support. The current system on which Waverley operates will come to the 'end of life' in July 2011. The Government requires local authorities not to use products that have come to the end of life.

Demonstrate how this scheme would help achieve the Corporate Strategy objectives:

A fit for purpose Housing Management system is essential to enable the Council to meet its Housing objectives.

Ongoing Revenue Cost and/or savings (Invest to Save):

	Year 1 £	Year 2 £	Year 3 £	Total £
Staffing				
Other costs (specify) – Support/Mtnce				
Total Revenue Costs				
Less				
Revenue income				
Estimated annual revenue effect				

Return on Capital and Payback (if appropriate):

	£		
Forecast Returns		Return on Capital	%
Capital Cost			
Forecast Savings		Payback	Years

Identify any efficiency gains resulting from the project:

- a web-based system
- easier access from remote locations, assisting with staff working away from the office
- quick navigational links additional functionalities such as a customer self service portal which can be purchased separately

Identify any risks which may effect the project:

None

Environmental Impact, including Carbon Implications:

N/A

Equality impact assessment carried out? N/A**How will the project be procured?**

Executive decision to upgrade from existing supplier.

Is there scope for sharing/joint work?

Possible joint implementation working with Guildford Borough Council on the upgrade.

Completed by: Roger Standing**Date:** Jan 2011

Project Justification Form

Project: Network Upgrade and Flexible Working

Service: Customer, IT and Property

Officer Responsible for Project: Roger Standing

Identification of Need:

Upgrade of network to enable increase development of IP telephony flexible. Budget required for network switches, IP software and handsets.

Demonstrate how this scheme would help achieve the Corporate Strategy objectives:

This initiative supports the Council's value for money priority enabling more flexible working and more effective use of office space.

Cross Reference to Service Plan:

Initiative on flexible working is included in the service plan for Facilities.

Progress to date (including position regarding planning permission):

Estimates for expanded IP provision obtained and network review underway.

Will the Corporate Project Management Toolkit be used? Yes

If no, how will the project be managed?

Key Project target dates and milestones:

Review of network provision completed by February 2011.
Commence scheme May 2011 to be completed by end of June 2011.

Capital cost (across years):

	Year 1 £	Year 2 £	Year 3 £	Total £
Land				
Contract Costs	25,000			25,000
Fees				
Vehicles, Plant and Equipment				
Contingency				
Other (specify) -				
Total Capital Cost	25,000			25,000

How capital cost will be funded:

	Year 1 £	Year 2 £	Year 3 £	Total £
WBC Capital	25,000			25,000
S106				
External Funding (specify) -				
Total Funding	25,000			25,000

Ongoing Revenue Cost and/or savings (Invest to Save):

	Year 1 £	Year 2 £	Year 3 £	Total £
Staffing				
Other costs (specify) – Support/Mtnc	4,000	4,000	4,000	12,000
Total Revenue Costs	4,000	4,000	4,000	12,000
Less				
Revenue income				
Estimated annual revenue effect	4,000	4,000	4,000	12,000

Return on Capital and Payback (if appropriate):

	£		
Forecast Returns	-	Return on Capital	- %
Capital Cost	25,000		
Forecast Savings	-	Payback	- Years

Identify any efficiency gains resulting from the project:

Will enable reduced office space and provide opportunity for new income from partner organisations.

Identify any risks which may effect the project:

None.

Environmental Impact, including Carbon Implications:

More effective use of office space.

Equality impact assessment carried out? N/A

How will the project be procured?

CPRs

Is there scope for sharing/joint work? No

Completed by: Roger Standing

Date: 27/10/10

Project Justification Form

Project: Scanning and Workflow Environmental Health

Service: Environmental Services (Environmental Health)

Officer Responsible for Project: Martin Shorten

Identification of Need:

1. Paper files take up office space and pressure on space in new top floor office arrangements
2. Scanning documents would help to streamline work processes

Demonstrate how this scheme would help achieve the Corporate Strategy objectives:

Value for money: - streamline work processes

use of office accommodation

Environment: - help protect and improve public health

Cross Reference to Service Plan:

Foresight review of Environmental Health has identified benefits of scanning and related streamlined working practices.

Progress to date (including position regarding planning permission):

A 'connector' was purchased to link M3 Northgate to EDRMS in 2009. Project could not progress when EDRMS cancelled

Will the Corporate Project Management Toolkit be used? Yes

Key Project target dates and milestones:

1. M3 Northgate connector – purchased 2009
2. Back scanning – quote obtained
3. Civica / EDRMS to be purchased

Capital cost (across years):

	Year 1 £	Year 2 £	Year 3 £	Total £
Land				
Contract Costs	42,000			42,000
Fees				
Vehicles, Plant and Equipment				
Contingency				
Other (specify) – staffing/agency/contractor to set up workflows and coding structure	5,000			5,000
Total Capital Cost	47,000	-	-	47,000

How capital cost will be funded:

	Year 1 £	Year 2 £	Year 3 £	Total £
WBC Capital S106	47,000			47,000
External Funding (specify) -				
Total Funding	47,000	-	-	47,000

Ongoing Revenue Cost and/or savings (Invest to Save):

	Year 1 £	Year 2 £	Year 3 £	Total £
Staffing				
Other costs (specify) – IT licence?	500	500	500	1,500
Total Revenue Costs				
Less				
Revenue income				
Estimated annual revenue effect	500	500	500	1,500

Return on Capital and Payback (if appropriate):

	£		
Forecast Returns		Return on Capital	%
Capital Cost			
Forecast Savings		Payback	Years

Identify any efficiency gains resulting from the project:

Streamline work processes

Identify any risks which may effect the project:

Depends on assistance from IT team

Environmental Impact, including Carbon Implications:

N/a

Equality impact assessment carried out? N/A

How will the project be procured?

Partly with assistance from IT team

Is there scope for sharing/joint work? No

Completed by: Martin Shorten

Date: 11/10/10

GENERAL FUND 3-YEAR CAPITAL PROGRAMME

	2011/2012 £	2012/2013 £	2013/2014 £
Revenue Reserve Fund	1,100,000	1,100,000	1,100,000
Revenue Reserve Fund - Leisure Strategy	555,000		
Revenue Reserve Fund - Green Energy (Godalming LC)	147,370		
Capital Receipts (Godalming LC)	1,802,370	1,100,000	1,100,000
HRA (Orchard Software)	488,500		
Vehicles Renewal Fund	28,100	19,000	19,000
Internal Resources	2,318,970	1,119,000	1,119,000
Specified Capital Grant (Renovation Grants)	252,000	252,000	252,000
Other External Funding	339,300		
Prudential Borrowing	2,761,000	1,850,000	
Funding available	5,671,270	3,221,000	1,371,000
Capital Programme - Proposed	5,772,270	2,903,500	882,600
Balance	(£101,000)	£317,500	£488,400

