| GENERAL FUND - 2011-12 Major Variations to Budget January 2012 | | | | | | | | | | |
|---|---------|---------|-----------|----------|----------|---------|----------|--|--|--|
| | July | August | September | November | December | January | | Reason (Compared to previous monitoring report where figures have changed ▲ up, ▼ down, — no change) | | |
| | £ | £ | £ | £ | £ | £ | | , | | |
| Additional Expenditure | | | | | | | | | | |
| Discretionary Rate Relief | | | | | 7,000 | 7,000 | _ | As approved during December | | |
| Miscellaneous Properties | 12,200 | 12,200 | 14,200 | 14,200 | 14,200 | 14,200 | _ | Business Rates and Gas Montrose House & East Street properties | | |
| Homelessness | | | 33,000 | 33,000 | 33,000 | 33,000 | _ | Anticipated overspend due to increased demand for support in the year to date. | | |
| Museum of Farnham | | | | 12,500 | 12,500 | 12,500 | _ | Target savings partially achieved in salaries | | |
| Recreational Open Space | | | | 15,000 | 15,000 | 15,000 | _ | Net overspend on service | | |
| Car Parks | | | | | | 15,000 | A | Implementation costs of new charges | | |
| Reduced Income | | | | | | | | | | |
| Planning | 150,000 | 140,000 | 140,000 | 140,000 | 140,000 | 150,000 | • | Few larger applications received so far this year. | | |
| Building Control | 30,000 | 30,000 | 30,000 | 40,000 | 40,000 | 55,000 | • | Under-recovery of costs. Allows for increase in fees from 1/10/11 | | |
| Rent Allowances | | | 10,000 | 15,000 | 15,000 | 15,000 | - | Reduced income from recovery of overpayments | | |
| Rent Rebates | | | 10,000 | 15,000 | 15,000 | 15,000 | - | Reduced income from recovery of overpayments | | |
| Loss in Income | | | | | | | | | | |
| Recreational Open Space | | | 15,000 | 13,000 | 13,000 | 0 | • | Farnham Park golf course lease terminated but action planned to recover previously reported loss | | |
| Licensing | | | 14,000 | 14,000 | 14,000 | 14,000 | - | Hackney carriage and car hire budget will not be achieved | | |
| Legal Expenses | | | 27,000 | 27,000 | 27,000 | 20,000 | ▼ | Under-achievement of income | | |
| Sub-Total | 192,200 | 182,200 | 293,200 | 338,700 | 345,700 | 365,700 | | | | |

| | GENERAL FUND - 2011-12 Major Variations to Budget January 2012 | | | | | | | | | | |
|---------------------------------|---|-----------|------------|------------|------------|------------|------------------|--|--|--|--|
| | July | August | September | November | December | January | | Reason (Compared to previous monitoring report where figures have changed ▲ up, ▼ down, — no change) | | | |
| Savings | | | | | | | | | | | |
| Other Planning Services | | | | | | (24,500) | A | Inquiry costs not spent | | | |
| Waste Recycling | (30,000) | (30,000) | (30,000) | (30,000) | (30,000) | | - | Contract cost savings / improved disposal arrangements | | | |
| Leisure Centres | | | (95,000) | (95,000) | (95,000) | (90,000) | ▼ | Savings on excess energy provision 2010/11 | | | |
| Cemeteries | | | (10,400) | (10,400) | (10,400) | | | Net underspend based on current levels | | | |
| Office Expenses | | | (17,700) | (17,800) | (17,800) | (17,800) | | Savings in telephones and reduced volumes of postage | | | |
| Inflation Provision | | | | (136,000) | (136,000) | (136,000) | _ | Unused provision | | | |
| Additional Income | | | | , | , , | , , | | · | | | |
| Licensing | | | | | | (10,000) | A | Additional income from Licencing income other | | | |
| Interest | (40,000) | (40,000) | (40,000) | (50,000) | (50,000) | (50,000) | _ | Additional Interest earned on Investments | | | |
| Waste Recycling | | | | | | (70,000) | A | Extra income from paper | | | |
| Homelessness Funding | (20,000) | (20,000) | (20,000) | (20,000) | (20,000) | (20,000) | _ | Notification after Budget Setting | | | |
| Car Parks | (45,000) | (40,000) | (35,000) | (80,000) | (100,000) | (110,000) | \blacktriangle | Extra income | | | |
| Land Charges | (60,000) | (75,000) | (93,000) | (125,000) | (140,000) | (140,000) | _ | Reflecting market conditions during year to date | | | |
| Sub-Total | (195,000) | (205,000) | (341,100) | (564,200) | (599,200) | (708,100) | | | | | |
| Net Major Variations | (2,800) | (22,800) | (47,900) | (225,500) | (253,500) | (342,400) | | These are the items detailed above. | | | |
| Net Other Variations | 2,640 | 2,640 | (3,160) | 20,310 | 20,310 | 18,930 | | The total of items of individually small amounts. | | | |
| Staff Savings over Target | | (50,000) | (100,000) | (112,000) | (112,000) | (151,000) | \blacktriangle | Position at end of December | | | |
| Overspend / (Underspend) | (£160) | (£70,160) | (£151,060) | (£317,190) | (£345,190) | (£474,470) | | | | | |
| To be used for one-off spending | 9 | | 150,000 | 150,000 | 150,000 | 150,000 | | | | | |
| Weyhill Appeal Costs | | | | 35,000 | 35,000 | 35,000 | | | | | |
| Balance of Underspend | | | (£1,060) | (£132,190) | (£160,190) | (£289,470) | | | | | |
| Recycling- new system | | | | 38,500 | 38,500 | 38,500 | | As reported previously | | | |
| East St / Riverside Project | | | | 61,500 | 61,500 | 61,500 | _ | As reported previously | | | |
| Balance of Underspend | | | | (£32,190) | (£60,190) | (£189,470) | | | | | |
| | | | | | £60,000 | £60,000 | | Provision for Key Site Appeal | | | |

| HOUSING REVENUE ACCOUNT - 2011-12 Major Variations to Budget January 2012 | | | | | | | | | |
|--|--------|---------|-----------|--------------|----------|---------|--|--|--|
| | | | Ja | ilidaly 2012 | | | Reason | | |
| | July | August | September | November | December | January | | | |
| | £ | £ | £ | £ | £ | £ | | | |
| Additional Expenditure | | | | | | | | | |
| Home Loss/Decant costs | 50,000 | 70,000 | 70,000 | 120,000 | 120,000 | 120,000 | Already significant overspend relating to home loss compensation and supporting removals. The level of overspend now projected should accommodate the remaining decants from Wey Court House | | |
| Postage | 6,000 | 6,000 | 6,000 | 6,000 | 6,000 | 6,000 | Impact of extra postage re PV panels and 1 extra mailing rent statements | | |
| Responsive Repairs and Voids | | | 400,000 | 400,000 | 400,000 | 400,000 | Current indications are for this level of overspend, partly due to high level of void activity in first half year. | | |
| Council Tax on empty properties | | | 15,000 | 15,000 | 15,000 | 15,000 | Number of properties awaiting disposal. | | |
| Loss in Income | | | | | | | | | |
| Service Charges | 6,500 | 8,300 | 8,300 | 12,000 | 12,000 | 12,000 | Indicative based on 34 weeks' debit. High level of voids at Wey Court House. | | |
| Dwelling rents | 34,000 | 29,000 | 25,000 | 25,000 | 25,000 | 25,000 | Indicative based on 34 weeks' debit. Several units of stock decommissioned after inclusion in the rent base for 2011-12 | | |
| Overspends | 96,500 | 113,300 | 524,300 | 578,000 | 578,000 | 578,000 | | | |

| January 2012 | | | | | | | | | |
|---|---------|----------|-----------|-----------|-----------|-----------|--|--|--|
| | July | August | September | November | December | January | Reason | | |
| | £ | £ | £ | £ | £ | £ | | | |
| Savings | | | | | | | | | |
| Cyclical Maintenance | | | (325,000) | (325,000) | (325,000) | (325,000) | Achieved by not carrying out external decorations and associated work until new contract is let. | | |
| Management surveys | | | (75,000) | (75,000) | (75,000) | (75,000) | Fewer EPCs needed, fewer asbestos surveys due to good database, boiler servicing post inspections reduced due to good contractor performance. | | |
| Community Safety | | | (25,000) | (25,000) | (25,000) | (25,000) | No major projects so far this year. Very low spend to date. Propose vire to Home loss compensation | | |
| Provision for bad debts | | | (25,000) | (25,000) | (25,000) | (25,000) | reduce provision due to low level of arrears. | | |
| Cleaners' wages | | | | (10,000) | (10,000) | (10,000) | _ | | |
| Cesspool emptying | | | | (10,000) | (10,000) | (10,000) | Maintenance work carried out last year has reduced the level of service needed | | |
| Energy costs in Sheltered Accommodation | | | | (30,000) | (30,000) | (30,000) | Even allowing for winter costs there should be a saving on the original budget | | |
| Underspends | - | - | (450,000) | (500,000) | (500,000) | (500,000) | | | |
| Net Major Variations | £96,500 | £113,300 | £74,300 | £78,000 | £78,000 | 78,000 | | | |
| Net Other Variations | £90,000 | ۱۱۵,300 | £14,300 | £10,000 | £10,000 | 70,000 | The total of items of individually small amounts. | | |
| Staff savings over target | | (70,000) | (70,000) | (113,563) | (113,563) | (77,343) | ▼ | | |
| Overspend/ (Underspend) | £96,500 | £43,300 | £4,300 | (£35,563) | (£35,563) | £657 | | | |

PROJECT MONITORING GROUP- GENERAL FUND

| | | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
|----------|--|--------------|--------------|----------|-----------|-------------------|--|--------------|
| Gantt | | WBC | EXTERNAL | Approved | TOTAL | PAYMENTS | FINANCIAL REMARKS | Projected |
| Chart | PROJECT TITLE | FUNDING | FUNDING | Changes | PROGRAMME | to end of | | 2011/12 |
| | | 2011/12 £ | 2011/12 £ | £ | £ | January 2012 £ | | Savings £ |
| | PLANNING SERVICES | | _ | | - | | | - |
| | K1515 Capital Works funded from PDG | | | | 0 | 1 1/7 | 19" Samsung LCD. | |
| | | | | | • | , | | |
| - | K1261 Flood Protection | | 4,169 | | 4,169 | | Complete. | |
| - | K1352 Broadwater Lake Spillway | | | | 0 | (1,931) | Creditor for retention. To be paid March 2012. | |
| | COMMUNITY SERVICES | | | | | | | |
| ✓ | K1110 Central Communications - Careline | 30,000 | | | 30,000 | 17,732 | To move to control centre in Chichester. | |
| ✓ | K1111 Day Centres | 10,000 | | | 10,000 | 7.163 | Works complete at Farncombe and Brightwells Day Centres. Final invoices received. | |
| | | | | | | , | | |
| ✓ | K1331 Borough Hall Redecoration | 20,000 | | | 20,000 | 6,154 | Final invoices received. | |
| | Leisure Strategy | | | | | | | |
| | K1310 Farnham Sports Centre | | | 15,000 | 15,000 | (66.350) | Retention. Some minor works to be carried out this year, financed by leisure | |
| | · | | | , | , | | provision. | |
| | K1311 Godalming Leisure Centre | 3,805,000 | | 134,200 | 3,939,200 | | Currently on site. | |
| | K1318 - Biomass & PV's | 147,370 | | | 147,370 | | 0 Waiting for ISG programme update. May slip into next year. | |
| - | K1314 Cranleigh Leisure Centre | | | | 0 | (30,250) | Retention. | |
| | Externally Funded | | | | | | | |
| - | K1450 Farnham Park SPA | | 3,013 | | 3,013 | 3,013 | Funded from SPA budget. | |
| - | K1455 Roman Way Rec Ground | | | | 0 | | Complete. | |
| - | K1457 S106 Environmental Improvements | | 150 | | 0 | 150 | Telephone box in Frensham. | |
| | Sports Centres | | | | | | | |
| ✓ | K1302 Client Rolling Programme - The Herons | 80,000 | | | 80,000 | 17.303 | Currently doing minimum works in order to save money for the possible | |
| | | 80,000 | | | · | , | redevelopment. | |
| | K1319 Client Rolling Programme - Contingency | | | 20,000 | 20,000 | 4,132 | | |
| | K1301 Client Rolling Programme - Capital Items | | | 48,000 | 48,000 | 10,179 | Works planned for next few months. | |
| | Countryside | | | | | | | |
| - | K1373 Countryside Stewardship | | | | 0 | | Creditor for Frensham pond dam. | |
| ✓ | K1377 Countryside Projects | 25,000 | | | 25,000 | 22,663 | £2.4k invoice due. | |
| | Arts | | | | | | | |
| √ | K1390 Farnham Maltings Great Hall | 1 | | 8,400 | 8,400 | 8,400 | Complete. | |
| ✓ | K1390 Farnham Maltings Hall for All | 30,000 | | -, 0 | 30,000 | | Project to slip to 2013/14 with reduced funding required. | |
| ✓ | K1390 Farnham Maltings South Wing Roof | 20,000 | | | 20,000 | | Complete. | |
| ✓ | K1390 Farnham Maltings Brick Restoration | 25,000 | | | 25,000 | 0 | To slip into 2012/13 with bid for increased funding. | |
| | K1330 Farnham Memorial Hall | | | 4,500 | 4,500 | 3,411 | Funding from Emergency Provision for roof leaks. Works complete, waiting for invoice. Overspent by £700 due to extra works needed. | |
| | K1391 Museum of Farnham | | | 4,000 | 4,000 | 4,687 | Funding from Emergency Provision for roof leak. Works carried out before Christmas. | |
| | | | | | | | | |

| _ | , , | | | | | | | |
|----------------|---|--------------------------------|-------------------------------------|--------------------------|-------------------------|-----------------------------------|--|--------------------------------------|
| Gantt Chart | PROJECT TITLE | 1 WBC FUNDING 2011/12 | 2 EXTERNAL FUNDING 2011/12 | 3 Approved Changes | 4 TOTAL PROGRAMME | 5 PAYMENTS to end of January 2012 | 6 FINANCIAL REMARKS | 7 Projected 2011/12 Savings |
| | Recreation | 2011/12 | 2011/12 | | | | | Ouvingo |
| ✓ | K1343 Pavilions - Capital Works | 45,000 | | 60,000 | 105,000 | 95,712 | £60k paid for Hale Institute works. | |
| ✓ | K1344 Recreational Facilities for Young People | | | 110,000 | 110,000 | 109,800 | Possible small overspend of £3k due to extra necessary tarmac works, invoice still to come in. | |
| ✓ | K1345 Playground Replacement | 145,000 | 20,000 | 20,000 | 185,000 | 30,540 | All orders placed. Expected March completion. | |
| ✓ | K1354 Philips Memorial Garden Improvement Programme | 53,000 | 165,300 | 25,000 | 243,300 | 70,133 | £25k slipped from 2010/11, bid for funding from NHLF has been successful. £100k to slip as a long term project. | |
| ✓ ✓ | K1355 Parks Infrastructure works and DDA improvements K1349 Parks Signage | 25,000 | | | 25,000 | | £15k to be spent on access improvements. £1.7k invoice due £10k to be spent, mainly on Broadwater Park. All committed. | |
| ✓ | Recreation Ground Improvements | 20,000 | | | 20,000 | 9,473 | All committed. £6k may slip as Badshot Lea is waiting for funding from Sport England. | |
| | ENVIRONMENTAL SERVICES | | | | | | | |
| | Public Conveniences | | | | | | | |
| ✓ | K1220 Rolling Programme | 10,000 | | 1,300 | 11,300 | 0 | Works to be done to transfer two facilities at Cranleigh and will be demolishing facilities at Meadow. Tilford have shown an interest to take on facilities. | |
| | Environmental Health | | | | | | | |
| ✓ | K1205 Tackling Fuel Poverty in Waverley | 25,000 | | | 25,000 | 16,377 | Reactive programme. £18k expected expenditure. | |
| ✓ | K1206 Air Quality Action Plan | • | | 4,000 | 4,000 | (0) | To be spent on diffusion tube network. | |
| ✓ | K1201 Contaminated Land | 10,000 | | - | 10,000 | | Weydown Road tip site needs follow up works, report to be taken to CMT. | |
| | Refuse Collection | | | | | | | |
| ✓ | K1230 Waste Recycling Containers | 30,000 | | (10,000) | 20,000 | 17,340 | £10k moved to contract mobilisation project. | |
| ✓ | K1231 Upgrade Recycling Bring-Sites | 20,000 | 4,000 | | 24,000 | 15,425 | Budget to refurbish prime sites that are expected to be used after co-mingled recycling implemented. Beaconhill site to complete. | |
| - | K1233 Food Waste | | 12,141 | | 12,141 | 15,514 | £12,141 grant from SCC for extending the scheme. | |
| | K1234 Recycling & Refuse contract mobilisation - containers | | 335,695 | 984,300 | 1,319,995 | 0 | £925k from revenue reserve surplus, £10k from waste recycling containers, £332k from SCC, £4k from PIC monies. £9,070 funding from emergency provision approved by CMT 19th October. Additional £44,20 approved for 140l bins. Orders for bins have been placed. | |
| | Car Parks | | | | | | | |
| ✓ | K1240 Rolling Programme | 50,000 | | | 50,000 | 47,439 | To be spent on installation of tree pits at Lower Hart and maintenance works. | - |
| ✓ | K1241 Parking Equipment Replacement | 23,500 | | | 23,500 | 4,693 | Implementation of new tariff structure and rest to be spent on machines for charging in extra car parks. | |
| | HOUSING | | | | | | | |
| | House Renovation Grants | | | | | | | |
| | K1101 Disabled Facilities | 398,000 | 284,741 | (100,000) | 582,741 | 403,626 | Junderspend. Extra £32,741 grant received. | |
| ✓ | K1101 Private Sector Renewals | | 4,263 | | 4,263 | 9,839 | Grant repayments to be fed back into budget. 2 more possible repayments. Expenditure is on approvals from 2010/11. | |
| | Potential Hindhead Traveller Site | | | | 0 | | | |
| | . ctcc. i ilitarioda i i avolioi olto | | | | | | | |

| Gantt Chart | PROJECT TITLE | 1 WBC FUNDING 2011/12 | 2 EXTERNAL FUNDING 2011/12 | 3 Approved Changes | 4 TOTAL PROGRAMME | 5 PAYMENTS to end of January 2012 | 6 FINANCIAL REMARKS | 7 Projected 2011/12 Savings |
|----------------|---|--------------------------------|-------------------------------------|--------------------------|-------------------------|-----------------------------------|--|--------------------------------------|
| | CUSTOMER, IT AND OFFICE SERVICES | | | | | | | |
| | Miscellaneous Properties | | | | | | | |
| √ | K1512 Development Consultancy | 94,600 | | 33,500 | 128,100 | 92,927 | Includes £15,518 legal work from Kent CC. Will be £30k salary allocations. £28k provision for further costs. Brightwells has been broken into so some maintenance works may be necessary. | |
| | Central Offices | | | | | | | |
| - | K1002 Central Offices Roof Repairs | | | 85,000 | 85,000 | 83,442 | Funded from revenue underspend. Completed, retention of £2.5k still to be paid. | |
| | K1019 PV panels at The Burys | | | 0 | 0 | 0 | 3 quotes received. | |
| - | K1014 Office Accommodation Review Works | | 9,000 | 61,000 | 70,000 | 74,659 | Budget for reception works, have received £9k from the police. Overspend of £4k due to heating works. | |
| ✓ | K1001 Improved Working Environment | 60,000 | | | 60,000 | 67,280 | On programme. Works complete on flat roof. To fund overspend from revenue. | |
| | Disability Discrimination Act Compliance | | | | | | | |
| ✓ | K1006 DDA Compliance Works Provision | 10,000 | | | 10,000 | 10,066 | Completed. | |
| ✓ | K1309 DDA other Leisure Buildings | , | | 2,000 | 2,000 | 2,556 | Expenditure from 2010/11 project. Completed. | |
| | ICT infrastructure Rolling Programme | | | | | | | |
| ✓ | K0001 Forward Programme/Legislative Changes | 10,000 | 21,392 | | 31,392 | 30 044 | £16,679 & £4713 from DWP for benefit changes. | |
| ✓ | K0003 Desktop/Server Upgrades | 29,000 | 21,002 | | 29,000 | 5.343 | Budget for Citrix environment upgrade, £10k to be carried forward. | |
| ✓ | K0007 Shared Infrastructure- Business Continuity. | -, | | 8,000 | 8,000 | | Complete. | |
| ✓ | K0201 Members IT | 5,000 | | (2,800) | 2,200 | 1,547 | Printers and one laptop. £2.8k transferred to K0261 for memberzone development. | 200 |
| | System Migration Upgrade | | | | | | | |
| ✓ | K0260 Agresso Upgrade | 30,000 | | 7,000 | 37,000 | 31,303 | Highpoint awarded contract, system now live. To do some post-go live work. | |
| | K0261 Website Upgrade | | | 2,800 | 2,800 | | £2.8k transferred from K0201, development of memberzone. | |
| √ | K0264 HR/Payroll System | | | , | 0 | 1,188 | Consultancy fees - Midland/HR. £1k staff costs to be recharged - to be funded from revenue. | |
| ✓ | K0268 Lotus Upgrade - database | 20,000 | | | 20,000 | 14,367 | | |
| ✓ | K0269 Orchard Upgrade | 28,100 | | | 28,100 | 44,270 | To be fully funded by the HRA. Implementation to be done in 2012/13 after contract retendering. Some expenditure on interfacing for new Mears contract. | |
| ✓ | K0270 Email migration to Microsoft | | | 55,000 | 55,000 | 59,839 | Funded by earmarked underspend. Complete. Overspend due to necessary add-ons. | |
| | Information Management | | | | | | | |
| ✓ | K0239 Northgate Hub | 0 | | | 0 | (8.875) | Creditor for remedial work. To go live next month. | |
| ✓ | K0249 Scanning- Environmental Health | 47,000 | | | 47,000 | | Currently reducing number of files. Whole budget will be spent. | |
| ✓ | Network Upgrade & Flexible Working | 25,000 | | | 25,000 | 2,906 | To improve network for hotdesking and IP telephony. To look at possible options for future. | |
| ✓ | K0262 Email Archiving & Management | 0 | | | 0 | (4,000) | Creditor for Civica upgrade. | |
| ✓ | K0265 Environmental Services Contact Manager | 0 | | | 0 | 441 | LLPG Synchronisation work. | |
| | PARTNERSHIP FUNDING | | | 9,000 | 9,000 | 0 | Hambledon FC - have made bids to The Football Foundation and Sport England, will hear outcome mid March and mid May respectively. If The Football Foundation bid is unsuccessful then will withdraw funding. | |
| | PROVISION FOR EMERGENCY SCHEMES | 185,000 | | (85,570) | 99,430 | 0 | £4.5k Farnham Memorial Hall for roof leak, £48k Leisure centre works, £20k Leisure Centre maintenance, £4k Museum of Farnham roof leak, £9k recycling & refuse contract mobilisation, £40k 140L bins. | |
| | Total Project Expenditure | £5,590,570 | £863,863 | £1,503,630 | £7,957,913 | £3,175,395 | | £200 |
| | Capital Project Programme | 5,180,970 | 863,863 | 1,306,330 | 7,351,013 | 2,725,948 | | 200 |
| | Revenue Project Programme | 409,600 | 0 | 197,300 | 606,900 | 449,447 | + | 0 |
| | Total Project Programme | £5,590,570 | £863,863 | £1,503,630 | £7,957,913 | £3,175,395 | 1 | £200 |

Project Justification Form

Project: The Bishops Steps – Jubilee Project

Service: Planning

Officer Responsible for Project: Sarah Wells & FCAMP Steering Group

Identification of Need:

As a key pedestrian gateway into Farnham Castle (in part a Grade 1 listed building and Scheduled Ancient Monument), the Bishops Steps are currently in a poor state of repair and dangerous to users, especially at night. This gives a poor impression of one of the most iconic buildings in the town.

The proposal is that Surrey County Council will fund the repairs to the steps (as it is their responsibility), but in addition a new lighting scheme and interpretive panel be installed to improve access to the castle and give information about the meaning of the steps.

A landscape scheme adjacent to the steps incorporating a new wall and repositioning of the existing fence will also be considered to improve the entire area.

The Farnham Castle has significantly improved the number of visitors since the implementation of the interpretation centre and works to the keep (Overall Waverley Design Award winner 2011). One of the biggest complaints that the Farnham Castle management receive relates to the steps and their state of repair.

This proposal not only repairs the steps, but will implement new features to make them more useable throughout the day (and evening) and give greater insight into why they were designed in the way they were.

A variety of groups are involved with the project and will be contributing to its funding. Surrey County Council has committed £17,800 to the repair of the steps which will take place within the next two months. In addition Farnham Town Council has agreed to contribute at least £1,000 to the project as one of their Jubilee schemes. Farnham Castle will be repairing the steps within their responsibility and taking over the long term maintenance of the proposal, and alongside the Farnham Society, Farnham Preservation Trust and Castle Street Residents Association will also contribute funding to the overall project.

This proposal is seeking a pot of £12,500 (maximum) from the Section 106 Environmental Enhancement budget to be used towards the project.

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

Environment - This will be a significant environmental improvement project, improving a key pedestrian gateway to the iconic Farnham Castle.

Value for money – By working with key partners, the cost of the work will be shared.

Leisure – The proposal will support visitors to the castle, particularly pedestrians.

Cross Reference to Service Plan:

This is a key environmental enhancement scheme as identified in the emerging Farnham Conservation Area Management Plan (FCAMP). Service Plan Priority

Progress to date (including position regarding planning permission):

Farnham Conservation Area Management Plan is in the final drafting stage, this highlights a number of environmental enhancement projects that have been identified for the Conservation Area.

The Bishops Steps has been identified as a Jubilee project for Farnham. Surrey County Council will be undertaking much needed repairs to the steps (early 2012), whilst Farnham Town Council and the Farnham Society have identified the whole project as one to celebrate the Queen's Diamond Jubilee, to which they are willing to commit funding.

The Farnham Preservation Trust and the Castle Street Residents Association are also willing to contribute funding to the scheme.

Farnham Castle are very keen to be involved, both from the implementation side and funding side. They also have responsibility for the final flight of steps leading to the Castle and will upgrade these as part of the project.

A sub-group consisting of the Farnham Society, Farnham Castle, Waverley Borough Council and the Farnham Preservation Society met on 3 February to discuss the proposals. Three alternative schemes will be drawn up and presented to the WBC Conservation Officers and English Heritage for advice on the most appropriate way forward.

Will the Corporate Project Management Toolkit be used? No

If no, how will the project be managed?

This is a joint project between Waverley Borough Council, Surrey County Council, Farnham Town Council, The Farnham Society, Farnham Castle, The Farnham Preservation Society and the Castle Street Residents Association.

Key Project target dates and milestones:

Farnham Conservation Area Management Plan will be presented to Executive to obtain agreement to consult (March 2012).

Consultation on the document March – May 2012.

Adoption at Full Council (anticipated) – July 2012.

Queens Jubilee Bank Holiday – 5 June 2012.

Heritage Week – September 2012 (likely timeframe for completion of enhancement project)

Capital cost (across years):

| | Year 1 £ | Year 2 £ | Year 3 £ | Total £ |
|-------------------------------|-------------|-------------|-------------|------------|
| Land | | | | |
| Contract Costs | | | | |
| Fees | | | | |
| Vehicles, Plant and Equipment | | | | |
| Contingency | | | | |
| Other (specify) - | | | | |
| Repair of steps | 17,800 | | | |
| Lighting Scheme | TBC | | | |
| Landscaping | TBC | | | |
| Historic plaque | TBC | | | |
| Total Capital Cost | | | | |

| | Year 1 £ | Year 2 £ | Year 3 £ | Total £ |
|--|----------------|-------------|-------------|------------|
| WBC Capital | 0 | | | |
| S106 (up to) | 12,500 | | | |
| External Funding (specify) - | | | | |
| Surrey CC – repair and maintenance | 17,800 | | | |
| Farnham Town Council (minimum) | 1,000 | | | |
| Farnham Castle (money) (in-kind resources) | 1,000 2,500 | | | |
| The Farnham Society | 2,000 | | | |
| Surrey County Council (Local Councillors fund) | 4,500 | | | |
| Farnham Preservation Trust | TBC | | | |
| Castle Street Residents Association | TBC | | | |
| Total Funding | 41,300 | | | |

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

How capital cost will be funded:

| | Year 1 £ | Year 2 £ | Year 3 £ | Total £ |
|---------------------------------|-------------|-------------|-------------|------------|
| Staffing | | | | |
| Other costs (specify) - | 0 | | | |
| | | | | |
| Total Revenue Costs | | | | |
| <u>Less</u> | | | | |
| 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:

None.

Identify any risks which may effect the project:

Timeframes to procure, implement and complete the work in order to celebrate the Queen's Diamond Jubilee.

Consensus with all the stakeholders.

Environmental Impact, including Carbon Implications:

The installation of a lighting scheme will encourage more pedestrians to visit Farnham Castle via the Bishops Steps. Environmentally, the scheme as a whole will significantly improve one of the key gateways into the Castle, a Grade 1 Listed Building and Scheduled Ancient Monument.

Equality impact assessment carried out? No

How will the project be procured?

Surrey County Council will procure all the repair works to the steps, and it is likely that they will procure and install the lighting scheme.

The interpretation panel will be procured through Farnham Castle.

The procurement and installation of the fence and landscaping scheme is to be determined (possibly through Waverley Borough Council or more likely Farnham Castle).

Is there scope for sharing/joint work? Yes, the following organisations will be involved:

Surrey County Council, Waverley Borough Council, Farnham Town Council, Farnham Castle, the Farnham Society, Farnham Preservation Trust and the Castle Street Residents Association.

| Completed by: | Sarah Wells | Date: | 15/2/12 |
|---------------|-------------|-------|---------|

Project Justification Form

Project: Milford Day Centre Improvements (The Clockhouse Carpet)

Service: Community Services

Officer Responsible for Project: Jane Todd

Identification of Need: The original design of The Clockhouse accommodation no longer fully meets the needs of the multiple use of the building. The enforced closure of the bathing facilities, owing to unsustainable costs, has allowed the area to be opened up to provide improved reception facilities and direct access to the dining area from the entrance hall. The new facilities will meet the needs of our growing client base and provide a modern building for the future. The building works were made possible by a 'one off' legacy.

In summary the alterations provide the following benefits:

- The refreshments bar and dining room area can be accessed without passing through the lounge area. This allows independent concurrent activities without interference.
- Dining or lounge areas can be rented out to third parties during afternoons, for example, pilates courses in the dining room whilst members enjoy entertainment in the lounge. This enhances the rental income stream.
- The reception area is better organised and more functional and welcoming for members and "drop ins".
- Clients for hairdressing, chiropody and reflexology now have a safe seating area where refreshments can be taken whilst waiting.

The project we are seeking funding towards is new carpeting. Now that the building work is complete we need carpeting to the new areas and to replace existing 14 year old carpet. Carpets are the priority for health and safety reasons. They have been in continual use for 14 years and are becoming worn (trip hazard) and dirty in spite of industrial cleaning over the years. Replacement carpets will give a much improved appearance and encourage third parties to rent The Clockhouse. A number of quotes have been received and the lowest at £6,828 will be accepted. An application has been submitted to Witley Parish Council towards the total cost. The bid is for the maximum grant of £750 and will be considered by the finance committee in early February 2012.

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

By maximising the available accommodation, that would allow The Clockhouse to expand and improve the facilities and thereby improve the lives for the elderly in the local community. The new facilities will help maximise our rental income, making the Clockhouse less reliant on funding from Waverley, offering better value for money for the services that we provide to.

Waverley's Corporate Plan prioritises the need to improve the lives of people living in the borough, particularly the vulnerable. The Clockhouse provides a vital service to older people from the Milford and Godalming areas, which is a growing sector of the local community. Our clients rely heavily on the Clockhouse to provide a hot meal and a place to meet and socialise.

Cross Reference to Service Plan:

The Clockhouse is a partner organisation of the Council and receives revenue funding from the Waverley Community Partnership. The project is in line with the Community Services service plan to support the voluntary and community sector to increase capacity and improve services for those most vulnerable in our society.

Progress to date (including position regarding planning permission):

Building works completed in December 2011 but carpets to the new areas and existing lounge/hall and corridors, together with furnishings, require replacement.

Will the Corporate Project Management Toolkit be used?

If no, how will the project be managed?

Not applicable as the application is from an external organisation.

Key Project target dates and milestones:

Building works completed in December 2011.

Carpets and furnishings chairs to be replaced as soon as possible, once funding is secured.

Capital cost (across years):

| | Year 1 | Year 2 | Year 3 | Total |
|-------------------------------|--------|--------|--------|-------|
| | £ | £ | £ | £ |
| Land | | | | |
| Contract Costs | | | | |
| Fees | | | | |
| Vehicles, Plant and Equipment | | | | |
| Contingency | | | | |
| Other (specify) - | | | | |
| New carpet and fitting | £6,828 | | | |
| | | | | |
| Total Capital Cost | £6,828 | | | |

How capital cost will be funded:

| | Year 1 £ | Year 2 £ | Year 3 £ | Total £ |
|------------------------------|-------------|-------------|-------------|------------|
| WBC Capital | | | | |
| S106 (Godalming allocation) | £6,078 | | | |
| External Funding (specify) - | | | | |
| Witley Parish Council | £750 | | | |
| | | | | |
| Total Funding | £6,828 | | | |

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

There will be no additional ongoing revenue costs or expenditure in relation to the project.

| | Year 1 | Year 2 | Year 3 | Total | | |
|--|--|--------------|----------------------|-----------|--|--|
| | £ | £ | £ | £ | | |
| Staffing | | | | | | |
| Other costs (specify) - | N/a | | | | | |
| Total Revenue Costs | N/a | | | | | |
| <u>Less</u> | | | | | | |
| Revenue income | N/a | | | | | |
| Return on Capital and Payb | ack (if appropriate) | <u> </u> | | | | |
| ; | £ | ,- | | | | |
| Forecast Returns | Returr | n on Capital | % | | | |
| Capital Cost | | .1 | | | | |
| Forecast Savings | Payba | CK | Years | | | |
| Better and more efficient use ncome. dentify any risks which ma | | on and grea | ter potential | for renta | | |
| Better and more efficient use income. Identify any risks which many None | of the accommodati | on and great | | for renta | | |
| Better and more efficient use income. Identify any risks which may None Environmental Impact, inclu | of the accommodati | on and great | | for renta | | |
| Better and more efficient use income. Identify any risks which many None | of the accommodati | cations: No | | for renta | | |
| Better and more efficient use income. Identify any risks which many None Environmental Impact, inclu Equality impact assessmen | y effect the project Iding Carbon Impli | cations: No | | for renta | | |
| Better and more efficient use income. Identify any risks which may none Environmental Impact, inclu Equality impact assessmen How will the project be proclement to be accessed to the compact of the | y effect the project Iding Carbon Impli t carried out? N/A | cations: No | ne | | | |
| Better and more efficient use income. Identify any risks which may hone Environmental Impact, inclu Equality impact assessmen How will the project be procleowest quotation will be acce | y effect the project Iding Carbon Impli t carried out? N/A | cations: No | ne | | | |
| Better and more efficient use income. Identify any risks which many None Environmental Impact, inclu Equality impact assessmen How will the project be procuous quotation will be accessor procuring and delivering the last there scope for sharing/journels. | y effect the project Iding Carbon Impli t carried out? N/A cured? pted. lan Coult, Char ie project. | cations: No | ne es, will be re | esponsib | | |
| Better and more efficient use income. Identify any risks which many None Environmental Impact, inclu Equality impact assessmen How will the project be procuous quotation will be accessfor procuring and delivering the last there scope for sharing/jound Not applicable, although we want to the state of the scope for sharing/jound to the scope for sharing to the scope for sharing the scope for | y effect the project Iding Carbon Impli t carried out? N/A cured? pted. Ian Coult, Char the project. Pint work? York closely with Cou | cations: No | ne es, will be re | esponsib | | |
| Better and more efficient use income. Identify any risks which many None Environmental Impact, inclusive impact assessmen How will the project be procured by the procuring and delivering the procuring and delivering the program is at least the program is at least the program is at least the procuring and delivering the program is at least the procuring and delivering the program is at least the procuring and delivering the program is at least the program is at least the procuring and delivering the program is at least the procuring and delivering the program is at least the procuring and delivering the program is at least the procuring and delivering the program is at least the procuring and delivering the program is at least the procuring and delivering the program is at least the procuring and delivering the pro | y effect the project Iding Carbon Impli t carried out? N/A cured? pted. Ian Coult, Char the project. Pint work? York closely with Cou | cations: No | ne es, will be re | esponsib | | |

Draft DH and Capital Works Budget 2011-2012

| A | c | D | E | J | 0 | т | Y | AD | Al | AN | AS | AT | AU | AV | AW | AX | AY | AZ | BA |
|--|--------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|--|---------------------------|----------------|---|----------------------|----------------------|-----------------------|---|
| | Approved 2011 - | | | | | | | | | | | , | | | | | | Predicted 2011 - 2012 | |
| Year 2012 Programme Anticipated Cash Flow / Expenditure 2011/12 | | | | | | | | | | | ı | Programme Outturn | Comments | | | | | | |
| | | | | | | | | | | | | Cumulative Anticipated Spend to End of | Actual Spend to End of | Commitment to | Variance Between Spend and Commitment and | | | | |
| 2 DHS Backlog Works | | April | May | June | July | August | September | October | November | December | January | January | January | End of January | Anticipated | February | March | | |
| 3 Kitchens | £570,000 | £30,000 | £30,000 | £30,000 | £30,000 | £30,000 | £30,000 | £30,000 | £30,000 | £30,000 | £30,000 | £300,000 | £306,302 | £18,471 | £24,774 | £30,000 | £30,000 | £384,774 | Planned work for last 3 month of the year will not be carried out as new contracts will not start until 1st April. Projected underspend. Majority of work 4 being carried out to voids. |
| 4 Bathrooms | £100,000 | £5,000 | £5,000 | £5,000 | £5,000 | £5,000 | £5,000 | £5,000 | £5,000 | £5,000 | £5,000 | £50,000 | £40,956 | £8,723 | -£322 | £5,000 | £5,000 | £59,678 | Planned work for last 3 month of the year will not be carried out as new contracts will not start until 1st April. Projected underspend. Majority of work 8 being carried out to voids. |
| 5 Heating | £805,000 | £105,000 | £100,000 | £100,000 | £100,000 | £100,000 | £100,000 | £50,000 | £50,000 | £30,000 | £15,000 | £750,000 | £684,539 | £0 | -£65,461 | £15,000 | £15,000 | £714,539 | Budget used for £50k additional spend on Sheltered Unit Heating. Planned work for last 2 month of the year will not be carried out as new contracts will not start until 1st April. Project underspend. Existing contractor has carried out additional work to reduce underspend. |
| 6 Windows | £393,000 | | | | | | | | | | | £0 | £0 | £150,400 | £150,400 | | | £150,400 | Planned work for last 3 month of the year will not be carried out as new contract has yet to be awarded. Proposal agreed to carry out small programme (60 properties) starting Feb 20th 2012 - completion before the end of March |
| 7 Doors | £184,000 | | | | | | | | | | | £0 | £0 | | | | | | Planned work for last 3 month of the year will not be carried out as new contract has yet to be awarded. Proposal agreed to carry out small programme (60 properties) starting Feb 20th 2012 - completion before the end of March |
| 8 Insulation 9 Rewiring | £0 £30,000 | £2,500 | £2,500 | £2,500 | £2,500 | £2,500 | £2,500 | £2,500 | £2,500 | £2,500 | £2,500 | £0 £25,000 | £0 £29,278 | | | £5,000 | £2,500 | £36,778 | B For urgent rewires only - mainly to voids Reroofing to Roman Way carried forward from last year which has now been completed. £12k for further urgent work that needs completing this year. |
| 10 Roofs 11 Walls/Chimneys and Other | £50,000 £0 | 54 43 500 | 5427 500 | £20,000 | 5427.500 | 5427 500 | £30,000 | 507.500 | 507 500 | 557 500 | £6,000 | £56,000 £0 | £57,470 | | £0 | CTT 000 | 653.500 | £(| Further urgent reroofing work being carried out to some properties to enable 9 solar PV panels to be fitted - approx £12,000 |
| 12 Sub Total 25 | £2,132,000 | £142,500 | £137,500 | £157,500 | £137,500 | £137,500 | £167,500 | £87,500 | £87,500 | £67,500 | £58,500 | £1,181,000 | £1,118,545 | £248,183 | £185,728 | £55,000 | £52,500 | £1,474,228 | 5 |
| YearOther Capital Works | 2011 - 2012 | | | | | | | | | | | | | | | | | | |
| 28 Fire Safety Upgrades | £50,000 | | £5,000 | £5,000 | £5,000 | £5,000 | £5,000 | £2,000 | | £0 | | £27,000 | £0 | £4,000 | -£23,000 | | | £4,000 | Limited Capital fire safety work being identified - majority of work is of a prevenue nature. Programme for Wyatts Close - Approval received to proceed. Slippage likely - |
| 29 Door Upgrades | £36,000 | | | | | | | £5,000 | £25,000 | £2,000 | £2,000 | £34,000 | £40,551 | £36,483 | £43,034 | £2,000 | £2,000 | £81,034 | assumed full value of the contract approx £28K. Budget also includes spend and comittment for one off door replacements. |
| 30 Window Upgrades 31 Sheltered Unit Main entrance door renewal | £157,000 £0 | | | | | | | £3,000 | £102,000 | £2,000 | £2,000 | £109,000 £0 | £10,795 | £211,154 | £112,949 | £2,000 | £2,000 | £225,949 | Programme for Wyatts Close - Approval received to proceed. Slippage likely - assumed full value of contract - approx £194k. Budget also includes spend and comittment for one off window replacements. |
| 32 Soffit/Facia and Gutter replacement 33 Asbestos Removal 34 Water Supply | £150,000 £40,000 | £10,000 £3,500 | £15,000 £3,500 | £15,000 £3,500 | £10,000 £3,500 | £110,000 £35,000 | £115,602 £18,094 | | | £10,000 | - | | Spend follows capital programme and Voids - currently predicting a slight 1 overspend of around £15K 4 Used on a responsive basis to address burst water mains |
| | 210,000 | 23,300 | 25,550 | 25,550 | 13,300 | 23,300 | 23/300 | 23,300 | 23,300 | 23,300 | 23,300 | 255,000 | 210,03 | | 210,500 | 23,300 | 22,500 | LEGIOS | Slight underspend being predicted. There is one large scheme that has now received Executive approval - this is unlikely to be started this financial year. £20,000 about to be committed. Anticipated cash flow Feb is likely to be £0 as |
| 35 Aids and Adaptations 36 Warden Call System | £540,000 £150,000 | £45,000 | £45,000 | £45,000 | £45,000 | £45,000 | £45,000 | £50,000 | £50,000 | £50,000 | £40,000 £0 | £460,000 £0 | £302,571 | £74,436 | -£82,993 | £40,000 £75,000 | | | 7 contract with DSL comes to an end and Mears have not started. Report detailing options being prepared |
| 37 Garage Works | £25,000 | | | | £5,000 | | £5,000 | £5,000 | £5,000 | £5,000 | | £25,000 | £17,383 | £4,980 | -£2,637 | | | £22,363 | |
| 38 Sheltered Unit Heating and Hot Water 39 Lifts | £50,000 | £25,000 | £25,000 | | | | | | | | | £50,000 £0 | £50,000 | £0 | £0 | | | £50,000 | D accommodated in heating budget. |
| 40 Thermal Insulation Upgrades 41 Wash-hand basins | £20,000 | | | | | £5,000 | £5,000 | £5,000 | £5,000 | | | £20,000 £0 | £3,024 | £274 | -£16,702 | | | £3,298 | Properties are currently being surveyed to identify outstanding work. |
| 42 Kitchen/bathroom layout alterations | £42,500 | | | | | | | | | | | £0 | | | | | | £0 | To be incorporated in kitchen replacement programme. Planned work for last 3 month of the year will not be carried out as new contracts will not start until 1 st. April. Projected underspend |
| 43 Concrete parking and paths within curtilage 44 Structural Works/Major Void | £1,000,000 | £85,000 | £85,000 | £85,000 | £85,000 | £85,000 | £85,000 | £85,000 | £85,000 | £80,000 | £80,000 | £0 £840,000 | £617,329 | £158,605 | -£64,066 | £80,000 | £80,000 | £935,934 | Dependent on void major work being identified |
| 45 Energy Efficiency Initiatives (air source heat pumps) | £100,000 | , | | 9 | | ., | | | | ., | | £0 | | £9,200 | | | | | To be incorporated in heating upgrade work / budget. Planned work for last 3 month of the year will not be carried out as new contracts will not start until 0 1st April. Projected underspend. One urgent installation complete. |
| 46 Dwelling enlargement 47 Community Rooms | £200,000 £10,000 | | | | | | | | £5,000 | £5,000 | | £0 £10,000 | | | | £0 | £50,000 | £50,000 | Work hoped to start in March 2012 - Some slippage likely. Start date is dependant on decant property being made available. D Work to be identified / confirmed |
| 48 Sheltered unit renewals and upgrades 49 Unadopted Road and Paths and Culverts | £50,000 | | | £5,000 | £5,000 | £5,000 | £5,000 | £5,000 | £5,000 | | | £0,000 | | £7,000 | -£23,000 | £0. | £20,000 | £27.000 | D Work to be identified / carried out on a responsive basis. Resurfacing of Gorselands completed. Upfold Close parking scheme planning application has been made. |
| 50 Fire stopping to party walls 51 Dwelling remodelling | £0 £0 | | | , | , | ,,,,, | ., | ., | 3,447 | | | £0 | | | | | | £0 | |
| 52 Sound Insulation 53 Professional Fees | £0 £250,000 | £20,000 | £20,000 | £20,000 | £20,000 | £20,000 | £20,000 | £20,000 | £20,000 | £20,000 | £20,000 | £0 £200,000 | £72,963 | £61,430 | -£65,607 | £30,000 | £30,000 | £(f194 393 | 0 0 3 Further commitment for CDM Co-ordinator to be confirmed. |
| 54 Salary Allocations 55 Sub Total | £400,000 £3,270,500 | £188,500 | £193,500 | £173,500 | £178,500 | £178,500 | £183,500 | £193,500 | £320,500 | £182,500 | £157,500 | £0 | | | | £242,500 | £400,000 £710,500 | £400,000 | 0 |
| 56 | | | | | | | | | | | | £1,950,000 | £1,248,313 | £596,451 | -£104,437 | | | | |
| 57 DHS Backlog Works 58 Newly Arising DHS Works | £2,132,000 £0 | £142,500 £0 | £137,500 £0 | £157,500 £0 | £137,500 £0 | £137,500 £0 | £0 | | £87,500 £0 | £67,500 £0 | £0 | | | | | £55,000 £0 | £0 | £0 | 0 |
| 59 Other Capital Works 60 TOTAL | £3,270,500 £5,402,500 | £188,500 £331,000 | £193,500 £331,000 | £173,500 £331,000 | £178,500 £316,000 | £178,500 £316,000 | £183,500 £351,000 | £193,500 £281,000 | £320,500 £408,000 | £182,500 £250,000 | £157,500 £216,000 | | | | | £242,500 £297,500 | | | |
| 61 | | | | | | | | | | | | | | | | | | | |