

CAPITAL PROGRAMME
2014/2015 REVENUE SCHEMES - GENERAL FUND

| Project | Estimate | 2013/14 Approved Changes | Total | Total £ | 2014/2015 WBC funding £ | External Funding £ | 2015/2016 Estimate £ | 2016/2017 Estimate £ | Corporate/ Community O&S | |
|-----------------------------------------|-------------------------------------|--------------------------------|-----------------|-----------------|-------------------------------|--------------------------|----------------------------|----------------------------|--------------------------------|-----------------|
| Customer, IT and Office Services | | | | | | | | | | |
| Central Offices | Maintenance Programme | | 100,000 | 100,000 | 100,000 | | 110,000 | 110,000 | Corporate | |
| Community Services | | | | | | | | | | |
| | Day Centres | | 10,000 | 10,000 | 10,000 | | 10,000 | 10,000 | Community | |
| Sports Centres | | | | | | | | | | |
| | General | | 85,000 | 85,000 | 90,000 | | 130,000 | 231,000 | Community | |
| | Contingency | | 25,000 | 25,000 | 25,000 | | 25,000 | 25,000 | Community | |
| | Hérons * | 159,500 | 159,500 | 130,000 | 50,000 | 80,000 | 40,000 | 20,000 | Community | |
| Recreation | | | | | | | | | | |
| | Parks Signage | | 7,500 | 7,500 | 20,000 | | 20,000 | 20,000 | Community | |
| | Recreation Ground Improvements | | 35,000 | 35,000 | | | | | | |
| Environmental Services | | | | | | | | | | |
| Environmental Health | | | | | | | | | | |
| | Contaminated Land | 17,000 | 47,000 | 45,000 | 45,000 | | 30,000 | 30,000 | Community | |
| | Air Quality | 7,480 | 70,480 | 67,000 | 7,000 | 60,000 | 5,000 | 2,000 | Community | |
| | Noise Recording Equipment | | | 13,000 | | 13,000 | 11,000 | 11,000 | Community | |
| Car Parks | | | | | | | | | | |
| | Rolling Programme | | 65,000 | 65,000 | 65,000 | | 65,000 | 65,000 | Community | |
| Special Projects | | | | | | | | | | |
| | Development Consultancy/East Street | | 132,000 | 132,000 | 40,000 | | 0 | 0 | Corporate | |
| General Fund Total | | | £552,500 | £183,980 | £736,480 | £605,000 | £452,000 | £153,000 | £446,000 | £524,000 |

* Project requires additional approval before work can commence

**Revenue Project Justification forms
2014/2015**

Project Justification Form

Project: Central Offices Maintenance Programme 2014 / 2015

Service: Customer, IT and Office Services

Officer Responsible for Project: Roger Standing

Identification of Need: The existing Central Offices structure is over 30 years old and with age, the rate of deterioration of the both the internal and external fabric and elements of the building is increasing.

In order to prevent reactive maintenance and future possible failures, a maintenance and improvement works programme has been devised. This programme of works includes Health and Safety works, general office interior improvements and redecorations, essential maintenance of mechanical and electrical plant, drainage, plumbing works and roofing repairs etc (see attached schedule).

Demonstrate how this scheme would help achieve the Corporate Strategy objectives: The maintenance of the fabric of the building and the internal environment in which staff work is essential to support all the Council's services and therefore indirectly supports all of the Council's Corporate Strategic objectives.

Cross Reference to Service Plan:

Part of on-going requirement to maintain the Council's offices and office environment.

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 / No

If no, how will the project be managed?

Key Project target dates and milestones:

Range of separate schemes each will have their own project plan.

Capital cost (across years):

| | Year 1 £ | Year 2 £ | Year 3 £ | Total £ |
|-------------------------------|----------------|----------------|----------------|----------------|
| Land | | | | |
| Contract Costs | 100 000 | 110 000 | 110 000 | 320 000 |
| Fees | | | | |
| Vehicles, Plant and Equipment | | | | |
| Contingency | | | | |
| Other (specify) - | | | | |
| | | | | |
| Total Capital Cost | 100 000 | 110 000 | 110 000 | 320 000 |

How capital cost will be funded:

| | Year 1 £ | Year 2 £ | Year 3 £ | Total £ |
|------------------------------|----------------|----------------|----------------|----------------|
| WBC Capital | 100 000 | 110 000 | 110 000 | 320 000 |
| S106 | | | | |
| External Funding (specify) - | | | | |
| Total Funding | 100 000 | 110 000 | 110 000 | 320 000 |

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

| | Year 1 £ | Year 2 £ | Year 3 £ | Total £ |
|---------------------------------|-------------|-------------|-------------|------------|
| Staffing | | | | |
| Other costs (specify) - | | | | |
| | | | | |
| | | | | |
| 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 | 100 000 | | |
| Forecast Savings | | Payback | Years |

Identify any efficiency gains resulting from the project:

Saving on electricity usage following installation of LED lighting.

Identify any risks which may effect the project:

Deterioration of offices and working environment.

Environmental Impact, including Carbon Implications:

Several of the schemes are part of the Carbon Management Programme.

Equality impact assessment carried out? N/A

How will the project be procured?

Tenders

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

Completed by: Roger Standing

Date: 8/10/13

Project Justification Form

Project: Brightwells – Development Consultancy

Service: Communities

Officer Responsible for Project: Kelvin Mills

Identification of Need:

With the expected completion of the Riverside enabling works in Spring 2014, the Brightwells scheme can move to unconditional once discussions have been resolved with Crest with regards funding. This will signal significant work on site and public engagement. It is vital for the credibility of Waverley that this process is managed effectively.

It is the largest regeneration project for Waverley and it is crucial that it is delivered as effectively as possible. This capital request is for the recruitment of the necessary experts as when required throughout the construction part of the project.

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

The Riverside project will deliver key corporate objectives for Waverley:

Leisure – increased number of tennis courts and improved facilities for Brightwells Tennis Club; a six screen cinema and a comprehensive shopping / leisure option.

VFM – WBC will benefit for a one off capital receipt as well as revenue from rentals secured by Crest.

Understanding Residents needs – the project regenerates a rundown area of Farnham and jobs will be created during and post construction.

Affordable Housing – properties will be created as part of the scheme.

Cross Reference to Service Plan:

Progress to date (including position regarding planning permission):

Enabling works at the Riverside are due to be completed in the Spring of 2014.

Will the Corporate Project Management Toolkit be used? Yes

Key Project target dates and milestones:

Completion of Riverside works - May 2014

Purchase of Marlborough Head – March/April 2014

Funding Agreement with Crest - Development Agreement becomes unconditional – April/May 2014

Work commences on main development - July 14

Capital cost (across years):

| | Year 14/15 £ | Year 2 £ | Year 3 £ | Total £ |
|-------------------------------|-----------------|-------------|-------------|------------|
| Land | | | | |
| Contract Costs | | | | |
| Fees | £40,000 | | | |
| Vehicles, Plant and Equipment | | | | |
| Contingency | | | | |
| Total Capital Cost | £40,000 | | | |

Identified items that need to be actioned this financial year;

| | 2014/15 £ | Why they are necessary |
|-------------------------------------|----------------|----------------------------------------------------------------|
| Construction element of the project | | To complete Council's Leisure Strategy and Corporate Objective |
| Total Capital Cost | £40,000 | |

How capital cost will be funded:

| | Year 1 £ | Year 2 £ | Year 3 £ | Total £ |
|-----------------------------------------|----------------|-------------|-------------|------------|
| WBC Capital | £40,000 | | | |
| S106 | | | | |
| External Funding (specify) LEP Grant | | | | |
| Total Funding | £40,000 | | | |

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:**Identify any risks which may effect the project:**

Development Agreement does not go unconditional and the project needs to be revisited and is delayed.

Environmental Impact, including Carbon Implications:

Integral to the design of the scheme.

Equality impact assessment carried out? Yes as part of the project

How will the project be procured?

Partner / contractor will deliver the project which we will monitor.

Is there scope for sharing/joint work?

No

Completed by: Katrina Burns

Date: 15/1/14

Project Justification Form

Project: Waverley Day Centres

Service: Community Services

Officer Responsible for Project: Katie Webb

Identification of Need:

Waverley owns the properties from which the Brightwells Gostrey and Farncombe Day Centres operate. Day to day maintenance and repairs are financed from a small revenue budget. More major works, such as renewal of plant, refurbishments and improvements to comply with DDA and other building regulations, require additional investment.

Farncombe Day Centre is around 25 years old and is a conversion of an old school building. It requires continued investment to ensure it remains in good order and is a suitable and safe environment for older people.

Brightwells Gostrey Centre is an old building on two floors that is no longer fit for purpose. Whilst it is planned to provide a new community building within the East Street development, in the meantime the BG Centre needs ongoing work to keep the building functional. The flat roof requires frequent remedial work; the subsidence in the freezer area is causing continued problems and some internal decoration is needed. Property services (NL) has been asked to do an energy audit of the BG Centre, which may identify further requirements for capital investment, although it may not be cost effective to implement due to the limited life of the building.

During 2014/15 the aim is to make Farncombe and Brightwells less reliant on Waverley's Capital Fund with the move to new lease arrangements where organisations will be expected to take on the Landlord Costs as agreed by the Capital Monitoring Group.

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

By maintaining the day centre buildings in Farncombe and Farnham, to allow continued safe use of the centres by older people, we are fulfilling Waverley's corporate priority of Improving the quality of life for all, particularly the more vulnerable in society. The centres are occupied and managed by local voluntary organisations, and by continuing to maintain the buildings for their use we are supporting the local voluntary and community sector to work within their communities.

The buildings are Waverley assets and long-term investment to keep them in good order optimises the benefits gained from their current use.

Cross Reference to Service Plan:

Objective – to work with local communities to (iii) assist existing organisations funded through Waverley's Community Partnership Fund grant scheme.

Progress to date (including position regarding planning permission):

There has been ongoing investment in maintaining the BG Centre and Farncombe Day Centre buildings.

Will the Corporate Project Management Toolkit be used? No

If no, how will the project be managed?

No. Individual projects are relatively small, and are managed by Property Services.

Key Project target dates and milestones:

A plan of works for 2014/15 will be identified between the day centre managers, Nick Laker from Property and the Community Services Manager.

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:

One of the boilers at the Brightwells Gostrey Centre is 30+ yrs old, in very poor condition and has been recommended for replacement by the service engineers. In view of the relatively short-term future of the building, they have agreed to continue to service the boiler, but there remains a risk that the boiler could fail and need immediate replacement in order for the day centre to continue operating.

Environmental Impact, including Carbon Implications:

Property Services has carried out an energy audit of Brightwells Gostrey Centre. However, the payback period for any identified improvements will exceed the expected life of the building (2-3yrs, depending on start of East St development).

Equality impact assessment carried out? Yes / No / N/A

N/A

How will the project be procured?

Quotes obtained from local suppliers as relevant to the nature of the project.

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

No

Completed by: Katie Webb**Date:** 7/10/2013

Project Justification Form

Project: Client Rolling Programme – Cranleigh, Farnham, Godalming and The Edge leisure centres

Service: Leisure

Officer Responsible for Project: Tamsin McLeod

Identification of Need:

The leisure management contract started on 1 July 2008, with greater responsibility being passed to WBC for building maintenance. All mechanical and electrical repairs and replacement over £2,000, with minor exceptions, are now the responsibility of WBC. In addition, the recent building surveys carried out have identified essential works that need to be completed over a 15-year lifecycle. This therefore results in greater pressure on the client rolling programme.

Refurbishments have been completed at Cranleigh and Farnham throughout 2009 and 2010. However, Cranleigh is now 38 years old and did not have any works on mechanical plant and Farnham is 32 years old and did not undergo any pool plant works. Thus there is a risk with both sites that items will require maintenance and replacement within the financial year.

The new Godalming Leisure Centre opened in August 2012 and there should be minimal works required. Therefore we have allowed £5,000 to cover our responsibilities.

It is important to note that the capital costs highlighted are for specific works items that have been identified in the building surveys. The remaining £25,000 is a contingency fund to cover all Waverley responsibilities, across the five sites, as specified within the management contract.

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

The client rolling programme achieves three of the key Corporate Strategy objectives;

- Leisure: Improving and supporting opportunities for all to take part in sport, recreation and culture.
- Improving lives: Improving the quality of life for all, particularly the more vulnerable within our society.
- Value for money: Ensuring all our activities are customer focused and provide good value for money.

The Leisure Strategy including the upkeep and maintenance of the leisure centres is a key component in achieving each of these corporate priorities.

Cross Reference to Service Plan:

This programme meets the objectives of the Cultural Strategy 2009-2013 and the following points in the Community Services Service Plan 11/12;

- Point 2 – To increase access to leisure opportunities to improve the health & well-being of all of Waverley's residents

In addition, the upkeep and maintenance of the leisure centres is a key component in achieving each of the performance indicators L1e3a-e.

Progress to date (including position regarding planning permission):

Works have been identified using the results of the building surveys and are necessary in order to comply with the management contract and ensure that we are not open to litigation. Planning permission is not necessary for the works identified.

Will the Corporate Project Management Toolkit be used? Yes / No

If no, how will the project be managed?

The projects are small items and works that can be effectively managed by the Leisure Contracts Manager and Property and Engineering Manager.

Key Project target dates and milestones:

As per 15-year lifecycle and associated works programme.

Capital cost (across years):

| | Year 1 £ | Year 2 £ | Year 3 £ | Total £ |
|-------------------------------|----------------|----------------|----------------|----------------|
| Land | | | | |
| Contract Costs | 90,000 | 130,000 | 231,000 | 451,000 |
| Fees | | | | |
| Vehicles, Plant and Equipment | | | | |
| Contingency | 25,000 | 25,000 | 25,000 | 75,000 |
| | | | | |
| Total Capital Cost | 115,000 | 155,000 | 256,000 | 526,000 |

Identified items that need to be actioned this financial year;

| Contract Costs | 2014/15 £ | Why they are necessary |
|-----------------------------------------------------------------------|----------------------|-------------------------------------------------------------------------------------------------------------------------|
| Cranleigh – boiler plant | 20,000 | To prevent closure, ensure the health & safety of staff/customers and improve energy consumption |
| Edge – air con upgrade | 20,000 | To prevent closure, ensure the health & safety of staff/customers and improve energy consumption |
| Edge – members changing rooms | 25,000 | To ensure compliance standards, meet customer expectations and ensure the health & safety of staff/customers |
| Farnham – dance studio floor | 20,000 | To ensure compliance standards, meet customer expectations and ensure the health & safety of staff/customers |
| Godalming – maintenance | 5,000 | To ensure compliance standards, meet customer expectations and ensure the health & safety of staff/customers |
| Contract contingency – WBC responsibility for urgent items on 5 sites | 25,000 | To ensure centre and facility operation and prevent closures, and to also ensure the health & safety of staff/customers |
| Total Capital Cost | 115,000 | |

How capital cost will be funded:

| | Year 1 £ | Year 2 £ | Year 3 £ | Total £ |
|------------------------------|----------------|----------------|----------------|----------------|
| WBC Capital | 115,000 | 155,000 | 256,000 | 526,000 |
| S106 | | | | |
| External Funding (specify) - | | | | |
| | | | | |
| Total Funding | 115,000 | 155,000 | 256,000 | 526,000 |

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 | 115,000 | | |
| Forecast Savings | | Payback | Years |

Identify any efficiency gains resulting from the project:

Replacement of mechanical and electrical services will result in a reduction of energy usage and carbon emissions. These will be identified and specified as quotes are received for individual works.

Identify any risks which may effect the project:

Lack of WBC funding to carry out maintenance responsibilities, as specified in the leisure management contract, will lead to facility and centre closures.

Environmental Impact, including Carbon Implications:

Positive environmental impact from works, as detailed on the carbon management plan. These will be identified and specified as quotes are received for individual works.

Equality impact assessment carried out? Yes / No / N/A**How will the project be procured?**

Individual works and items will be procured by the Leisure Contracts Manager or Property and Engineering Manager in accordance with Waverley CPRs.

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

Completed by: Tamsin McLeod

Date: 24.9.13

Project Justification Form

Project: Client Rolling Programme – The Herons Leisure Centre

Service: Communities

Officer Responsible for Project: Tamsin McLeod

Identification of Need:

The leisure management contract started on 1 July 2008, with greater responsibility being passed to WBC for building maintenance. All mechanical and electrical repairs and replacement over £2,000, with minor exceptions, are now the responsibility of WBC. In addition, the recent building surveys carried out have identified essential works that need to be completed over a 15-year lifecycle. This therefore results in greater pressure on the client rolling programme.

The Herons capital costs are estimated for specific works that need to be completed, as highlighted by the recent building survey, within a budget approved by the Shottermill Trust. The costs identified within this justification do not include those required for a refurbishment.

Initial discussions have taken place with DCL to create a proposed design, and obtain indicative estimated refurbishment capital costs and revised management fee for the Herons Leisure Centre. It is important to note that if the plans for redevelopment proceed, with these additional items approved by Council, then these rolling programme costs will not be incurred, however a contingency fund (£10,000) will still be necessary to cover all Waverley contract responsibilities.

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

The client rolling programme achieves three of the key Corporate Strategy objectives;

- Leisure: Improving and supporting opportunities for all to take part in sport, recreation and culture.
- Improving lives: Improving the quality of life for all, particularly the more vulnerable within our society.
- Value for money: Ensuring all our activities are customer focused and provide good value for money.

The Leisure Strategy including the upkeep and maintenance of the leisure centres is a key component in achieving each of these corporate priorities.

Cross Reference to Service Plan:

This programme meets the objectives of the Cultural Strategy 2009-2013 and the following points in the Community Services Service Plan 11/12;

- Point 2 – To increase access to leisure opportunities to improve the health & well-being of all of Waverley's residents

In addition, the upkeep and maintenance of the leisure centres is a key component in achieving each of the performance indicators L1e3a-e.

Progress to date (including position regarding planning permission):

Works have been identified using the results of the building surveys and are necessary in order to comply with the management contract and ensure that we are not open to litigation. Planning permission is not necessary for the works identified.

Will the Corporate Project Management Toolkit be used? Yes / No

If no, how will the project be managed?

The projects are small items and works that can be effectively managed by the Leisure Contracts Manager and Property and Engineering Manager.

Key Project target dates and milestones:

As per 15-year lifecycle and associated works programme.

Capital cost (across years):

| | Year 1 £ | Year 2 £ | Year 3 £ | Total £ |
|-------------------------------|----------------|---------------|---------------|----------------|
| Land | | | | |
| Contract Costs | 130,000 | 40,000 | 20,000 | 190,000 |
| Fees | | | | |
| Vehicles, Plant and Equipment | | | | |
| Contingency | | | | |
| Other (specify) - | | | | |
| Total Capital Cost | 130,000 | 40,000 | 20,000 | 190,000 |

Identified items that need to be actioned this financial year;

| | 2014/15 £ | Why they are necessary |
|------------------------------------|----------------|------------------------------------------------------------------------------------------------------------------------------------|
| M&E Pool plant | 50,000 | To prevent closure, ensure the health & safety of staff/customers and improve energy consumption |
| Soft Play refurb | 30,000 | To ensure compliance standards, meet customer expectations and ensure the health & safety of staff/customers |
| Health suite and plant replacement | 50,000 | Identified in the building survey to prevent closure, ensure the health & safety of staff/customers and improve energy consumption |
| Total Capital Cost | 130,000 | |

How capital cost will be funded:

| | Year 1 £ | Year 2 £ | Year 3 £ | Total £ |
|------------------------------|----------------|---------------|---------------|----------------|
| WBC Capital | 50,000 | 40,000 | 20,000 | 190,000 |
| S106 | | | | |
| External Funding (specify) - | | | | |
| - Shottermill Trust | 80,000 | | | |
| Total Funding | 130,000 | 40,000 | 20,000 | 190,000 |

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 | 130,000 | | |
| Forecast Savings | | Payback | Years |

Identify any efficiency gains resulting from the project:

Replacement of mechanical and electrical services will result in a reduction of energy usage and carbon emissions. These will be identified and specified as quotes are received for individual works.

Identify any risks which may effect the project:

Lack of WBC funding to carry out maintenance responsibilities, as specified in the leisure management contract, will lead to facility and centre closures.

Environmental Impact, including Carbon Implications:

Positive environmental impact from works, as detailed on the carbon management plan. These will be identified and specified as quotes are received for individual works.

Equality impact assessment carried out? Yes / No / N/A**How will the project be procured?**

Individual works and items will be procured by the Leisure Contracts Manager or Property and Engineering Manager in accordance with Waverley CPRs.

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

Completed by: Tamsin McLeod

Date: 8.10.13

Project Justification Form

Project: Corporate Branding - Site Signage & Branding

Service: Parks & Countryside

Officer Responsible for Project: Matthew Lank/David Olliver

Identification of Need:

The Parks & Countryside Service is committed to a strong Waverley brand and corporate image and to achieve this we need to undertake a wide ranging programme of overhauling of existing signage, replacement and in many cases new signage due to a lack of site branding. This is due to the fact much of it is very old, uses the older Waverley logo and out of keeping with the feel and identify we are hoping to achieve on these sites. There will be a phased approach to this over time; therefore there will be a need to ensure capital budgets are provided to support the on-going enhancement of all our sites.

Whilst the initial capital investment programme of improving corporate signage on the majority of parks, playgrounds and recreation sites across the borough to raise the Councils profile has been achieved in the preceding years. There is still a need to continue the work of re-branding signage on sites not yet completed and to also consider improvements to interpretation signage and other signage in particular at our Countryside sites such as Frensham Pond, Blackheath Common.

The Council will be looking to undertake In Bloom and Greenflag applications for our prestigious park sites on a year by year basis, with a view to hopefully gaining 4 green flags by 2018. We have already obtained a Green Flag for Farnham Park. The sites identified for this are; Broadwater Park, Gostrey and the Philips Memorial Park.

It is felt that this continued 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:

This scheme supports the Corporate objectives of:

Environment and Leisure & Lives objectives. Improved signage and interpretation will enhance the local environment and improve customer experience of it; further more it will encourage residents to use our open spaces and countryside more.

Cross Reference to Service Plan:

Referenced in the Service Plan 2013-2014; Delivery of Capital programmes.

Progress to date (including position regarding planning permission):

All playgrounds and recreation grounds have had their standard site signage re-branded over the last two years. However the Council has indicated a further desire to raise the profile of playground site signage in particular with additional prominent site signage.

Many sites have had the current condition of signage assessed and identified where new signage will be required. There is a further need to expand this work and to particularly look at interpretation signage on important sites e.g. to explain the history and inform of biodiversity on site. Directional signage will also need improving and there will be a requirement to provide notice boards.

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 continually improve the corporate image of all prestigious Countryside sites, this is an ongoing process and will occur over a number of years.

2014/15 – Completion of need analysis for signage and interpretation design & consultation period.

2014/15 – Start Installation of site naming signage across all sites

2014/15 – Work with a consultant to design and produce approved interpretation for the interpretation boards.

2015/16 – Installation of **Interpretation** boards at popular sites e.g. Frensham

2016/17 – Completion of Installation of site signage

2017 onwards – We will undertake a rolling programme of inspection and maintenance.

Capital cost (across years):

| | Year 1 £ | Year 2 £ | Year 3 £ | Total £ |
|-------------------------------|---------------|---------------|---------------|---------------|
| Land | | | | |
| Contract Costs | 20,000 | 20,000 | 20,000 | 60,000 |
| Fees | | | | |
| Vehicles, Plant and Equipment | | | | |
| Contingency | | | | |
| Other (specify) - | | | | |
| | | | | |
| Total Capital Cost | 20,000 | 20,000 | 20,000 | 60,000 |

How capital cost will be funded:

| | Year 1 £ | Year 2 £ | Year 3 £ | Total £ |
|------------------------------|---------------|---------------|---------------|---------------|
| WBC Capital | 20,000 | 20,000 | 20,000 | 60,000 |
| S106 | | | | |
| External Funding (specify) - | | | | |
| | | | | |
| Total Funding | 20,000 | 20,000 | 20,000 | 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 | | | | |
| | | | | |
| Estimated annual revenue effect | | | | |

Return on Capital and Payback (if appropriate):

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

Identify any efficiency gains resulting from the project:

- Clear branding of Waverley owned sites.
- Cleaning of graffiti and dirt from signage will be easier to complete.
- Customers will benefit from improved countryside signage and interpretation board information. Visually impaired persons will benefit.

Identify any risks which may effect the project:

If project is not fully completed, Parks & Countryside signage will remain inconsistent and not fully project the new branding of the Council.

Environmental Impact, including Carbon Implications:

Look to source more sustainable materials for signage.

Equality impact assessment carried out? NA

- All signage will be DDA Compliant and follow the latest guidelines.
- Signage will be installed at heights suitable for people of all abilities to read and understand.

How will the project be procured?

Following standard WBC financial procedures (CPR's), ensuring that a minimum number of quotes are received etc.

Is there scope for sharing/joint work?

Volunteers from the local community will be involved in installing the signage across the sites.

Completed by: David Olliver

Date: 09/10/13

Project Justification Form

Project: Continued Implementation of Contaminated Land Strategy

Service: Environmental Services

Officer Responsible for Project: Áine O'Brien

Identification of Need:

Waverley has a statutory requirement under Part II A of the Environmental Protection Act 1990 to identify and investigate sites where potential contamination may exist.

Gas-monitoring of the former landfill at Weydon Lane led to a site risk assessment which identified the need for maintenance and reinstatement works.

Revised statutory guidance for the enforcement of Part II A of the EPA 1990 was published by DEFRA in April 2012. Waverley has totally revised its Contaminated Land strategy in light of this and commenced work on investigating sites.

This bid is for the funding to continue this work and for a contingency sum in respect of the Weydon Lane site.

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

To enable Waverley to meet its legal requirements to investigate the presence of and secure the remediation of any identified contaminated land.

CORPORATE PRIORITY: ENVIRONMENT Protect and enhance Waverley's unique mix of rural and urban communities by ensuring developed land does not impinge on public health by increases in pollution

CORPORATE PRIORITY: VALUE FOR MONEY By identifying potentially contaminated sites that need no further works of remediation and removing 'blight' and by identifying sites where remediation investigations are necessary and applying for government funding for this.

Cross Reference to Service Plan:

ES 7.3 – exploring opportunities for shared services

ES 8.2 – deliver the Contaminated Land Strategy

Progress to date (including position regarding planning permission):

Waverley has made good progress in identifying potentially contaminated land and some progress in investigating the most urgent sites (Weydon Lane, Former Farnham gasworks). Prior to 2012/13 our work was reactive rather than strategic (i.e. we responded effectively to the sites with a very obvious need rather than trying to identify the less obvious but potentially just as hazardous sites).

Through the Geoenvirom software we have an iterative list of sites ranked by their relative potential harm to human health based on currently available information. We continuously update this as new information becomes available through officer research, the planning process and customer feedback. Sites move up and down the risk ranking as further more detailed information becomes available; however there comes a point when the only way to assess the site is to carry out a formal deskstudy and site walkover with preliminary soil testing.

In 2012/13 desk top studies were completed on six sites. Two of these sites were deemed not to require further works, one was identified as requiring works that could be secured through the planning process and three were identified as requiring intrusive investigation. Preliminary intrusive investigations have been completed on one of these and further site assessments are required.

An additional site has recently had a desktop study as new information received indicated that its risk profile may have heightened. This has taken precedence over the remaining two sites identified in the strategy process.

Separately, the Weydon Lane site has been identified as requiring further action in 2015-16, the nature of which will be substantial but will also depend on other proposals being developed now and in 2014-15. Further specialist investigations can be expected as a requirement in the decision making process and a provisional contingency sum for this element is listed. The main reinstatement works will require capital funding in 2015-16 and the current range of preliminary costs is included based on the possible re-use of existing site soils v importation.

Will the Corporate Project Management Toolkit be used? yes

Key Project target dates and milestones:

Complete any existing site assessments from 2012-13 if necessary and carry out preliminary inspections of up to six sites per year with the aim of eliminating the highest priority sites quickly and effectively. Sites vary in complexity and the most complex sites will require DERFA input.

Identify the required works for reinstating and maintaining the Weydon Lane site's protective capping layer and ventilation trenches by September 2014.

Capital cost (across years):

| | Year 1 £ | Year 2 £ | Year 3 £ | Total £ |
|-----------------------------------|-------------|-------------|-------------|-------------|
| Land | | | | |
| Contract Costs | | | | |
| Fees | 30k | 30k | 30k | 90k |
| Vehicles, Plant and Equipment | | | | |
| Contingency | 15k | | | 15k |
| Other - Weydon Lane reinstatement | | | | |
| | | | | |
| Total Capital Cost | 45k | 30k | 30k | 115k |

How capital cost will be funded:

| | Year 1 £ | Year 2 £ | Year 3 £ | Total £ |
|------------------------------|-------------|-------------|-------------|-------------|
| WBC Capital | 45k | 30k | 30k | 115k |
| S106 | | | | |
| External Funding (specify) - | | | | |
| | | | | |
| Total Funding | 45k | 30k | 30k | 115k |

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 | | | |
| Forecast Savings | | Payback | Years |

Identify any efficiency gains resulting from the project:

The project has enabled benefits to be shared with Leisure and property services enabling a better understanding of potential contaminated land risks on our property and leisure property holdings.

Identify any risks which may affect the project:

A significant number of the sites on the prioritised list have current or historical Waverley involvement as owner, developer or polluter. Where investigations are carried out on Waverley assets they will inform and enhance future management, development and divestment options.

The Weydon Lane site may attract proposals for other uses and it may be timely to consider these. The reinstatement works currently identified are the minimum required regardless of end use.

Environmental Impact, including Carbon Implications:

Generally the work should have a positive environmental impact in identifying and progressing towards resolution any significant land contamination.

Equality impact assessment carried out? N/A

How will the project be procured?

The works are procured using the government procurement service

Is there scope for sharing/joint work? Yes

Completed by: Áine O'Brien

Date: 7/10/13

Project Justification Form

Project: Air Quality

Service: Environmental Services

Officer Responsible for Project: Ann-Marie Wade

Identification of Need:

Under the 1995 Environment Act Waverley has a duty to monitor air pollution and to identify areas where air quality does not meet nationally set standards.

The Air Quality (AQ) monitoring regime is achieved through a combination of a diffusion tube network, three continuous monitoring stations and the production of reports regarding data ratification, screening assessments, modelling and progress.

The majority of the regime is covered through revenue funding however, there are additional requirements that occur intermittently requiring different levels of capital spend from year to year. Without these capital items the statutory monitoring requirements would not be met. The regime is overseen by Defra and powers have been introduced to incorporate infraction fines for AQ failures on local authorities.

Three specialised projects are also underway using Defra funding, in-house resources and resources from Surrey CC and the Health and Wellbeing Board.

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

To enable Waverley to meet its legal requirements to monitor air pollution and to identify areas where air quality does not meet nationally set standards.

Corporate priority: Environment

Protect and enhance Waverley's unique mix of rural and urban communities by ensuring developed land does not impinge on public health by increases in pollution.

Corporate priority: Improving lives

Improving the quality of life for all, particularly the more vulnerable within our society by identifying areas of higher pollution and following the AQ Action Plan containing measures to reduce pollution levels.

Cross Reference to Service Plan:

ES 8.1 Continue to deliver Air Quality Action Plan

Progress to date (including position regarding planning permission):

The AQ function has two main parts: firstly, those items that must be carried out each year in order to comply with our statutory monitoring and reporting requirements and secondly, those that may occur depending on the outcome of various data sets, etc. for example, the need to look at the potential to carry out a detailed assessment in Godalming with a view to extending the AQMA.

The Farnham air quality study and the level crossing study (funded by Defra in 2011-12) have now both been completed. Follow up studies are now underway in Farnham and Godalming as well as in consideration for a Detailed Assessment in Holloway Hill, Godalming. Should the data confirm the need for any changes to the AQMA then a detailed public consultation exercise is specified by the Regulations. A Health Impact Assessment will also be undertaken as part of the Defra grant.

The Hindhead AQMA is actively being revoked; an allowance of 3k is included for decommissioning the monitoring station itself and 2k for a Detailed Assessment in support of our decision. Defra require at least four years of data to prove a significant drop in concentrations, but they will consider a significant change that has taken effect, in this case, the opening of the Hindhead tunnel – the Detailed Assessment should ratify this approach.

From time to time, equipment wears out or breaks down – the existing servicing and maintenance contracts ensure this is minimized but a contingency is required each year (2k). Traditionally we have utilised external consultants (managed by WBC) to carry out detailed work, such as the 3-yearly Updating & Screening Assessment or Detailed Assessments. The next USA is due in April 2015. This bid is based on a continuation of this mode of work but as consultants' contracts are currently on a year to year basis, these will be based in future on longer term contracts with a view to obtaining lower costs.

Will the Corporate Project Management Toolkit be used? Yes

Key Project target dates and milestones:

These will vary depending on the outcomes of the current monitoring data and whether changes to any AQMAs are needed. The current Defra funded projects are due to complete before the end of 2013-14 but the funding should be ring-fenced and carried forward if this does not occur (the 60k represents this scenario should it arise).

Capital cost (across years):

| | Year 1 £ | Year 2 £ | Year 3 £ | Total £ |
|--------------------------------------|-------------|-------------|-------------|------------|
| Land | | | | |
| Contract Costs | | | | |
| Fees | 60k | 3k | | 63k |
| Vehicles, Plant and Equipment | 3k | | | 3k |
| Contingency | 2k | 2k | 2k | 6k |
| Other – Hindhead Detailed Assessment | 2k | | | 2k |
| | | | | |
| Total Capital Cost | 67k | 5k | 2k | 74k |

How capital cost will be funded:

| | Year 1 £ | Year 2 £ | Year 3 £ | Total £ |
|----------------------------------------|-------------|-------------|-------------|------------|
| WBC Capital | 7k | 5k | 2k | 14k |
| S106 | | | | |
| External Funding from Defra (in place) | 60k | | | 60k |
| | | | | |
| Total Funding | 67k | 5k | 2k | 74k |

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 | | | |
| Forecast Savings | | Payback | Years |

Identify any efficiency gains resulting from the project:

Some elements of the project cannot be provided in-house (Updating and Screening Assessment, Continuous Monitoring Station, emergency contingency). The anticipated revocation of the Hindhead AQMA should result in result in a saving in Officer time.

Identify any risks which may affect the project:

There are significant reputational risks to be considered in AQ work. Waverley needs to carefully ensure that it meets its statutory requirements and completes work in a timely and open manner.

Defra has recently (September 2013) carried out a consultation on Local Air Quality Management – this may result in changes to the regime in the coming years.

Environmental Impact, including Carbon Implications:

Generally the work will have a positive environmental impact and AQ Actions support carbon reduction – minimising pollutants minimises carbon use.

Equality impact assessment carried out? N/A

How will the project be procured?

There are a limited number of specialist providers in this field; market testing and negotiation in the past has resulted in best value.

Is there scope for sharing/joint work? Yes

Completed by: Ann-Marie Wade/ Colin Giddings

Date: 11 Oct 2013

Project Justification Form

Project: Noise recording equipment replacement programme

Service: Environmental Health

Officer Responsible for Project: Colin Giddings

Identification of Need:

Noise recording equipment is crucial to the investigation and assessment of noise complaints received as part of the Council's statutory duty to investigate potential Statutory Nuisances. Robust, weatherproof equipment can be utilised in investigations that currently require considerable officer time on site.

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

Value for Money – replaces old and expensive to maintain equipment with more effective and efficient models on a rolling basis, ensuring best value is achieved.

Environment – the investigation of alleged statutory nuisances is a major element of the Service's workload, averaging around 800 cases per year, and results in enhanced environmental, working and living conditions for Waverley's residents, visitors and businesses.

Cross Reference to Service Plan:

ES7.1 – Mobile working using a range of hardware and software across Env Health

Progress to date (including position regarding planning permission):

Options are being investigated with a view to commencing replacement in September 2014; improved hardware and software offerings are now available and require assessing; a second-hand unit was purchased from a neighbouring Authority to economically extend the life of existing equipment; the Surrey Pollution Study Group will be looking at shared equipment procurement / use.

Will the Corporate Project Management Toolkit be used? No

If no, how will the project be managed?

The EP Team's noise specialist (Michael Bateman) will be responsible for collating and assessing all possible alternatives and recommending best value options.

Key Project target dates and milestones:

To have assessed options, including joint procurement with neighbouring LAs, in time for replacement programme commencing September 2014

Capital cost (across years):

| | Year 1 £ | Year 2 £ | Year 3 £ | Total £ |
|-------------------------------|--------------|--------------|--------------|--------------|
| Land | | | | |
| Contract Costs | | | | |
| Fees | | | | |
| Vehicles, Plant and Equipment | 11000 | 11000 | 11000 | 33000 |
| Contingency (software) | 2000 | | | 2000 |
| Other (specify) - | | | | |
| | | | | |
| Total Capital Cost | 13000 | 11000 | 11000 | 35000 |

How capital cost will be funded:

| | Year 1 £ | Year 2 £ | Year 3 £ | Total £ |
|------------------------------|--------------|--------------|--------------|--------------|
| WBC Capital | | | | |
| S106 | | | | |
| External Funding (specify) - | | | | |
| - Renewals Reserve | 13000 | 11000 | 11000 | 35000 |
| Total Funding | 13000 | 11000 | 11000 | 35000 |

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 | 13,000 | | |
| Forecast Savings | | Payback | Years |

Identify any efficiency gains resulting from the project:

Having resilient equipment for outdoor use will result in better use of officer time; reducing the number and length of visits required in some noise investigations.

Should state of the art equipment be purchased, remote downloading, analysis and operation will be possible by officers from any location (e.g. in office or when working remotely) again reducing officer time on site and in travelling.

For example, two recent noise investigations have required officers attending sites outside of premises for prolonged periods in order to operate equipment that is not weatherproof and cannot be left on site. For these cases alone and using basic officer costs, some £3k of officer time could be utilised more efficiently.

Identify any risks which may affect the project:**Environmental Impact, including Carbon Implications:**

Small reduction in car use.

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

Noise specialist for EP Team will identify best value solution from a variety of providers, including possible advantages of joint procurement across Surrey

Is there scope for sharing/joint work? Yes

Completed by: Colin Giddings

Date: 9 Oct 2013

Project Justification Form

Project: Car Park Rolling Programme

Service: Environmental Services (Parking Services)

Officer Responsible for Project: Margaret Jerome

Identification of Need:

This budget has historically been used for the general maintenance of car parks. Car parks are major assets and should be well maintained. Each year Waverley is faced with addressing:

- Surface repairs – pot holes and paving defects.
- Boundary works – fencing etc.
- Signage – replacement and improvements.
- Lighting – repairs and maintenance.
- Drainage – repairs and maintenance.
- Minor improvement works to car park layout or machine access.

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

Contributes towards Value for Money by maintaining an important Council asset in good, safe, clean condition and ensuring people are happy to use, and pay for, our car parks.

Cross Reference to Service Plan:

Service Plan 2013/14- ES 4- a modern, cost-effective and customer-friendly parking service and ES 5- Deliver agreed car parking projects and monitor the effectiveness of the 2011 Car Park review.

Progress to date (including position regarding planning permission):

Access to a budget for ad hoc unplanned and unforeseen works is an ongoing need. There is an ongoing responsibility to maintain standards of safety within car parks, for example level surfaces, well lit areas and adequate directional signage. There is also an ongoing obligation to provide clear line markings and signs.

Will the Corporate Project Management Toolkit be used? Yes / No

If no, how will the project be managed?

No- primarily smaller projects, which will be procured on an ad-hoc basis through the existing 'preferred suppliers' list

Key Project target dates and milestones:

Primarily ad-hoc, reactive works

Capital cost (across years):

| | Year 1 £ | Year 2 £ | Year 3 £ | Total £ |
|-------------------------------|-------------|-------------|-------------|------------|
| Land | | | | |
| Contract Costs | 20k | 20k | 20k | 60k |
| Fees | | | | |
| Vehicles, Plant and Equipment | | | | |
| Contingency | | | | |
| Surface works | 30k | 30k | 30k | 90k |
| Lighting Repairs | 15k | 15k | 15k | 45k |
| Total | 65k | 65k | 65k | 195k |

How capital cost will be funded:

| | Year 1 £ | Year 2 £ | Year 3 £ | Total £ |
|------------------------------|-------------|-------------|-------------|------------|
| WBC Capital | 65k | 65k | 65k | 195k |
| S106 | | | | |
| External Funding (specify) - | | | | |
| | | | | |
| Total Funding | 65k | 65k | 65k | 195k |

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 | | | |
| Forecast Savings | | Payback | Years |

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

Risk of personal injury and to property if works not undertaken
 Risk of reduction in penalty charges if lining works not undertaken

Environmental Impact, including Carbon Implications:

None

Equality impact assessment carried out? Yes / No / N/A

N/A

How will the project be procured?

Use of pre-selected contractors on a quote or day rate basis dependant on work.

Is there scope for sharing/joint work? Yes

Yes- potential to use SCC contract rates for lighting works with Skanska; and possible scope to use SCC maintenance contract for major surfacing works

Completed by: Rob Anderton

Date:
11th October 2013

CAPITAL PROGRAMME
2014/2015 CAPITAL SCHEMES - GENERAL FUND

| Project | WBC Funding £ | External Funding £ | Total Estimate £ |
|---------------------------------------------------------|---------------------|--------------------------|------------------------|
| Provision for Urgent Schemes during Year | 150,000 | | 150,000 |
| Policy & Governance | | | |
| Agenda Management System | 16,500 | | 16,500 |
| Communications | | | |
| Website Upgrade & Redesign | 38,500 | | 38,500 |
| Intranet Migration | 46,200 | | 46,200 |
| Customer, IT and Office Services | | | |
| Central Offices | | | |
| Office Maximisation | 65,000 | | 65,000 |
| Office Lighting Replacement - housing | 7,000 | | 7,000 |
| Asbestos Removal - the Bury | 20,000 | | 20,000 |
| Asbestos Removal - corporate properties | 20,000 | | 20,000 |
| Inspection of culverted land drainage assets | 25,000 | | 25,000 |
| ICT Infrastructure | | | |
| Forward Programme/Legislative Changes | 10,000 | | 10,000 |
| Rolling Programme | | | |
| Desktop/Server Upgrades | 25,000 | | 25,000 |
| Mobile Working Solutions | 50,000 | | 50,000 |
| Mobile Working Solutions - housing | | 30,000 | 30,000 |
| System Migration/Upgrade | | | |
| Sharepoint | 30,000 | | 30,000 |
| MS SQL Server Rationalisation | 24,000 | | 24,000 |
| PSN Compliance & Endpoint management | 45,000 | | 45,000 |
| GIS Environment Upgrade | 20,000 | | 20,000 |
| Orchard Modules | | 20,000 | 20,000 |
| Information Management | | | |
| Network Upgrade & Flexible Working | 15,000 | | 15,000 |
| Records Scanning | 38,900 | 21,100 | 60,000 |
| Implement Contact Manager | 42,000 | | 42,000 |
| Finance | | | |
| E-tendering | 4,000 | | 4,000 |
| Community Services | | | |
| Central Communications (Careline) | 30,000 | | 30,000 |
| Leisure Strategy | | | |
| Heron's Leisure Centre | 1,959,000 | 592,000 | 2,551,000 |
| Heron's Leisure Centre - additional works | 959,000 | 75,000 | 1,034,000 |
| Installation of PV's on Cranleigh Leisure Centre | 25,000 | | 25,000 |
| Energy Audits for Cranleigh and Farnham Leisure Centres | 5,000 | | 5,000 |
| Countryside | | | |
| Woodland Work | 36,000 | | 36,000 |
| HLS Countryside Works | 52,140 | 50,012 | 102,152 |
| Frensham Common - Site Facilities Redevelopment | 10,000 | | 10,000 |
| Flood Risk Prevention | 10,000 | | 10,000 |
| Wyphurst Road, Ditch Bank | 20,000 | | 20,000 |
| Arts | | | |
| Farnham Maltings ~ (grant paid to 31.3.12 £484k) | 25,000 | 10,000 | 35,000 |
| Memorial Hall Floor | 14,000 | | 14,000 |
| Borough Hall Floor | 7,500 | | 7,500 |
| Museum of Farnham | 30,000 | | 30,000 |
| Recreation | | | |
| Pavilions - Capital Works | 40,000 | | 40,000 |
| Playground Replacement | 74,871 | 45,129 | 120,000 |
| Philips Memorial Garden Improvement Programme | 40,456 | 102,444 | 142,900 |
| Parks Infrastructure Works & DDA Improvements | 50,000 | | 50,000 |
| Farnham Park Football Pitch Drainage | 27,954 | 40,046 | 68,000 |
| Snowhall Fields MUGA | | 7,355 | 7,355 |
| Environmental Services | | | |
| Public Conveniences | | | |
| Demolition of Broadwater Park Conveniences | 6,000 | | 6,000 |
| Refuse Collection | | | |
| Replacement of wheels bins | 9,000 | | 9,000 |
| Parking | | | |
| Cashless Parking - telephone payment | 4,000 | | 4,000 |
| Car Park Lining | 6,000 | | 6,000 |
| Housing Services | | | |
| House Renovation Grants | | | |
| Disabled Facilities | 193,000 | 257,000 | 450,000 |
| Warm Homes Project | 30,000 | 10,000 | 40,000 |
| General Fund Total | £4,356,021 | £1,260,086 | £5,616,107 |

**Capital Programme
General Fund**

| Project | Code | 2013/2014 | 2013/2014 | 2013/2014 | 2014/2015 | 2014/2015 | 2014/2015 | 2015/2016 | 2016/2017 |
|------------------------------------------|------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-----------------|-----------------|
| | | Estimate | Approved | Total | Total | WBC | External | Estimate | Estimate |
| | | £ | Changes | Programme | Programme | Funding | Funding | £ | £ |
| General Fund Summary | | | | | | | | | |
| Provision for Urgent Schemes during Year | | 150,000 | (24,500) | 125,500 | 150,000 | 150,000 | 0 | 150,000 | 150,000 |
| Monitoring & Returning Officer | | 10,000 | 0 | 10,000 | 0 | 0 | 0 | 0 | 0 |
| Policy & Governance | | 10,000 | 15,000 | 25,000 | 101,200 | 101,200 | 0 | 0 | 0 |
| Planning Services | | 0 | 17,600 | 17,600 | 0 | 0 | 0 | 0 | 0 |
| Customer, IT and Office Services | | 422,000 | 124,319 | 546,319 | 508,000 | 436,900 | 71,100 | 10,000 | 10,000 |
| Finance | | 0 | 0 | 0 | 4,000 | 4,000 | 0 | 0 | 0 |
| Community Services | | 2,028,200 | 1,364,000 | 3,392,200 | 4,337,907 | 3,415,921 | 921,986 | 242,932 | 197,142 |
| Environmental Services | | 196,000 | 167,400 | 363,400 | 25,000 | 25,000 | 0 | 6,000 | 6,000 |
| Housing Services | | 480,000 | 9,217 | 489,217 | 490,000 | 223,000 | 267,000 | 490,000 | 490,000 |
| Special projects | | 1,382,000 | 259,300 | 1,641,300 | 0 | 0 | 0 | 0 | 0 |
| Total | | £4,678,200 | £1,932,336 | £6,610,536 | £5,616,107 | £4,356,021 | £1,260,086 | £898,932 | £853,142 |

**Capital Programme
General Fund**

| Project | Code | 2013/2014 | 2013/2014 | 2013/2014 | 2014/2015 | 2014/2015 | 2014/2015 | 2015/2016 | 2016/2017 |
|-------------------------------------------------|--------------|----------------|---------------------|--------------------|--------------------|----------------|---------------------|-----------|-----------|
| | | Estimate | Approved Changes | Total Programme | Total Programme | WBC Funding | External Funding | Estimate | Estimate |
| | | £ | £ | £ | £ | £ | £ | £ | £ |
| Monitoring & Returning Officer | | | | | | | | | |
| Rowledge Electoral Review | <i>K1550</i> | 10,000 | | 10,000 | 0 | | | | |
| Total Monitoring & Returning Officer | | £10,000 | £0 | £10,000 | £0 | £0 | £0 | £0 | £0 |

**Capital Programme
General Fund**

| Project | Code | 2013/2014 | 2013/2014 | 2013/2014 | 2014/2015 | 2014/2015 | 2014/2015 | 2015/2016 | 2016/2017 |
|--------------------------------------|-------|----------------|---------------------|--------------------|--------------------|----------------|---------------------|-----------|-----------|
| | | Estimate | Approved Changes | Total Programme | Total Programme | WBC Funding | External Funding | Estimate | Estimate |
| | | £ | £ | £ | £ | £ | £ | £ | £ |
| Policy & Governance | | | | | | | | | |
| Agenda Management System | | | | 0 | 16,500 | | 16,500 | | |
| Communications | | | | | | | | | |
| Backstage | K0271 | | 15,000 | 15,000 | 0 | | | | |
| 'Find my nearest' | K0251 | 10,000 | | 10,000 | 0 | | | | |
| Website upgrade & redesign | | | | | 38,500 | | 38,500 | | |
| * Intranet Migration | | | | | 46,200 | | 46,200 | | |
| Total Policy & Governance | | £10,000 | £15,000 | £25,000 | £101,200 | | £101,200 | £0 | £0 |

**Capital Programme
General Fund**

| Project | Code | 2013/2014 | 2013/2014 | 2013/2014 | 2014/2015 | 2014/2015 | 2014/2015 | 2015/2016 | 2016/2017 |
|---------|------|-----------|---------------------|--------------------|--------------------|----------------|---------------------|-----------|-----------|
| | | Estimate | Approved Changes | Total Programme | Total Programme | WBC Funding | External Funding | Estimate | Estimate |
| | | £ | £ | £ | £ | £ | £ | £ | £ |

Planning Services

| | | | | | | | | | |
|----------------------------|-------|-----------|----------------|----------------|-----------|-----------|-----------|-----------|-----------|
| The Castle Steps (S106) | K1457 | | 17,000 | 17,000 | 0 | | | | |
| Notice Board at Lion Green | K1458 | | 400 | 400 | 0 | | | | |
| Tank Trap signs | K1458 | | 200 | 200 | 0 | | | | |
| Total Planning | | £0 | £17,600 | £17,600 | £0 | £0 | £0 | £0 | £0 |

Capital Programme General Fund

| Project | Code | 2013/2014 | 2013/2014 | 2013/2014 | 2014/2015 | 2014/2015 | 2014/2015 | 2015/2016 | 2016/2017 |
|-------------------------------------------------|-------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| | | Estimate | Approved | Total | Total | WBC | External | Estimate | Estimate |
| | | £ | Changes | Programme | Programme | Funding | Funding | £ | £ |
| Customer, IT and Office Services | | | | | | | | | |
| Central Offices | | | | | | | | | |
| Office Maximisation | K1014 | 54,000 | | 54,000 | 65,000 | | 65,000 | | |
| Two new committee rooms | K1020 | 35,000 | | 35,000 | 0 | | | | |
| Annexe Building Re-roofing | K1002 | 30,000 | | 30,000 | 0 | | | | |
| Office Lighting Replacement - housing | | | | | 7,000 | | 7,000 | | |
| Asbestos Removal - the Bury | | | | | 20,000 | | 20,000 | | |
| Asbestos Removal - corporate properties | | | | | 20,000 | | 20,000 | | |
| Inspection of culverted land drainage assets | | | | | 25,000 | | 25,000 | | |
| Disability Discrimination Act Compliance | | | | | | | | | |
| DDA Compliance Works Provision | K1006 | 10,000 | | 10,000 | 0 | | | | |
| ICT Infrastructure Rolling Programme | | | | | | | | | |
| Forward Programme/Legislative Changes | K0001 | 10,000 | 14,354 | 24,354 | 10,000 | | 10,000 | 10,000 | 10,000 |
| Desktop/Server Upgrades | K0003 | 25,000 | | 25,000 | 25,000 | | 25,000 | | |
| Microsoft Office Enterprise agreement | K0233 | 38,000 | | 38,000 | 0 | | | | |
| Mobile Working Solutions | K0216 | 30,000 | | 30,000 | 50,000 | | 50,000 | | |
| Mobile Working Solutions - housing | | | | | 30,000 | | | 30,000 | |
| System Migration/Upgrade | | | | | | | | | |
| Sharepoint | K0275 | 30,000 | | 30,000 | 30,000 | | 30,000 | | |
| Progress Database upgrade | K0276 | 5,000 | | 5,000 | 0 | | | | |
| Upgrade to Adelante | K0206 | 25,000 | | 25,000 | 0 | | | | |
| Autocad upgrade | K0277 | 15,000 | (15,000) | 0 | 0 | | | | |
| Email archiving & encryption | K0270 | | 15,000 | 15,000 | 0 | | | | |
| MS SQL Server Rationalisation & Licensing | | | | | 24,000 | | 24,000 | | |
| PSN Compliance and Endpoint management | | | | | 45,000 | | 45,000 | | |
| GIS Environment upgrade | | | | | 20,000 | | 20,000 | | |
| Orchard Modules | | | | | 20,000 | | | 20,000 | |

Capital Programme General Fund

| Project | Code | 2013/2014 | 2013/2014 | 2013/2014 | 2014/2015 | 2014/2015 | 2014/2015 | 2015/2016 | 2016/2017 |
|-------------------------------------------|-------|-----------------|---------------------|--------------------|--------------------|-----------------|---------------------|----------------|----------------|
| | | Estimate | Approved Changes | Total Programme | Total Programme | WBC Funding | External Funding | Estimate | Estimate |
| | | £ | £ | £ | £ | £ | £ | £ | £ |
| Information Management | | | | | | | | | |
| Network Upgrade & Flexible Working | K0254 | 15,000 | | 15,000 | 15,000 | 15,000 | | | |
| Records Scanning | K0244 | 60,000 | | 60,000 | 60,000 | 38,900 | 21,100 | | |
| Paper free Planning | K0247 | | 10,200 | 10,200 | 0 | | | | |
| Storage Area Network replacement | K0240 | | 38,515 | 38,515 | 0 | | | | |
| Replacement Telephone System | K0238 | | 22,000 | 22,000 | 0 | | | | |
| Implement Contact Manager | K0265 | 40,000 | | 40,000 | 42,000 | 42,000 | | | |
| Si Dem Software | K0102 | | 9,000 | 9,000 | 0 | | | | |
| Local Land Charges | K0250 | | 30,250 | 30,250 | 0 | | | | |
| Total Customer and Office Services | | £422,000 | £124,319 | £546,319 | £508,000 | £436,900 | £71,100 | £10,000 | £10,000 |

**Capital Programme
General Fund**

| Project | <i>Code</i> | 2013/2014 Estimate £ | 2013/2014 Approved Changes £ | 2013/2014 Total Programme £ | 2014/2015 Total Programme £ | 2014/2015 WBC Funding £ | 2014/2015 External Funding £ | 2015/2016 Estimate £ | 2016/2017 Estimate |
|----------------------|-------------|----------------------------|---------------------------------------|--------------------------------------|------------------------------------------------|--------------------------------------------|-------------------------------------------------|----------------------------|-----------------------|
| Finance | | | | | | | | | |
| E-tendering | | | | | 4,000 | 4,000 | | | |
| Total Finance | | £0 | £0 | £0 | £4,000 | £4,000 | £0 | £0 | £0 |

Capital Programme General Fund

| Project | Code | 2013/2014 | 2013/2014 | 2013/2014 | 2014/2015 | 2014/2015 | 2014/2015 | 2015/2016 | 2016/2017 |
|---------|------|-----------|---------------------|--------------------|--------------------|----------------|---------------------|-----------|-----------|
| | | Estimate | Approved Changes | Total Programme | Total Programme | WBC Funding | External Funding | Estimate | Estimate |
| | | £ | £ | £ | £ | £ | £ | £ | |

Community Services

| | | | | | | | | | |
|--------------------------------------------------|--------------|-----------|---------|-----------|------------------|------------------|----------------|--------|--------|
| Central Communications (Careline) | <i>K1110</i> | 30,000 | | 30,000 | 30,000 | 30,000 | | 30,000 | 30,000 |
| Community Projects | | | | | | | | | |
| 40 degreez | <i>K1458</i> | | 3,000 | 3,000 | 0 | | | | |
| Wrecclesham Day Centre | <i>K1458</i> | | 10,000 | 10,000 | 0 | | | | |
| Leisure Strategy | | | | | | | | | |
| Godalming Leisure Centre | <i>K1311</i> | | 50,000 | 50,000 | 0 | | | | |
| Farnham Leisure Centre | <i>K1310</i> | | 6,500 | 6,500 | 0 | | | | |
| Herons Leisure Centre | <i>K1320</i> | 1,700,000 | 650,920 | 2,350,920 | 3,585,000 | 2,918,000 | 667,000 | | |
| Godalming Lawn Tennis Club | <i>K1458</i> | | 50,000 | 50,000 | 0 | | | | |
| Installation of PV's on Cranleigh Leisure Centre | | | | | 25,000 | 25,000 | | | |
| Energy Audits for Cranleigh & Farnham LCs | | | | | 5,000 | 5,000 | | | |
| Spin Bikes for Cranleigh LC | | | 8,400 | 8,400 | 0 | | | | |
| Countryside | | | | | | | | | |
| Reline Frensham Dam Stew Pond Culvert | <i>K1378</i> | | 18,840 | 18,840 | 0 | | | | |
| Woodland Work | <i>K1373</i> | 27,000 | | 27,000 | 36,000 | 36,000 | | | |
| HLS Countryside Works | | | | | 102,152 | 52,140 | 50,012 | 49,752 | 50,342 |
| Frensham Common - Site Facilities Redevelopment | | | | | 10,000 | 10,000 | | | |
| * Flood Risk Prevention | | | | | 10,000 | 10,000 | | 10,000 | 10,000 |
| * Wyphurst Road, Ditch Bank | | | | | 20,000 | 20,000 | | | |
| Farnham Park SPA | | | 630 | 630 | 0 | | | | |
| Arts | | | | | | | | | |
| * Farnham Maltings (grant paid to 31.3.13 £519k) | <i>K1390</i> | 20,000 | | 20,000 | 35,000 | 25,000 | 10,000 | 40,000 | |
| * Memorial Hall | <i>K1330</i> | 12,000 | | 12,000 | 14,000 | 14,000 | | | |
| Borough Hall | <i>K1331</i> | 6,500 | | 6,500 | 7,500 | 7,500 | | | |
| Digital Cinema Package | <i>K1332</i> | 20,000 | 8,000 | 28,000 | 0 | | | | |
| New Ashgate Gallery | <i>K1358</i> | | 7,500 | 7,500 | 0 | | | | |
| Museum of Farnham | | | | | 30,000 | 30,000 | | 22,680 | 26,500 |

Capital Programme General Fund

| Project | Code | 2013/2014 | 2013/2014 | 2013/2014 | 2014/2015 | 2014/2015 | 2014/2015 | 2015/2016 | 2016/2017 |
|-----------------------------------------------|-------|-------------------|---------------------|--------------------|--------------------|-------------------|---------------------|-----------------|-----------------|
| | | Estimate | Approved Changes | Total Programme | Total Programme | WBC Funding | External Funding | Estimate | Estimate |
| | | £ | £ | £ | £ | £ | £ | £ | £ |
| Recreation | | | | | | | | | |
| * Pavilions - Capital Works | K1343 | 25,000 | | 25,000 | 40,000 | 40,000 | | 25,000 | 25,000 |
| Recreational Facilities for Young People | K1344 | | 114,600 | 114,600 | 0 | | | | |
| Herons Skatepark | K1359 | | 71,005 | 71,005 | 0 | | | | |
| Playground Replacement | K1345 | 60,000 | 209,136 | 269,136 | 120,000 | 74,871 | 45,129 | | |
| Philips Memorial Garden Improvement Programme | K1354 | 27,700 | 83,305 | 111,005 | 142,900 | 40,456 | 102,444 | 15,500 | 5,300 |
| Parks Infrastructure Works & DDA Improvements | K1355 | 80,000 | | 80,000 | 50,000 | 50,000 | | 50,000 | 50,000 |
| Ockford Ridge MUGA | K1416 | 20,000 | | 20,000 | 0 | | | | |
| Play Area Strategy | K1458 | | 5,000 | 5,000 | 0 | | | | |
| Rowledge Cricket Club | K1459 | | 9,000 | 9,000 | 0 | | | | |
| Badshot Lea Football Club | K1357 | | 50,000 | 50,000 | 0 | | | | |
| Aarons Hill Skate Park | K1412 | | 7,500 | 7,500 | 0 | | | | |
| Burford Lodge Recreation Ground | K1459 | | 664 | 664 | 0 | | | | |
| Farnham Park - Football Pitch Drainage | | | | | 68,000 | 27,954 | 40,046 | | |
| Snoxhall Fields MUGA | | | | | 7,355 | | 7,355 | | |
| Total Community Services | | £2,028,200 | £1,364,000 | £3,392,200 | £4,337,907 | £3,415,921 | £921,986 | £242,932 | £197,142 |

* Project requires additional approval before work can commence

**Capital Programme
General Fund**

| Project | Code | 2013/2014 | 2013/2014 | 2013/2014 | 2014/2015 | 2014/2015 | 2014/2015 | 2015/2016 | 2016/2017 |
|--------------------------------------------|-------|-----------------|---------------------|--------------------|--------------------|----------------|---------------------|---------------|---------------|
| | | Estimate | Approved Changes | Total Programme | Total Programme | WBC Funding | External Funding | Estimate | Estimate |
| | | £ | £ | £ | £ | £ | £ | £ | £ |
| Environmental Services | | | | | | | | | |
| Public Conveniences | | | | | | | | | |
| Demolition of Broadwater Park Conveniences | | | | | 6,000 | 6,000 | | | |
| Refuse Collection | | | | | | | | | |
| Garden Waste | K1234 | | 151,000 | 151,000 | 0 | | | | |
| Replacement of wheeled bins | | | | | 9,000 | 9,000 | | | |
| Car Parks | | | | | | | | | |
| Parking Equipment Replacement | K1241 | 33,000 | 16,400 | 49,400 | 0 | | | | |
| * Cashless Parking - telephone payment | | | | | 4,000 | 4,000 | | | |
| North Street Car Park Wall Repairs | K1245 | 3,000 | | 3,000 | 0 | | | | |
| Waggon Yard Patching | K1250 | 4,000 | | 4,000 | 0 | | | | |
| Crown Court Slab Repair | K1251 | 6,000 | | 6,000 | 0 | | | | |
| Central Car Park Surface Treatment | K1252 | 15,000 | | 15,000 | 0 | | | | |
| Crown Court Paving repairs | K1251 | 4,000 | | 4,000 | 0 | | | | |
| Car Park Lining | K1249 | 20,000 | | 20,000 | 6,000 | 6,000 | | 6,000 | 6,000 |
| Croft Road Surface Repairs | K1253 | 21,000 | | 21,000 | 0 | | | | |
| High Street Haslemere | K1254 | 90,000 | | 90,000 | 0 | | | | |
| Total Environmental Services | | £196,000 | £167,400 | £363,400 | £25,000 | £25,000 | £0 | £6,000 | £6,000 |

* Project requires additional approval before work can commence

**Capital Programme
General Fund**

| Project | <i>Code</i> | 2013/2014 Estimate | 2013/2014 Approved Changes | 2013/2014 Total Programme | 2014/2015 Total Programme | 2014/2015 WBC Funding | 2014/2015 External Funding | 2015/2016 Estimate | 2016/2017 Estimate |
|--------------------------------|--------------|-----------------------|----------------------------------|---------------------------------|------------------------------------------|--------------------------------------|-------------------------------------------|-----------------------|-----------------------|
| | | £ | £ | £ | £ | £ | £ | £ | |
| Housing Services | | | | | | | | | |
| House Renovation Grants | <i>K1101</i> | | | | | | | | |
| - Disabled Facilities | | 450,000 | 4,717 | 454,717 | 450,000 | 193,000 | 257,000 | 450,000 | 450,000 |
| - Private Sector Renewals | | | 4,500 | 4,500 | 0 | | | | |
| Warm Homes Project | <i>K1205</i> | 30,000 | | 30,000 | 40,000 | 30,000 | 10,000 | 40,000 | 40,000 |
| Total Housing Services | | £480,000 | £9,217 | £489,217 | £490,000 | £223,000 | £267,000 | £490,000 | £490,000 |

**Capital Programme
General Fund**

| Project | Code | 2013/2014 | 2013/2014 | 2013/2014 | 2014/2015 | 2014/2015 | 2014/2015 | 2015/2016 | 2016/2017 |
|---------|------|-----------|---------------------|--------------------|--------------------|----------------|---------------------|-----------|-----------|
| | | Estimate | Approved Changes | Total Programme | Total Programme | WBC Funding | External Funding | Estimate | Estimate |
| | | £ | £ | £ | £ | £ | £ | £ | £ |

Special Projects

| | | | | | | | | | |
|-------------------------------|--------------|-------------------|-----------------|-------------------|-----------|-----------|-----------|-----------|-----------|
| Riverside | <i>K1511</i> | 1,382,000 | 200,300 | 1,582,300 | 0 | | | | |
| Public Equiry Costs | <i>K1518</i> | | 29,000 | 29,000 | 0 | | | | |
| Gostreys Day Centre | | | 30,000 | 30,000 | 0 | | | | |
| Total Special Projects | | £1,382,000 | £259,300 | £1,641,300 | £0 | £0 | £0 | £0 | £0 |

Capital Project Justification Forms
2014/2015

Project Justification Form

Project: Agenda Management System

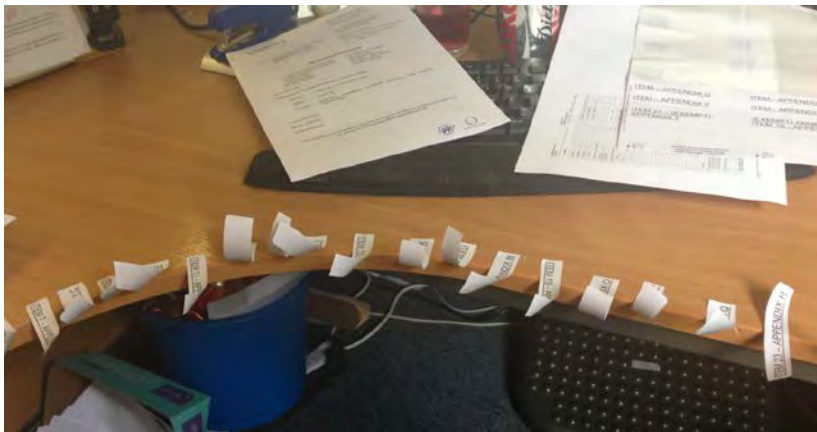
Service: Democratic Services

Officer Responsible for Project: Robin Taylor/Ema Dearsley

Identification of Need:

More than 240 local authorities in the UK already use an agenda management system and that number has continued to increase during the public sector spending squeeze as authorities seek to replace inefficient, time consuming and costly paper-based systems with slicker, more efficient, more reliable and cheaper IT solutions. Our current manual processes mean that every report and agenda is individually printed, numbered, labelled, collated, fastened and posted.

The team have followed the same type of process for collating papers for more than 14 years. The photo below shows one manual stage of what is currently a 13 stage manual process for preparing agenda papers for a meeting. When an item is added at the last minute each of these labels will need to be re-printed and reattached to papers which will have to be re-numbered, re-printed and re-collated.



This means:

- High print room recharges (approximately £45,000 per year);
- Democratic Services Staff spending too much time manually processing papers and not enough time quality-checking them; and
- Increased risk of errors due to re-typing, re-printing and re-collating numerous separate documents to reflect one single change (for example the addition of a last minute report or change of wording).

The procurement of an agenda management system is put forward as an invest-to-save proposal with the aim of making revenue savings and embedding a slicker, more professional process. Initial one-off capital costs of the system and purchase of Tablets and modest ongoing annual revenue costs will be more than offset by a decrease in printing costs and, more importantly, an increase in quality.

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

This project aims to achieve the Corporate Priority for **value** by developing innovative forms of service delivery and reducing overhead costs.

Cross Reference to Service Plan:

Democratic and Legal Services -

D&L/02 - Set up pilot programme for electronic agenda for Corporate Management Team

The project also supports other areas:

Corporate Management Team –
CM1, CM2 and CM5

Customer, Office and IT Services -

C&O/14 - Report to CMT with proposals taking into account Foresight paperless office project

Organisational Development -

OD/11 - Deliver, in conjunction with the Programme Board and the project managers, the Foresight Programme – delivering value, innovation, efficiency and improved services through better and smarter ways of working. Projects to be delivered include:

- Office Maximisation
- **Paperless Office**
- **Customer Services**
- **Mobile Working**
- Contact Capture
- Programme of Service reviews

Progress to date (including position regarding planning permission):

An initial trial of using tablets to deliver the agenda pack has been undertaken with CMT through the use of the GOOD and iAnnotate Apps. This has been well received but there have been issues around preparing the agenda pack for electronic distribution which cannot be addressed through current systems without significant manual intervention.

Continuing the current approach of using GOOD/iAnnotate, and expanding the trial to include committee agendas so that Members can join the pilot of tablets, will require duplication of efforts (to produce one agenda pack for printing and one for electronic distribution), and create significant extra demands on the Team, who are already stretched to meet deadlines for hardcopy versions of agendas. Furthermore, manual intervention makes the team open to mistakes, particularly when changes are made at the eleventh hour.

Will the Corporate Project Management Toolkit be used?

Yes. If the project is agreed.

Key Project target dates and milestones:

The ultimate aim is for all agendas to be sent electronically to Councillors by May 2015 (following the elections). However, the implementation time of an agenda management system would involve a period of months as well as expanding the trial of tablets. Consequently, the Team would like to purchase an Agenda Management System as soon as possible as the tablet trial is already being requested to extend to 10 councillors and it will mean that the team is fully prepared for any changes post 2015.

How capital cost will be funded:

General Fund capital programme.

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

Costs:

- System license and upgrade costs of **between £3,000 and 6,670 per annum** depending upon system chosen and price negotiated
- Cost of first 10 Ipad Tablets (already budgeted for in existing pilot)
- Cost of approximately 40 new Ipad tablets = £12.77 monthly revenue subscription cost x 12 x 40 = **6,129.60 per annum**
- **Therefore total revenue costs from year 2 onwards = £9,129.60 minimum / £12,799.60 maximum**

Savings:

- Year 1- 10 tablet rollout = 10% reduction in current annual print room recharge = **£4,500 saving**
- From Year 2 onwards (once all tablets rolled out) = 50% reduction in current annual print room recharge = **£22,500 saving**

Excluding initial capital costs, this equates to a **net annual revenue saving of between £9,700.40 and £13,370.40 from year 2 onwards** depending upon system chosen and price negotiated.

It should be noted that this is a projected reduction in what the Print Room currently recharges Democratic Services for in terms of work undertaken and materials used. Consideration will need to be given to the impact this would have on the Print Room in terms of the utilisation of assets and staff.

Return on Capital and Payback (if appropriate):

Initial capital outlay for the first year of implementing this project would range from £2,000-15,000 depending on the system chosen and price negotiated. The pay back period would be between 2 and 3 years depending upon the system chosen and

price negotiated.

A breakdown of costs from 3 possible solutions (**Excluding the iPad capital and revenue costs which are fixed**) is noted below:

Projected Initial cost for Year 1

| | Total Cost (£) | Capital (£) | Revenue (£) |
|-------------------------------------------------|-----------------------|--------------------|--------------------|
| CMIS | 21,000 | 16,500 | 4,500 |
| Modern.gov | 16,670 | 10,000 | 6,670 |
| MeetingPoint Option 1 (perpetual Licence) | 16,100 | 13,100 | 3,000 |
| Meeting Point Option 2 (annual Licence) | 7,085 | 2,000 | 5,085 |

Projected annual revenue costs after Year 1

| | Capital | Revenue (£) |
|--------------------------------------------------|----------------|--------------------|
| CMIS | 0 | 4,500 |
| Modern.gov | | 6,670 |
| Meeting Point Option 1 (perpetual Licence) | 0 | 4,500 |
| Meeting point Option 2 (annual Licence) | 0 | 7,910 |

Projected total 3year cost (includes capital and revenue costs)

| | Costs (£) |
|--------------------------------------------------|------------------|
| CMIS | 30,000 |
| Modern.gov | 30,010 |
| Meeting Point Option 1 (perpetual Licence) | 25,100 |
| | 22,905 |

| | |
|-----------------------------------------------|--|
| Meeting Point Option 2 (annual Licence) | |
|-----------------------------------------------|--|

Projected total 5year cost (including capital and revenue costs)

| | Costs (£) |
|-------------------------------------------------|------------------|
| CMIS | 39,000 |
| Modern.gov | 43,350 |
| MeetingPoint Option 1 (perpetual Licence) | 34,100 |
| MeetingPoint Option 2 (annual Licence) | 38,725 |

Identify any efficiency gains resulting from the project:

The implementation of an Agenda Management System will have significant efficiency gains for the Democratic Services Team. Sharepoint as a document management system, although good for circulation and version control, has already placed extra time demands on the team because of the controls it has around “check in” and “Check out” and “metadata”. And, with increasing demands to do things electronically, manual intervention to make the quality of e-agendas as good as the real thing, as well as adding agendas to the website requires significant extra work for an already stretched team.

The UK market leaders in providing agenda management systems to local authorities are Mod Gov and CMIS. In addition to the basic agenda management function, both provide a wide range of functions which support the typical administrative work of a democratic/committee services team, e.g. maintaining committee memberships, councillor contacts, labels, website updates, constitutional changes, and declarations of interest. Both systems would also support migration of historical data, potentially offering a solution for the current committee document archive on Lotus Notes. Furthermore, there are gains for other teams, such as elections as there are functions for publishing results through this system too.

Identify any risks which may affect the project:

There are no clearly identifiable risks because the system will work with and adjoining to Sharepoint but provides many additional functions that will greatly improve the service that the Democratic Services Team can provide.

From an organisational perspective, the impact on the print room needs to be

considered. Democratic Services work constitutes a significant proportion of the demand they currently serve. This would be affected by the transition from a paper-based to an electronic system.

Environmental Impact, including Carbon Implications:

Reduced paper printing will reduce the Council's carbon footprint.

Equality impact assessment carried out? Not to date. If the project is approved this may be necessary.

How will the project be procured?

Three options have been looked at so far. ModGov is the market leader, and is in use by over 170 local authorities. CMIS is also widely used offers a very similar package to ModGov. Further investigation is needed to identify which of these two systems would be best for Waverley, and support from IT would be needed to assess the IT implications for implementation.

There are options to jointly procure CMIS with neighbouring authorities who are further ahead in the procurement process, This would also result in a discount to the current indicative costs. Surrey County Council has recently procured ModGov, and the discount that the company is offering to other Surrey local authorities as a result has already been included in the costing presented here.

MeetingPoint is in very early stages of development and thus the product has no track record to demonstrate that its performance will compare with that of CMIS or ModGov. Initial discussions with the company demonstrated that they did not fully understand the process of compiling an agenda pack. Even if the company was allowed time to develop the product further, there was no evidence to suggest that it would provide the additional functionality and benefits that CMIS or ModGov would offer 'out of the box'.

Therefore, we propose that a procurement exercise should focus on CMIS and ModGov as the preferred options.

Is there scope for sharing/joint work? Yes

Discussions are already taking place most notably with Surrey Heath, Woking, Guildford and Reigate who are all in the same position as we are and looking at the same options.

Completed by: Robin Taylor / Ema Dearsley

Date: 11th October
2013

Project Justification Form

Project: Website upgrade and redesign

Service: Communications

Officer Responsible for Project: Vanessa de Chazal

Identification of Need:

1) Current product support to end September 2014

Jadu has just announced that they will stop supporting our current version of the CMS on 30 September 2014.

The main reasons are:

- To focus on supporting new versions of Jadu which take advantages of new technology to improve people's online experience
- From an IT security perspective, to mitigate risk of attack. Legacy versions of Jadu CMS contain more vulnerabilities than recent versions and are more vulnerable to attack.

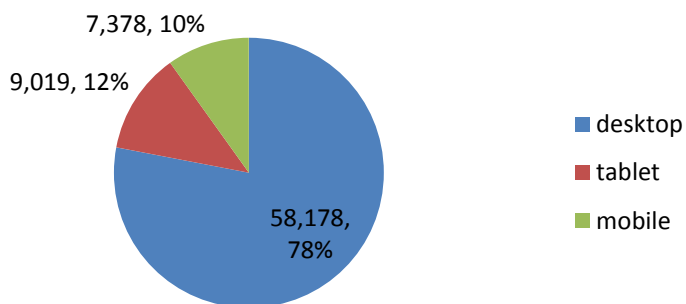
2) Being customer focused and achieving efficiencies

If we are to be more customer focused and achieve efficiencies through smarter use of the web, we need to make sure our web offering evolves and is easy to use from a variety of devices (eg – smartphones, tablets, PCs, laptops, TV).

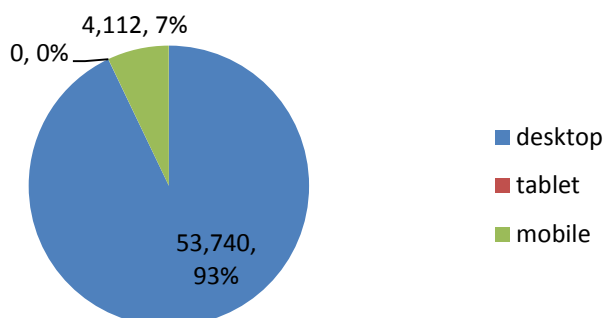
Improvements in mobile internet access speed and the reduced costs of mobile technology mean that the mobile device market is evolving at a staggering rate (see useful stats, below). We need to keep up to date.

Comparison in web traffic from October 2011 – October 2013:

Visits - Oct13



Visits - Oct11



Last year we launched a mobile version of our site which allows us to promote nine key areas and is styled like an app: <http://waverley.weejot.com/mobile/>. Whilst it is useful, the majority of website visitors prefer to visit our main website.

This project would deliver:

- 1) **The latest version of Jadu** – a new supported version that also includes improvements to the functionality of the website and the administration site.
- 2) **Responsive design** - ensures that the website is displayed in a way that is appropriate to the device which is being used to access the website (eg PC, tablet or mobile). Not only does the size and shape of the page change, but also the content that is presented.

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

Understanding residents needs– making it quick and easy to access council information and services

Value for money – investing in the Jadu upgrade and website redesign will encourage residents and other target audiences to visit our website first (digital first) for information and top tasks, rather than call or write or see us in person, which costs a great deal more per transaction.

Cross Reference to Service Plan:

The Corporate Communications and Customer Service Plan has objective CC/09: To review the current process for website content approvals and identify options for more efficient way of this to work.

Progress to date (including position regarding planning permission):

Initial quote and info received from Jadu.

Will the Corporate Project Management Toolkit be used? Yes

If no, how will the project be managed?

Key Project target dates and milestones:

- January 2014 – book Jadu, IT and Comms time and resources for project
- End September 2014 – launch new website, to coincide with ending of support for Jadu v1.9.

Capital cost (across years):

| | Year 1 £ | Year 2 £ | Year 3 £ | Total £ |
|---------------------------------------------------|----------------|-------------|-------------|----------------|
| Land | | | | |
| Contract Costs | | | | |
| Fees | | | | |
| Vehicles, Plant and Equipment | | | | |
| Contingency (10%) | 3,500 | | | 3,500 |
| Other (specify) - professional services from Jadu | 35,000 | | | £35,000 |
| | | | | |
| | | | | |
| Total Capital Cost | £38,500 | | | £38,500 |

How capital cost will be funded:

| | Year 1 £ | Year 2 £ | Year 3 £ | Total £ |
|------------------------------|----------------|-------------|-------------|----------------|
| WBC Capital | £38,500 | | | £38,500 |
| S106 | | | | |
| External Funding (specify) - | | | | |
| | | | | |
| | | | | |
| Total Funding | £38,500 | | | £38,500 |

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

| | Year 1 £ | Year 2 £ | Year 3 £ | Total £ |
|------------------------------------------------------------|-------------|-------------|-------------|------------|
| Staffing | | | | |
| Other costs (specify) – IT support (currently already pay) | £6,480 | £7,000 | £7,500 | £8,000 |
| | | | | |
| | | | | |
| Total Revenue Costs | | | | |
| | | | | |
| Less | | | | |
| Revenue income | | | | |
| | | | | |
| Estimated annual revenue effect | | | | |

Return on Capital and Payback (if appropriate):

| | | | |
|------------------|--------|-------------------|-------|
| | £ | | |
| Forecast Returns | | Return on Capital | % |
| Capital Cost | 38,500 | | |
| Forecast Savings | | Payback | Years |

Identify any efficiency gains resulting from the project:

Smarter use of web services will improve efficiencies – either through reducing customer calls / emails / visits or through making processes more efficient.

Waverley does not currently keep stats about how customers contact the council so we cannot measure this.

However, SOCITM Insight's report on website take-up and channel benchmarking has some interesting results.

"Councils must recognise that self-service is an important means to providing services at much lower cost."

"Channel shift will only work if websites work right first and every time."

"Websites are underinvested."

Channel costs - cost per transaction

- Face-to-face £8.23
- Telephone £3.21
- Website £0.39

A shift from face-to-face to websites creates a 95% cost saving.

We need to invest in the web in order to achieve savings.

Identify any risks which may affect the project:

Lack of resources to co-ordinate the upgrade

Environmental Impact, including Carbon Implications:

Reduces our carbon footprint

Equality impact assessment carried out? Yes

How will the project be procured?

From Jadu.

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

Completed by: Vanessa de Chazal

Date: 18/11/13

Project Justification Form

Project: Intranet Migration

Service: Communications

Officer Responsible for Project: Melinda Brown

Identification of Need:

Current product support to end March 2014

Jadu has just announced that they will stop supporting our current version of the CMS for our intranet (Backstage) on 31 March 2014.

Our intranet is a heavily used resource by which staff access key business information such as HR policies, corporate processes and staff contacts, as well as internal news. The news section is consistently in high demand to support internal communications.

Work is already underway to scope out the required resource (time, budget and skills) to move content from Jadu to our corporate solution EasyShare and this is due to be completed by end of 2014 with a plan to start the migration early 2014. However a timescale of up to one year had been envisaged for this latter piece of work.

The alternative would be to run the intranet without support from Jadu, however this is a high risk solution that could result in the intranet becoming permanently unavailable should any technical faults appear.

Due to the last minute alert to this change taking place, the following projected costs are somewhat speculative but are aimed to 'cover bases' in a situation of such uncertainty.

This project would deliver:

- Technical support to export and import content in one format from Jadu to another format for SharePoint.
- Training for intranet administrators and those migrating content.
- Medium level administrative support to migrate content.

£36,000 Information architecture, creative, content migration

£7,000 Training

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

Value for money – This investment will enable us to move our intranet to an in-house and corporately supported IT solution. Training for staff will enable intranet administrators and a small team of key staff to manage content and continually evolve the new intranet solution without further capital expenditure. It will save £3060 per year in Jadu support costs

Cross Reference to Service Plan:

The Corporate Communications and Customer Service Plan has objective CC/16 To implement the agreed action plan identified from the scoping exercise for intranet migration.

Progress to date (including position regarding planning permission):
 Scoping exercise underway and due to be completed by end December 2013.

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

Key Project target dates and milestones:

- January 2014 – identification of technical solution for content migration
- Feb – March 2014 content export from Jadu
- March 2014 phased (prioritised) content import to Easy Share
- April onwards ongoing importing of low priority content

Capital cost (across years):

| | Year 1 £ | Year 2 £ | Year 3 £ | Total £ |
|-------------------------------|----------------|-------------|-------------|----------------|
| Land | | | | |
| Contract Costs | | | | |
| Fees | 42,000 | | | 42,000 |
| Vehicles, Plant and Equipment | | | | |
| Contingency | 4,200 | | | 4,200 |
| Other (specify) | | | | |
| | | | | |
| | | | | |
| Total Capital Cost | £46,200 | | | £46,200 |

How capital cost will be funded:

| | Year 1 £ | Year 2 £ | Year 3 £ | Total £ |
|------------------------------|----------------|-------------|-------------|----------------|
| WBC Capital | £46,200 | | | 46,200 |
| S106 | | | | |
| External Funding (specify) - | | | | |
| | | | | |
| | | | | |
| Total Funding | £46,200 | | | £46,200 |

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

| | Year 1 £ | Year 2 £ | Year 3 £ | Total £ |
|----------------------------------------|-------------|-------------|-------------|------------|
| Staffing | | | | |
| Other costs (specify) | | | | |
| | | | | |
| | | | | |
| 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 | 46,200 | | |
| Forecast Savings | | Payback | Years |

Identify any efficiency gains resulting from the project:

The existing Jadu CMS is a particularly old legacy version, which is limited in its capability and inefficient in terms of processes. The EasyShare solution will provide for much more efficient content management.

EasyShare is part of a wider corporate SharePoint solution and as such provides opportunity for better technically joined up working and document management.

Identify any risks which may affect the project:

Lack of resources to co-ordinate the upgrade

Environmental Impact, including Carbon Implications:

Reduces our carbon footprint

Equality impact assessment carried out? Yes**How will the project be procured?**

Training will be provided by EasyShare.

Technical support will be provided by EasyShare and Jadu as required

Administrative migration may be provided by in-house staff or via recruitment agency.

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

Completed by: Melinda Brown

Date: 18/11/13

Project Justification Form

Project: Foresight – Office Maximisation Project

Service: Customer, IT and Office Services

Officer Responsible for Project: Roger Standing

Identification of Need:

To improve the working environment by replacing the existing work stations to modern more space efficient desks therefore improving the office environment and providing more efficient use of space. Scheme envisaged would provide 174 workstations to complete the programme throughout the offices.

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

The maintenance of the fabric of the building and the internal environment in which staff work is essential to support all the Council's services and therefore indirectly supports all of the Council's Corporate Strategic objectives.

Cross Reference to Service Plan:

Part of on-going requirement to maintain the Council's offices and office environment.

Progress to date (including position regarding planning permission):

Planning Permission is not required.

Will the Corporate Project Management Toolkit be used? Yes / No

The project will be carried out by the Facilities Manager and the Property and Engineering Manager in conjunction with the Office Maximisation Project Group.

Key Project target dates and milestones:

Rolling programme through out year continuing on from this years programme.

Capital cost (across years):

| | Year 1 £ | Year 2 £ | Year 3 £ | Total £ |
|-------------------------------|---------------|-------------|-------------|------------|
| Land | | | | |
| Contract Costs | 65 000 | | | |
| Fees | | | | |
| Vehicles, Plant and Equipment | | | | |
| Contingency | | | | |
| Other (specify) - | | | | |
| | | | | |
| | | | | |
| Total Capital Cost | 65 000 | | | |

How capital cost will be funded:

| | Year 1 £ | Year 2 £ | Year 3 £ | Total £ |
|------------------------------|---------------|-------------|-------------|------------|
| WBC Capital | 65 000 | | | |
| S106 | | | | |
| External Funding (specify) - | | | | |
| | | | | |
| | | | | |
| Total Funding | 65 000 | | | |

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

| | Year 1 £ | Year 2 £ | Year 3 £ | Total £ |
|----------------------------------------|-------------|-------------|-------------|------------|
| Staffing | | | | |
| Other costs (specify) - | | | | |
| | | | | |
| | | | | |
| 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:

The new desk layout allows for more efficient use of space allowing for some areas to be rented out.

Identify any risks which may effect the project:

Improved office working environment and more efficient use of office space.

Environmental Impact, including Carbon Implications:

More efficient use of space and therefore services, reducing carbon usage.

Equality impact assessment carried out? N/A

How will the project be procured?

Tender by Surrey County Council

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

Completed by: Roger Standing

Date:
9/10/13

Project Justification Form

Project: Office lighting replacement within the housing wing of the second floor

Service: Sustainability

Officer Responsible for Project: Roger Standing and Fotini Kallipoliti

Identification of Need:

There have been a number of complaints from staff concerning the quality of lighting on the second floor. The lighting improvements proposed would coincide with other Office Maximisation project initiatives designed to create an improved working environment for staff.

The project is to replace approximately 75 fluorescent tubes with 40 LED panels

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

Value for money, through the efficient operation of our facilities and future proofing our buildings from rising energy prices.

Promoting Environmental Sustainability through energy and carbon reductions

Cross Reference to Service Plan:

To promote and encourage sustainability and energy efficiency in the Waverley Community and identify and monitor carbon and energy savings available in Waverley facilities.

Progress to date (including position regarding planning permission):

No planning permission needed.

Will the Corporate Project Management Toolkit be used? Yes / No

If no, how will the project be managed?

Not required

Key Project target dates and milestones:

Light fittings have a lead time of 5 weeks.

Capital cost (across years):

| | Year 1 £ | Year 2 £ | Year 3 £ | Total £ |
|-------------------------------|-------------|-------------|-------------|------------|
| Land | | | | |
| Contract Costs | 7000 | | | |
| Fees | | | | |
| Vehicles, Plant and Equipment | | | | |
| Contingency | | | | |
| Other (specify) - | | | | |
| | | | | |
| | | | | |
| Total Capital Cost | | | | |

How capital cost will be funded:

| | Year 1 £ | Year 2 £ | Year 3 £ | Total £ |
|------------------------------|-------------|-------------|-------------|------------|
| WBC Capital | 7000 | | | |
| S106 | | | | |
| External Funding (specify) - | | | | |
| | | | | |
| | | | | |
| Total Funding | 7000 | | | |

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

| | Year 1 £ | Year 2 £ | Year 3 £ | Total £ |
|------------------------------------|-------------|-------------|-------------|------------|
| Staffing | | | | |
| Other costs (specify) - | | | | |
| | | | | |
| Total Revenue Costs | 0 | 0 | 0 | 0 |
| <u>Less</u> | | | | |
| Maintenance savings | 150 | 150 | 150 | |
| Total savings in electricity costs | 650 | 650 | 650 | |
| Estimated annual revenue effect | | | | |

Return on Capital and Payback (if appropriate):

| | £ |
|------------------|------|
| Forecast Returns | |
| Capital Cost | 7000 |
| Forecast Savings | 800 |

Return on Capital %

Payback 8.5 Years

Identify any efficiency gains resulting from the project:

We will be replacing 75 fluorescent fittings with 40 recessed LED units. They will reduce energy consumption by over 55%. Further reduction can be achieved with light sensors and dimming controls.

The LED fitting have a 50,000h life expectancy which equates to about 19 years. Over 20,000h for fluorescent tubes.

Identify any risks which may effect the project

The payback of the project might be considered longer than the life of the building. They can be taken out and moved to a new location if the Burys is vacated before the payback period.

Environmental Impact, including Carbon Implications:

The proposed project will reduce energy consumption by a minimum 55% leading to carbon reductions.

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

Three quotes will be sought

Is there scope for sharing/joint work? No

Completed by: Fotini Kallipoliti

Date:
15/10/13

Project Justification Form

Project: Asbestos removal programme for The Burys

Service: Customer, IT and Office Services

Officer Responsible for Project: Roger Standing

Identification of Need: The radiator front panels to the ground and first floor of the Council Offices contain asbestos and although they are safe if not disturbed, it is proposed that the boards are removed by an asbestos specialist company and replace with non asbestos containing radiator boards.

Demonstrate how this scheme would help achieve the Corporate Strategy objectives: The maintenance of the fabric of the building and the internal environment in which staff work is essential to support all the Council's services and therefore indirectly supports all of the Council's Corporate Strategic objectives.

Cross Reference to Service Plan:
Part of on going plans to maintain and improve the office environment.

Progress to date (including position regarding planning permission):
Planning Permission is not required.

Will the Corporate Project Management Toolkit be used? Yes / No
The project will be carried out by the Facilities Manager and the Property and Engineering Manager in conjunction with the office maximisation project.

Key Project target dates and milestones:
Rolling programme carried out through out year.

Capital cost (across years):

| | Year 1 £ | Year 2 £ | Year 3 £ | Total £ |
|-------------------------------|---------------|-------------|-------------|------------|
| Land | | | | |
| Contract Costs | 20 000 | | | |
| Fees | | | | |
| Vehicles, Plant and Equipment | | | | |
| Contingency | | | | |
| Other (specify) - | | | | |
| | | | | |
| | | | | |
| Total Capital Cost | 20 000 | | | |

How capital cost will be funded:

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

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

| | Year 1 £ | Year 2 £ | Year 3 £ | Total £ |
|---------------------------------|-------------|-------------|-------------|------------|
| Staffing | | | | |
| Other costs (specify) - | | | | |
| | | | | |
| 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:

None

Environmental Impact, including Carbon Implications:

None.

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

Tenders

Is there scope for sharing/joint work? No**Completed by:** Roger Standing**Date:**
18/10/13

Project Justification Form

Project: Corporate Asbestos removal programme.

Service: Customer, IT and Office Services

Officer Responsible for Project: Roger Standing

Identification of Need:

Waverley Borough Council have asbestos containing material in a number of its Corporate and Leisure properties and although it is managed and inspected at present it is proposed to have a programme of asbestos removal to completely remove the risk.

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

Part of maintenance and management of corporate assets.

Cross Reference to Service Plan:

Part of on-going requirement to maintain the Council's offices and office environment.

Progress to date (including position regarding planning permission):

Planning Permission is not required.

Will the Corporate Project Management Toolkit be used? Yes / No

The project will be carried out by the Property and Engineering Manager.

Key Project target dates and milestones:

Rolling programme through out year.

Capital cost (across years):

| | Year 1 £ | Year 2 £ | Year 3 £ | Total £ |
|-------------------------------|---------------|-------------|-------------|------------|
| Land | | | | |
| Contract Costs | 20 000 | | | |
| Fees | | | | |
| Vehicles, Plant and Equipment | | | | |
| Contingency | | | | |
| Other (specify) - | | | | |
| | | | | |
| | | | | |
| Total Capital Cost | 20 000 | | | |

How capital cost will be funded:

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

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 | | | |
| 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?**

Tenders

Is there scope for sharing/joint work? Yes / No**Completed by:** Roger Standing**Date:**
18/10/13

Project Justification Form

Project: Inspection of culverted land drainage assets.

Service: Customer, IT and Office Services

Officer Responsible for Project: Roger Standing

Identification of Need:

Waverley Borough Council is responsible for the maintenance of over 3km of piped watercourses that have been installed from mainly in the late 1970's through the 1980's. Such systems have performed their flood alleviation function successfully throughout their existence.

To assess the condition and serviceability state of these assets a CCTV video survey of the majority was undertaken in 1998. This was followed up by some minor remediation works.

As 16 years has elapsed since this last inspection was undertaken, (and there were assets that at the time were missed,) it is recommended that a further condition survey be undertaken by specialist drainage contractors. Such inspections will be undertaken either by remote crawler units or by man entry. All such inspections will include a video survey along with a written industry standard inspection report.

This will enable Engineers to plan any future maintenance works and ensure that the structural integrity is not compromised to such an extent to minimise the risk of unexpected and expensive collapses.

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

Value for Money and Environment – Will enable risk based approach to expenditure.

Cross Reference to Service Plan:

Part of Engineers workplan

Progress to date (including position regarding planning permission):

Planning Permission is not required.

Will the Corporate Project Management Toolkit be used? No

The project will be carried out by the Property and Engineering Section.

Key Project target dates and milestones:

Rolling programme through out year.

Capital cost (across years):

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

How capital cost will be funded:

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

Tenders

Is there scope for sharing/joint work? Yes / No**Completed by:** Roger Standing**Date:**
18/12/13

Project Justification Form

Project: Legislative Change

Service: IT

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 / No

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) - | | | | |
| | | | | |
| | 10,000 | 10,000 | 10,000 | 30,000 |
| Total Capital Cost | | | | |

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 | | | | |
| | | | | |
| <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: None

Environmental Impact, including Carbon Implications: None

Equality impact assessment carried out? No

How will the project be procured?

Existing software supplier

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

Completed by: Linda Frame

Date: 21/10/2013

Project Justification Form

Project: Desktop and Server upgrade

Service: Customer, IT and Office Services

Officer Responsible for Project: Martin Wilson

Identification of Need:

Refresh of the server environment, replacement of end of life iGels and PCs.
Provision of 2nd monitor for paperless working.

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

This scheme meets 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.

The second monitor enables staff to have their main business application and the document management system available to view which enables paperless working.

Cross Reference to Service Plan:

Included in Service Plan.

Progress to date (including position regarding planning permission):

New Citrix environment completed, 2nd monitors in place for some teams.

Will the Corporate Project Management Toolkit be used? Yes

If no, how will the project be managed?

Key Project target dates and milestones:

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) - | | | | |
| | | | | |
| | | | | |
| 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:

Enables centralised and simplified IT management and provides security advantages. Enables users to work more efficiently by having information on two screens.

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? CPRs**

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

Completed by: Linda Frame

Date: 21/10/2013

Project Justification Form

Project: Mobile working solutions using Tablet

Service: Customer, IT and Property

Officer Responsible for Project: Linda Frame

Identification of Need: Several services put forward proposals for using tablets for visiting officers to make better use of electronic information and reduce the wasted time coming back into the office.

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

Value for Money – more efficient and effective use of electronic documents for visiting officers.

Cross Reference to Service Plan:

Progress to date (including position regarding planning permission):

Several teams have successfully trialled mobile working and we now need to extend both the trial and also the use of the Good software.

Will the Corporate Project Management Toolkit be used? Yes

If no, how will the project be managed?

Key Project target dates and milestones:

Follow me application released from Northgate – December 2013

Capital cost (across years):

| | Year 1 £ | Year 2 £ | Year 3 £ | Total £ |
|-------------------------------|---------------|-------------|-------------|---------------|
| Land | | | | |
| Contract Costs | | | | |
| Fees | | | | |
| Vehicles, Plant and Equipment | 30,000 | | | 30,000 |
| Contingency | | | | |
| Other (specify) - | | | | |
| Northgate license | 10,000 | | | 10,000 |
| Good licenses | 10,000 | | | 10,000 |
| | | | | |
| Total Capital Cost | 50,000 | | | 50,000 |

How capital cost will be funded:

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

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

| | Year 1 £ | Year 2 £ | Year 3 £ | Total £ |
|----------------------------------------|-------------|-------------|-------------|------------|
| Staffing | | | | |
| Other costs (specify) – Support/Mtnce | 4,000 | 4,000 | 4,000 | 12,000 |
| | | | | |
| 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:

Reduced travel from office, better communications with the office and ability to access back office systems when onsite.

Identify any risks which may effect the project:

Reliance on mobile signal, different approach to working day and visits.

Environmental Impact, including Carbon Implications: None**Equality impact assessment carried out? N/A****How will the project be procured?**

CPRs

Is there scope for sharing/joint work? Yes, through Surrey CC agreement and Guildford BC

Completed by: Linda Frame

Date: 21/10/2013

Project Justification Form

Project: Purchase of tablets and IPHones for staff in Property Services, Tenancy & Estates and Rents to enable the delivery of excellent customer service while away from the office

Service: Housing

Officer Responsible for Project: Hugh Wagstaff

Identification of Need:

In order to provide a responsive and flexible service to our tenants, we want to enable staff to spend more time within our communities. This requires mobile technology to enable the same level of service to be provided in tenant's homes as in the office. With an aspiration for Tenancy & Estates officers, surveyors and inspectors to spend about 80% of their time out on their patches, visiting tenants, completing tenancy audits, inspecting homes and being visible on our estates, it is essential that they have access to tablets and i-phones, equipped with the necessary software.

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

This project contributes towards achieving the corporate objective of understanding our residents' needs by delivering a responsive service to better meet their needs. Older and vulnerable tenants and those with no transport in more rural locations find it difficult to come into the office to receive a service. Although many of queries and transactions can be dealt over the telephone, there remains a need for officers to be out and about in our communities to respond to our tenants.

Cross Reference to Service Plan:

Progress to date (including position regarding planning permission):

Review of requirements discussed at IT Governance meetings

Will the Corporate Project Management Toolkit be used? Yes / No

If no, how will the project be managed?

Key Project target dates and milestones:

Capital cost (across years):

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

How capital cost will be funded:

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

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

| | Year 1 £ | Year 2 £ | Year 3 £ | Total £ |
|----------------------------------------|--------------|--------------|--------------|---------------|
| Staffing | | | | |
| Other costs (specify) - | | | | |
| Good licence | 2,000 | 2,000 | 2,000 | 6,000 |
| Support and maintenance costs | 3,000 | 3,000 | 3,000 | 9,000 |
| Total Revenue Costs | 5,000 | 5,000 | 5,000 | 15,000 |
| | | | | |
| Less | | | | |
| Revenue income | | | | |
| | | | | |
| Estimated annual revenue effect | 5,000 | 5,000 | 5,000 | 15,000 |

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:

The efficiency gains resulting from the project are:

- Freeing up of office space in line with Foresight's office maximisation project
- Ability of staff to write up notes of home visits, inspections on site rather than coming back to the office to complete
- Ability to work until the end of the working day on site rather than include a return to the office
- Increased satisfaction among tenants leading to reduction in number of complaints to deal with

Identify any risks which may effect the project:

- Access to broadband in rural areas
- Increased training need at the outset

Environmental Impact, including Carbon Implications: None

Equality impact assessment carried out? No

How will the project be procured? Through our IT services (Linda Frame)

Is there scope for sharing/joint work? Yes

Completed by: Jane Abraham

Date: 12/12/13

Project Justification Form

Project: Implement Sharepoint for Team Sites and G drive replacement

Service: Customer, IT and Property

Officer Responsible for Project: Linda Frame

Identification of Need: Data that is not held in the line of business applications is currently held on G drive in a random unstructured manner. Sharepoint team sites and document management will help with managing and sharing documents and working in a more collaborative way.

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

Value for Money – more efficient and effective use of documents and shared team working.

Cross Reference to Service Plan:

Progress to date (including position regarding planning permission):

As per the current project plan.

Will the Corporate Project Management Toolkit be used? Yes

If no, how will the project be managed?

Key Project target dates and milestones:

Capital cost (across years):

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

How capital cost will be funded:

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

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

| | Year 1 £ | Year 2 £ | Year 3 £ | Total £ |
|---------------------------------------|--------------|--------------|--------------|---------------|
| Staffing | | | | |
| Other costs (specify) – Support/Mtnce | 4,000 | 4,000 | 4,000 | 12,000 |
| | | | | |
| Total Revenue Costs | 4,000 | 4,000 | 4,000 | 12,000 |
| | | | | |
| <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:

Teams working in a more collaborative way and sharing documents. Better document management and control.

Identify any risks which may effect the project:

Lack of engagement with staff.

Environmental Impact, including Carbon Implications: None**Equality impact assessment carried out? N/A****How will the project be procured?**

Existing supplier

Is there scope for sharing/joint work? Yes, working with Guildford.

Completed by: Linda Frame

Date: 21/10/2013

Project Justification Form

Project: MS SQL Server rationalisation and licensing

Service: IT

Officer Responsible for Project: Linda Frame

Identification of Need:

Microsoft has changed the way that they license SQL Server which is their database product. We have many applications that use SQL server to store data and as a result of the change we need to reconfigure our SQL server environment and purchase more licenses to provide resilience

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

Cross Reference to Service Plan:

Progress to date (including position regarding planning permission):

We have some indicative costs from Microsoft and are awaiting a Microsoft audit.

Will the Corporate Project Management Toolkit be used? No

If no, how will the project be managed?

Key Project target dates and milestones:

Audit completed – November 2013
 Reconfiguration planning – Jan – March 2014
 Implement changes – April – June 2014

Capital cost (across years):

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

How capital cost will be funded:

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

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

| | Year 1 £ | Year 2 £ | Year 3 £ | Total £ |
|---------------------------------|--------------|--------------|--------------|---------------|
| Staffing | | | | |
| Other costs (specify) - | | | | |
| Support and Maintenance costs | 4,800 | 4,800 | 4,800 | 14,400 |
| | | | | |
| Total Revenue Costs | 4,800 | 4,800 | 4,800 | 14,400 |
| | | | | |
| <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:**Identify any risks which may effect the project:****Environmental Impact, including Carbon Implications:****Equality impact assessment carried out? Yes / No / N/A****How will the project be procured? Through Microsoft Enterprise Agreement.****Is there scope for sharing/joint work? Yes / No****Completed by:** Linda Frame**Date:** 21/10/2013

Project Justification Form

Project: PSN compliance and Endpoint management

Service: IT

Officer Responsible for Project: Linda Frame

Identification of Need:

All Local Authorities are signed up to the Government Secure network for secure email exchange and exchange of information with DWP. This year the Cabinet Office brought in a stricter measure of the security requirements for meeting the "Code of Connection". Waverley has attained sign off of our PSN this year, however in the next year we will need to implement some changes to how remote users access our systems.

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

Cross Reference to Service Plan:

Progress to date (including position regarding planning permission):

Completion of this years PSN code of connection.

Will the Corporate Project Management Toolkit be used? Yes / No

If no, how will the project be managed?

Key Project target dates and milestones:

Complete next Code of Connection by June 2014.

100 laptops @ £350 = £35,000

Capital cost (across years):

| | Year 1 £ | Year 2 £ | Year 3 £ | Total £ |
|-------------------------------|---------------|-------------|-------------|---------------|
| Land | | | | |
| Contract Costs | 15,000 | | | 15,000 |
| Fees | | | | |
| Vehicles, Plant and Equipment | 35,000 | | | 35,000 |
| Contingency | | | | |
| Other (specify) - | | | | |
| | | | | |
| | | | | |
| Total Capital Cost | 45,000 | | | 45,000 |

How capital cost will be funded:

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

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

| | Year 1 £ | Year 2 £ | Year 3 £ | Total £ |
|----------------------------------------|-------------|-------------|-------------|------------|
| Staffing | | | | |
| Other costs (specify) - | | | | |
| Management fees | 6,000 | 6,000 | 6,000 | 18,000 |
| | | | | |
| 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:**Identify any risks which may effect the project:**

If we don't achieve compliance, we will be suspended and loose access to DWP information.

Environmental Impact, including Carbon Implications:**Equality impact assessment carried out? Yes / No / N/A****How will the project be procured?**

Through Framework agreement

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

Completed by: Linda Frame

Date: 21/10/2013

Project Justification Form

Project: GIS environment upgrade

Service: IT

Officer Responsible for Project: Greg Driver

Identification of Need:

Several parts of our GIS (mapping) environment require upgrading as the products that we are using are end of life.

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

Better Customer Service through more effective integrated mapping solutions.

Cross Reference to Service Plan:

Progress to date (including position regarding planning permission):

Initial discussions and prices from suppliers. Proof of concept for Astun technologies to provision the Surrey wide "Taxi app".

Will the Corporate Project Management Toolkit be used? Yes

If no, how will the project be managed?

Key Project target dates and milestones:

Capital cost (across years):

| | Year 1 £ | Year 2 £ | Year 3 £ | Total £ |
|-------------------------------|---------------|-------------|-------------|---------------|
| Land | | | | |
| Contract Costs | 20,000 | | | 20,000 |
| Fees | | | | |
| Vehicles, Plant and Equipment | | | | |
| Contingency | | | | |
| Other (specify) - | | | | |
| | | | | |
| | | | | |
| Total Capital Cost | 20,000 | | | 20,000 |

How capital cost will be funded:

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

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

| | Year 1 £ | Year 2 £ | Year 3 £ | Total £ |
|----------------------------------------|-------------|-------------|-------------|------------|
| Staffing | | | | |
| Other costs (specify) - | | | | |
| Support and Maintenance | 4,000 | 4,000 | 4,000 | 12,000 |
| | | | | |
| 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:

More effective Intranet and Internet mapping solution. Possible reduction in the number of expensive Mapinfo licenses.

Identify any risks which may effect the project:**Environmental Impact, including Carbon Implications:**

Equality impact assessment carried out? Yes / No / N/A

How will the project be procured?

Is there scope for sharing/joint work? Yes, through Surrey IT group.

Completed by: Linda Frame

Date: 21/10/2013

Project Justification Form

Project: Funding to purchase upgrade modules and licences for Orchard to enable effective service delivery and tenant profiling to ensure continuous improvement

Service: Housing

Officer Responsible for Project: Hugh Wagstaff

Identification of Need:

In order to provide excellent customer services, we need to have accurate and up-to-date information about our tenants and our properties. Our current Orchard system is limited, but there are modules available that would enable us to better record the information that our Tenancy & Estates officers, surveyors and inspectors collect. An upgraded Orchard system will help to demonstrate where our priorities for investment and service delivery should be and enable us to continually improve the service that we deliver to our tenants.

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

This project contributes towards achieving the corporate objective of affordable housing and understanding our residents' needs. This project will deliver an improved information systems to help us make the right investment decisions to ensure that we provide safe and well maintained affordable homes and inform our decisions on service improvements.

Cross Reference to Service Plan:

Progress to date (including position regarding planning permission):

Review of requirements discussed at IT Governance meetings

Will the Corporate Project Management Toolkit be used? Yes / No

If no, how will the project be managed?

Key Project target dates and milestones:

Capital cost (across years):

| | Year 1 £ | Year 2 £ | Year 3 £ | Total £ |
|-------------------------------|---------------|-------------|-------------|------------|
| Land | | | | |
| Contract Costs | | | | |
| Fees | | | | |
| Vehicles, Plant and Equipment | | | | |
| Contingency | | | | |
| Other (specify) - HRA | 20,000 | | | |
| | | | | |
| | | | | |
| Total Capital Cost | 20,000 | | | |

How capital cost will be funded:

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

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

| | Year 1 £ | Year 2 £ | Year 3 £ | Total £ |
|----------------------------------------|-------------|-------------|-------------|------------|
| Staffing | | | | |
| Other costs (specify) - | | | | |
| Orchard licence | 2,000 | 2,000 | 2,000 | 2,000 |
| | | | | |
| Total Revenue Costs | 2,000 | 2,000 | 2,000 | 2,000 |
| | | | | |
| <u>Less</u> | | | | |
| Revenue income | | | | |
| | | | | |
| Estimated annual revenue effect | 2,000 | 2,000 | 2,000 | 2,000 |

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:

The efficiency gains resulting from the project are:

- Clearer understanding of works carried out to stock to avoid duplication
- Focussed service improvement
-

Identify any risks which may effect the project:

Environmental Impact, including Carbon Implications: None

Equality impact assessment carried out? No

How will the project be procured? Through our IT services (Linda Frame)

Is there scope for sharing/joint work? Yes

Completed by: Jane Abraham

Date: 12/12/13

Project Justification Form

Project: Network upgrade and Flexible working

Service: Customer, IT and Office Services

Officer Responsible for Project: Linda Frame

Identification of Need:

Upgrade of network to replace network switches to provide better performance and resilience.

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):

Reviewed the current network switches and planned which require changing in conjunction with the Facilities plans for moving teams within the building.

Will the Corporate Project Management Toolkit be used? Yes / No

If no, how will the project be managed?

Key Project target dates and milestones:

ered network with powered switches
Review operation of CORE switch which is old although currently functioning.

Capital cost (across years):

| | Year 1 £ | Year 2 £ | Year 3 £ | Total £ |
|-------------------------------|---------------|-------------|-------------|---------------|
| Land | | | | |
| Contract Costs | 15,000 | | | 15,000 |
| Fees | | | | |
| Vehicles, Plant and Equipment | | | | |
| Contingency | | | | |
| Other (specify) - | | | | |
| | | | | |
| | | | | |
| Total Capital Cost | 15,000 | | | 15,000 |

How capital cost will be funded:

| | Year 1 £ | Year 2 £ | Year 3 £ | Total £ |
|------------------------------|---------------|-------------|-------------|---------------|
| WBC Capital | 15,000 | | | 15,000 |
| S106 | | | | |
| External Funding (specify) - | | | | |
| | | | | |
| | | | | |
| Total Funding | 15,000 | | | 15,000 |

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

| | Year 1 £ | Year 2 £ | Year 3 £ | Total £ |
|---------------------------------|-------------|-------------|-------------|------------|
| Staffing | | | | |
| Other costs (specify) - | | | | |
| | | | | |
| | | | | |
| 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:

Will enable reduced office space and provide opportunity for new income from partner organisations. Will ensure good network performance.

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?**

CPR's

Is there scope for sharing/joint work? No

Completed by: Linda Frame

Date: 21/10/2013

Project Justification Form

Project: Records Scanning Project

Service: Customer, IT and Office Services

Officer Responsible for Project: Paul Reeves

Identification of Need:

Need to transfer paper files to electronic format to provide more effective access to records and reduce physical filing within services to free up office space.

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

Supports value for money and service efficiency.

Cross Reference to Service Plan:

Part of Office Rationalisation and service improvement plans.

Progress to date (including position regarding planning permission):

Scanning of records and data has taken place in a number of key service areas. This scheme will tackle the remaining service areas with high volumes of paper files.

Will the Corporate Project Management Toolkit be used? Yes

If no, how will the project be managed?

Key Project target dates and milestones:

Key service areas have prepared requirement for back scanning.

Capital cost (across years):

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

How capital cost will be funded:

| | Year 1 £ | Year 2 £ | Year 3 £ | Total £ |
|------------------------------|---------------|-------------|-------------|---------------|
| WBC Capital | 38,900 | | | 38,900 |
| S106 | | | | |
| External Funding (specify) - | | | | |
| PDG | 21,100 | | | 21,100 |
| | | | | |
| 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 | - | | | |
| | | | | |
| <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:

More effective operation and storage of records and savings in office space.
Flexibility for staff to move around the building to hot desk.

Identify any risks which may effect the project:

None

Environmental Impact, including Carbon Implications:

Reduced office space.

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

Extension of the back scanning contract for Planning, HR and Housing.

Is there scope for sharing/joint work?

Completed by: Linda Frame

Date: 22/10/2012

Project Justification Form

Project: Contact and Call Management

Service: IT

Officer Responsible for Project: Linda Frame

Identification of Need:

Civica Contact Manager is currently used in Environmental Services and is required across the authority to manage Customer contacts in a joined up way. PrairieFyre call centre management software is used in Environmental Services/Health to manage calls; implement in further teams.

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

This would enable Waverley to have a joined up view of the resident and provide a better Customer Service as there would be sharing of contacts across the authority.

Cross Reference to Service Plan:

Progress to date (including position regarding planning permission):

Contact Manager and PrairieFyre have been implemented in Environmental Services and Health. Plan to implement in Customer Service teams across the authority.

Quote received for CTI (Computer Telephony Integration), this will display the callers Contact Record by recognising the number calling.

Will the Corporate Project Management Toolkit be used? Yes

If no, how will the project be managed?

Key Project target dates and milestones:

Capital cost (across years):

| | Year 1 £ | Year 2 £ | Year 3 £ | Total £ |
|-------------------------------|---------------|-------------|-------------|---------------|
| Land | | | | |
| Contract Costs | 30,000 | | | 30,000 |
| Fees | | | | |
| Vehicles, Plant and Equipment | | | | |
| Contingency | | | | |
| Other (specify) - | | | | |
| CTI | 12,000 | | | 12,000 |
| | | | | |
| Total Capital Cost | 42,000 | | | 42,000 |

How capital cost will be funded:

| | Year 1 £ | Year 2 £ | Year 3 £ | Total £ |
|------------------------------|---------------|-------------|-------------|---------------|
| WBC Capital | 42,000 | | | 42,000 |
| S106 | | | | |
| External Funding (specify) - | | | | |
| | | | | |
| | | | | |
| Total Funding | 42,000 | | | 42,000 |

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

| | Year 1 £ | Year 2 £ | Year 3 £ | Total £ |
|----------------------------------------|--------------|--------------|--------------|--------------|
| Staffing | | | | |
| Other costs (specify) - | | | | |
| Support and Maintenance | 2,400 | 2,400 | 2,400 | 7,200 |
| | | | | |
| Total Revenue Costs | | | | |
| | | | | |
| Less | | | | |
| Revenue income | | | | |
| | | | | |
| Estimated annual revenue effect | 2,400 | 2,400 | 2,400 | 7,200 |

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:

More efficient Customer Service by sharing information across services and better call handling by use of Call Centre and Contact Manager software.

Identify any risks which may effect the project:**Environmental Impact, including Carbon Implications:**

Equality impact assessment carried out? Yes / No / N/A

How will the project be procured?

Further roll-out of existing software.

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

Completed by: Linda Frame

Date: 21/10/2013

Project Justification Form

Project: e-tendering

Service: Organisational Development / Corporate

Officer Responsible for Project: Steve McCloskey / Emma McQuillan

Identification of Need:

An Internal Audit Report (February 2013) of Procurement at Waverley recommended that: "options for the use of e-procurement should be considered with a decision made on the use of such systems within the overall procurement arrangements of the Council".

The Audit Report gave the following rationale:

"The Council may be able to save time, effort and resources through use of e-procurement systems for either tender management or direct procurement.

"Where e-procurement is not considered there is a risk of inefficient methods of working...and less secure and structured methodologies for tender management."

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

Value for money:

e-tendering can help achieve cost savings when conducting procurement activities, due to more efficient use of officers' time and savings in postage, printing etc. Submitting postal tenders is also costly for suppliers and may discourage smaller businesses from engaging with the Council's procurement activities.

Environment:

e-tendering avoids the need to print tender documents and deliver them through the postal system to suppliers. Printed tender documentation is generally bulky and when returned by tenderers must be stored or scanned for document retention purposes.

Cross Reference to Service Plan:

Organisational Development Service Plan 2013/14

Item OD/10: Identify possible savings in procurement across Waverley through analysis of contract opportunities and collaboration with Surrey procurement officers' group. Keep under review opportunities for partnership working and delivery that will benefit Waverley and its residents.

The proposed e-tendering system will be shared with Surrey County Council and potentially other Surrey Districts and Boroughs, which will facilitate collaboration and partnership working, through the use of shared supplier databases and other tendering tools.

Item OD/11: Deliver, in conjunction with the Programme Board and the project managers, the Foresight Programme – delivering value, innovation, efficiency and improved services through better and smarter ways of working. Projects to be delivered include:

- *Office Maximisation*
- *Paperless Office*
- *Customer Services*
- *Mobile Working*
- *Contact Capture*

- *Programme of Service reviews*

e-tendering contributes to the aim of the 'paperless office' by eliminating the need to produce printed tender documentation, which is generally bulky and must be sent to several suppliers. It also eliminates the need to store the returned tender submissions in printed form for document retention purposes.

Progress to date (including position regarding planning permission):

Surrey County Council has procured the 'In-Tend' e-tendering system through an OJEU (EU compliant) competitive tendering process, and licences to share this system are now available to Waverley and other Surrey Districts and Boroughs to purchase under the same competitive terms.

Will the Corporate Project Management Toolkit be used? No

If no, how will the project be managed?

Key Project target dates and milestones:

Capital cost (across years):

| | Year 1 £ | Year 2 £ | Year 3 £ | Total £ |
|-------------------------------|-------------|-------------|-------------|------------|
| Land | | | | |
| Contract Costs | 4,000 | | | 4,000 |
| Fees | | | | |
| Vehicles, Plant and Equipment | | | | |
| Contingency | | | | |
| Other (specify) - | | | | |
| | | | | |
| | 4,000 | | | 4,000 |
| Total Capital Cost | | | | |

How capital cost will be funded:

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

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

| | Year 1 £ | Year 2 £ | Year 3 £ | Total £ |
|---------------------------------|-------------|-------------|-------------|------------|
| Staffing | | | | |
| Other costs (specify) - | | 1500 | 1500 | 3000 |
| | | | | |
| Total Revenue Costs | | 1500 | 1500 | 3000 |
| Less | | | | |
| Revenue income | | | | |
| | | | | |
| Estimated annual revenue effect | | 1500 | 1500 | 3000 |

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:

e-tendering can help achieve cost savings when conducting procurement activities, due to more efficient use of officers' time and savings in postage, printing etc. Submitting postal tenders is also costly for suppliers and may discourage smaller businesses from engaging with the Council's procurement activities.

Identify any risks which may effect the project:**Environmental Impact, including Carbon Implications:**

e-tendering avoids the need to print tender documents and deliver them through the postal system to suppliers. Printed tender documentation is generally bulky and when returned by tenderers must be stored or scanned for document retention purposes.

Equality impact assessment carried out? Yes / No / N/A**How will the project be procured?**

The proposed e-tendering system will be procured under a shared licence arrangement with Surrey County Council. SCC has tendered this procurement with the option of other Surrey Districts and Boroughs participating. SCC undertook a rigorous competitive procurement process in compliance with EU Contract Procurement Regulations, and the cost to Waverley of purchasing from the selected provider is within Threshold 1 (i.e below £10,000 over the term of the contract).

Is there scope for sharing/joint work? Yes, the procurement of a shared e-tendering system with Surrey County Council and potentially other Surrey Districts and Boroughs provides scope for sharing contract opportunities and supplier databases.

Completed by: Steve McCloskey

Date: 12/11/2013

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. It is anticipated that the overall trend will be an increase in demand for DFGs as the local population ages and a greater awareness about DFGs is generated through the activities of the Care & Repair Agency. However while there has been a slight increase in the number of enquiries in 2013/14 compared to the previous year, this does not seem to have resulted in an increase in grant spend. This is mainly due to a reduction in the number of grants for extensions or major conversions. However the Council has approved the use of PPP funding for an in-house Occupational Therapist (OT) to reduce waiting times. This is likely to generate additional grant spend.

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:

Disabled Facilities Grants assist in keeping premises decent and enable people to continue to live in their own homes.

Progress to date (including position regarding planning permission):

The DFG budget for 2013/14 was reduced to £450,000 as the backlog of reports from the Social Care Team was cleared the previous year. The level of commitment in grant approvals for 2013/14 is £200,000 (in 32 grants) and the estimated spend at year end is £400,000 (58 grants). At present there is a further £210,000 (23 grants) in grant enquiries being processed. The introduction of additional OT resource is expected to increase the output to £450,000 (65 grants) during the next financial year.

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) - | | | | |
| | | | | |
| | | | | |
| Total Capital Cost | 450,000 | 450,000 | 450,000 | 1,350,000 |

How capital cost will be funded:

| | Year 1 £ | Year 2 £ | Year 3 £ | Total £ |
|------------------------------|----------------|----------------|----------------|------------------|
| WBC Capital | 193,000 | 183,000 | 183,000 | 559,000 |
| S106 | | | | |
| External Funding (specify) - | | | | |
| Government grant | 257,000 | 257,000 | 257,000 | 771,000 |
| Grant repayments | | 10,000 | 10,000 | 20,000 |
| | | | | |
| Total Funding | 450,000 | 450,000 | 450,000 | 1,350,000 |

The current government grant is £256,717. Prior to this year the Government grant remained constant at £252,000 for several years. Although the DFG spend has been over £100,000 more than this for the last 5 full financial years, the table above has assumed that the Government grant will remain at £256,717.

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 | | | |
| Forecast Savings | | Payback | Years |

Identify any efficiency gains resulting from the project:

N/A

Identify any risks which may affect the project:

If the government decides 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. There is no indication that this will happen and in fact the

government grant was increased this year. The introduction of an in-house Occupational Therapist is designed to reduce waiting times, particularly for disabled children. This is expected to increase volume of work and therefore grant expenditure, which will need to be managed carefully.

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. All grant applicants are provided information on free insulation schemes. 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

Approximately 90% of our DFG activity is organised through the Guildford & Waverley Home Improvement Agency.

Completed by: Simon Brisk

Date: 7/10/13

Project Justification Form

Project: WARM HOMES PROJECT

Service: Housing

Officer Responsible for Project: Simon Brisk

Identification of Need:

Fuel poverty is said to occur when a household needs to spend more than 10% of its income to maintain an adequate standard of warmth. As fuel prices continue to increase, more and more households are finding themselves in fuel poverty. The provision of efficient heating systems and improved insulation helps to reduce heating costs and take people out of fuel poverty.

The 2008 house condition survey estimated that 76% of private sector homes 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, blocks of flats or mobile homes. While 92% of households are estimated to have central heating, there is no data on boiler efficiency or the ability of households to pay for repairs if the boiler breaks down. Waverley Borough has the highest proportion of over 65 year olds and householders in receipt of benefits in Surrey. Waverley also has a high proportion of properties using oil or LPG heating; such properties are subject to higher heating costs and are often in remote locations.

The previous national schemes for free insulation and central heating (CERT funding and Warm Front) finished at the end of 2012. They were replaced by Green Deal loans and ECO (Energy Company Obligation) grants for people on certain benefits. The range of eligible benefits is much restricted compared to the previous schemes. The Council approved a revised Home Improvement Policy in July 2013, which included provision of a new grant, known as the Safe and Warm Grant, which will extend the range of works available under the new schemes (e.g. park home insulation and security measures) and also extend the eligibility of grants to low income households who are not included under ECO funding.

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

The provision of insulation and efficient heating systems will help to improve the quality of life for the more vulnerable people in Waverley and make their housing more affordable, by having warmer homes and smaller fuel bills. The Council's activities under this scheme will be supported by our colleagues at Action Surrey, who are able to advise our residents on suitable measures and funding for their property and obtain competitive quotes from approved contractors. This will provide value for money by providing a quality service for our residents and reducing pressure on staff resources.

Cross Reference to Service Plan:

The Safe and Warm Grants will assist in increasing the number of decent homes within the Borough and enable residents to live in comfort in their own homes.

Progress to date (including position regarding planning permission):

The budget for 2013/14 is £30,000 together with any grant repayments (Safe and Warm or Home Improvement) received during the year. Currently there has been minimal spend this year following approval of the new policy in July. However once the scheme has been properly advertised, including promotion by Action Surrey and a park home campaign, it is anticipated that the scheme will generate a lot of interest.

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) - | | | | |
| | | | | |
| | | | | |
| Total Capital Cost | 40,000 | 40,000 | 40,000 | 120,000 |

How capital cost will be funded:

| | Year 1 £ | Year 2 £ | Year 3 £ | Total £ |
|------------------------------|---------------|---------------|---------------|----------------|
| WBC Capital | 30,000 | 30,000 | 30,000 | 90,000 |
| S106 | | | | |
| External Funding (specify) - | | | | |
| Government grant | | | | |
| Grant repayments | 10,000 | 10,000 | 10,000 | 30,000 |
| | | | | |
| Total Funding | 40,000 | 40,000 | 40,000 | 120,000 |

It has been assumed that the Council will receive £10,000 in grant repayments each year, although in the past 2 years the Council has received more than this. We will also bid for alternative sources of funding as become available e.g. we are currently taking part in a Surrey-wide bid by Action Surrey for DECC funding for hard to treat properties and properties in off-grid rural areas.

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 | | | |
| Forecast Savings | | Payback | Years |

Identify any efficiency gains resulting from the project:

N/A

Identify any risks which may affect the project:

The main risk will be in managing the expectations of residents once the policy has been widely promoted, particularly in the case of hard to treat measures where the costs exceed the grant limit of £5,000 and additional funding is required. Action Surrey will be able to provide suitable advice on this.

Environmental Impact, including Carbon Implications:

The measures funded through this scheme include loft and cavity wall insulation, park home and solid wall insulation, replacement boilers and central heating and replacement of windows with double glazing. These will all have a positive environmental impact and carbon implication. At present it is difficult to quantify the impact as the scheme is just starting.

Equality impact assessment carried out?

N/A

How will the project be procured?

Waverley Council has signed up to the Surrey Green Deal scheme and we will be working in partnership with Action Surrey, a not-for-profit organisation for the promotion of energy efficiency. Action Surrey has drawn up a local installer network and a panel of approved providers to get the best available deal.

Is there scope for sharing/joint work? Yes

As above. We will be working with Action Surrey to promote the scheme, provide advice, organise the works and obtain funding from alternative sources where appropriate. Where the works required are beyond the scope of Action Surrey we will promote the use of the Guildford & Waverley Home Improvement Agency.

Completed by: Simon Brisk**Date:** 7/10/13

Project Justification Form

Project: Careline and Telecare equipment – 2014/15

Service: Careline, Community Services

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 needs to be a rolling annual programme of investment in equipment as it has a normal working life of around 5 years. With new improved Community Alarm and Telecare technology being introduced all the time the equipment needs to be replaced or upgraded in a timely way to ensure the service remains reliable and up to date. Current changes in telecommunication networks also mean that older equipment is less likely to be compatible with new digital telephone packages in people's homes and cannot be guaranteed by the manufacturer to operate satisfactorily.

Around 500 units in use are now two generations older than the current model and will be over 5 years old. Older equipment that is incompatible with a client's telephone system will not work consistently and may fail altogether when an emergency call is made. Pendant triggers also need to be replaced when the internal battery runs low. Many triggers are lost through the year or clients living in couples require two triggers.

The clients that have the service are amongst the most vulnerable in Waverley and they rely on the service in life and death circumstances. Should even one item of equipment not function due to its age or incompatibility, this could cost lives and the cost to Waverley's reputation would be enormous.

We are aiming to maintain or increase the rate of referral to the service in an increasingly competitive market. We are currently the provider of choice for Surrey CC, but in some areas of the country (eg Sussex) the County Councils have taken their referrals to other providers and the Boroughs have lost vast amounts of business. To remain the key local provider and to compete in the emerging Telecare market we need to maintain levels of up to date equipment.

Unit costs are around £100

Pendant triggers cost around £45

£30,000 could replace 210 units and 200 pendant triggers.

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

By providing community alarm and telecare equipment 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, it means the equipment is more reliable and the service is better value for money as a result.

The more reliable and varied the equipment is that we can provide the better reputation the service has.

Cross Reference to Service Plan:

The Service Plan objective:

To continue to develop the Careline service, focussing on delivering value for money and continuous improvement for the benefit of our 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 within existing systems.

Key Project target dates and milestones:

Ensure all units in use are no older than 5 years, or are refurbished to that standard, and are compatible with new telephone networks where necessary, on a rolling annual basis.

Maintain this programme of upgrades year on year.

Purchase new stock and Telecare equipment as required for clients.

Maintain stock levels quarterly through the year.

Capital cost (across years):

| | Year 1 £ | Year 2 £ | Year 3 £ | Total £ |
|-------------------------------|-------------|-------------|-------------|---------------|
| Land | | | | |
| Contract Costs | | | | |
| Fees | | | | |
| Vehicles, Plant and Equipment | 30,000 | 30,000 | 30,000 | 90,000 |
| Contingency | | | | |
| Other (specify) - | | | | |
| | | | | |
| | | | | |
| Total Capital Cost | | | | 90,000 |

How capital cost will be funded:

| | Year 1 £ | Year 2 £ | Year 3 £ | Total £ |
|------------------------------|-------------|-------------|-------------|---------------|
| WBC Capital | 30,000 | 30,000 | 30,000 | 90,000 |
| S106 | | | | |
| External Funding (specify) - | | | | |
| | | | | |
| | | | | |
| 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 | | Return on Capital | % |
| Capital Cost | | | |
| 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**How will the project be procured?**

Equipment is purchased through a nationwide procurement agreement, through a SW Surrey network of Boroughs, with the Northern Housing Association, attracting lower prices for bulk purchase.

Surrey County Council may assist in future with bulk purchasing of some items on behalf of the Boroughs and Districts.

Is there scope for sharing/joint work? Yes

We work closely with all other Borough Telecare services in Surrey and with Surrey CC. We have particular links with Guildford BC and Surrey Heath and continue to have discussions on closer joint working.

Surrey County is implementing its Telecare Strategy which encourages close working and includes some sharing of resources.

Completed by: Alayne Boyden

Date: 10/10/13

Project Justification Form

Project: The Herons Leisure Centre

Service: Leisure

Officer Responsible for Project: Kelvin Mills

Identification of Need:

In recent years Waverley has been committed to its leisure Strategy and has successfully refurbished two leisure centres, Cranleigh & Farnham and built a new leisure centre for Godalming. All of these projects have been delivered on time and to budget creating modern state of the art facilities for the communities. Each improved site has seen impressive increases in usage.

The final element of the Leisure Strategy is the refurbishment of the Herons leisure centre in Haslemere. Until this recent commitment this centre was the most recently built facility however it is now showing signs of age and is struggling to deliver the service required by the community. Structural, mechanical and electrical liabilities are now increasing.

It is envisaged that we will upgrade the gym and health club changing rooms; the wetside changing rooms; soft play area whilst also reviewing up and coming liabilities to include within the programmed refurbishment. It is also the intention to look at future energy reducing measures to reduce running costs.

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

The Herons refurbishment programme achieves three of the key Corporate Strategy objectives;

- Leisure: Improving and supporting opportunities for all to take part in sport, recreation and culture.
- Improving lives: Improving the quality of life for all, particularly the more vulnerable within our society.
- Value for money: Ensuring all our activities are customer focused and provide good value for money.

Cross Reference to Service Plan:

This programme meets the objectives of the Cultural Strategy 2009-2013 and the following points in the Community Services Service Plan 11/12;

- Point 2 – To increase access to leisure opportunities to improve the health & well-being of all of Waverley's residents

Progress to date (including position regarding planning permission):

Initial designs have been created although this will be 'design & build' project to ensure design liability lies with the appointed contractor. Necessary surveys of building, M & E and structural are being carried out and will be completed in November.

Will the Corporate Project Management Toolkit be used? Yes / No

We have appointed the same project management team that has successfully delivered the first three elements of the Leisure Strategy

Key Project target dates and milestones:

Completion of Tender Documents Jan 13

Council Approval to tender February 13

Work starts July 13

Capital cost (across years):

| | Year 1 12/13 £ | Year 2 13/14 £ | Year 3 14/15 £ | Total £ |
|-------------------------------|----------------------|----------------------|----------------------|------------------|
| Land | | | | |
| Contract Costs | | | | |
| Fees | | | | |
| Vehicles, Plant and Equipment | | | | |
| Contingency | | | | |
| Total Capital Cost | 69,000 | 200,000 | 2,551,000 | 2,820,000 |

How capital cost will be funded:

| | Year 1 £ | Year 2 £ | Year 3 £ | Total £ |
|---------------------------------------------------------------------------------------------------------------|---------------|----------------|------------------|------------------|
| WBC Capital | | | 400,000 | 400,000 |
| Already Approved | 69,000 | 200,000 | 1,551,000 | 1,820,000 |
| S106 | | | | |
| External Funding (specify) – Excl S106 – Sport England Grant £400,000 and Shottermill Trust £200,000 | | | 600,000 | 600,000 |
| Total Funding | 69,000 | 200,000 | 2,551,000 | 2,820,000 |

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:

Replacement of mechanical and electrical services will result in a reduction of energy usage and carbon emissions. These will be identified and specified as quotes are received for individual works which will include the exploration of using renewable energy sources.

Identify any risks which may effect the project:

Tenders returned are not cost effective unsuccessful with external funding bid reducing ability to refurbish key parts of the centre.

Environmental Impact, including Carbon Implications:

Positive environmental impact from works, as detailed on the carbon management plan. These will be identified and specified as quotes are received for individual works.

Equality impact assessment carried out? Yes as part of the project

How will the project be procured?

The works will competitively tendered.

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

Completed by: Kelvin Mills

Date:

Project Justification Form

Project: Installation of a 15kW Photovoltaic (PV) system at Cranleigh Leisure Centre

Service: Sustainability and Leisure

Officer Responsible for Project: Fotini Kallipoliti

Identification of Need:

Cranleigh LC has a potential roof space to hold a small PV system that will generate electricity to be consumed on site. This poses an opportunity for a long term investment, through the Feed in Tariff process for 20 years as well as the opportunity to negotiate sale of this electricity to DCL at a minimum 50% of the cost of their current price.

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

Value for money, through the efficient operation of our facilities and future proofing our buildings from rising energy prices.

Promoting Environmental Sustainability through energy and carbon reductions

Cross Reference to Service Plan:

Reducing carbon emissions under the Carbon Management Plan target in the Sustainability Service plan.

Reducing the cost of managing leisure centres

Progress to date (including position regarding planning permission):

One quote has been received as a basis for the cost of the project.

Planning permission is not necessary as this project is classed as permitted development.

Will the Corporate Project Management Toolkit be used? N/A

Key Project target dates and milestones:

Three quotes will be obtained as soon as provisional funding is allocated.

Capital cost (across years):

| | Year 1 £ | Year 2 £ | Year 3 £ | Total £ |
|-------------------------------|----------------|-------------|-------------|----------------|
| Land | | | | |
| Contract Costs | | | | |
| Fees | | | | |
| Vehicles, Plant and Equipment | £25,000 | | | £25,000 |
| 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 | | | |
| S106 | | | | |
| External Funding (specify) - | | | | |
| | | | | |
| | | | | |
| Total Funding | £25,000 | | | |

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

| | Year 1 £ | Year 2 ... | Year 10 £ | Total over 10 years £ |
|----------------------------------------------------------------------------|---------------|---------------|---------------------|------------------------------------------|
| Staffing | 0 | 0 | 0 | 0 |
| Other costs (specify) – Projected cost of inverter replacement in year 10. | | | Estimated £2,000 | Estimated £2,000 |
| | | | | |
| Total Revenue Costs | | | | Estimated £2,000 |
| | | | | |
| Less | | | | |
| Revenue income (FiT) | £1700 | £1700 | £1700 | £17,000 |
| Avoided electricity import (at 2013 rates) DCL benefit | £1350 | ... | | £19,000 includes 7.5% inflation |
| Propose “sale” electricity to DCL (50% of their current purchase price) | £700 | | £700 | £9500 includes 7.5% inflation |
| Total | £2,400 | | | 26500 |
| Estimated annual revenue effect | | | | |

Return on Capital and Payback (if appropriate):

| | £ | | |
|------------------|-------------------|--------------------------|----------|
| Forecast Returns | £2400 + inflation | Annual Return on Capital | % |
| Capital Cost | £25,000 | | |
| Forecast Savings | | Payback | 10 Years |

Identify any efficiency gains resulting from the project:

- Income of £1,700/year from the FiT, which is Index linked, for a period of 20 years.
- Savings from avoided import of electricity of £1350/year that will be benefiting DCL, calculated at current electricity prices which are predicted to rise imminently. It is proposed that Waverley negotiates recharging DCL for the PV electricity at a minimum 50% of the cost they currently pay.
- From experience, PV generate more that the initial predictions which could reduce the payback period

Identify any risks which may effect the project:

The installation will be subject to structural survey, project may not be possible if the roof is not strong enough to hold the weight of the panels.

If DCL do not agree to negotiate the recharge of the PV electricity it will increase the payback significantly.

Environmental Impact, including Carbon Implications:

The project will reduce the Council's total carbon footprint by approximately 14 tonnes of CO₂ per year.

Equality impact assessment carried out? N/A

How will the project be procured?

Three quotes will be obtained as soon as provisional funding is allocated.

Is there scope for sharing/joint work?

Completed by: Fotini Kallipoliti

Date:
1710/13

Project Justification Form

Project: Energy Audits for Cranleigh and Farnham Leisure Centres

Service: Sustainability and Leisure

Officer Responsible for Project: Fotini Kallipoliti

Identification of Need:

The two sites have undergone refurbishment in the last few years however there was not very much improvement in the M & E. The purpose of the audit is to identify potential energy efficiency improvements on both sites that if implemented will lead to energy reductions and cost savings.

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

Value for money, through the efficient operation of our facilities and future proofing our buildings from rising energy prices.

Promoting Environmental Sustainability through energy and carbon reductions

Cross Reference to Service Plan:

Reducing carbon emissions under the Carbon Management Plan target in the Sustainability Service plan.

Reducing the cost of managing leisure centres

Progress to date (including position regarding planning permission):

No planning permission will be required.

Will the Corporate Project Management Toolkit be used? Yes / No

If no, how will the project be managed?

Not required

Key Project target dates and milestones:

Audits will be commissioned as soon as budget is allocated.

Capital cost (across years):

| | Year 1 £ | Year 2 £ | Year 3 £ | Total £ |
|-------------------------------|-------------|-------------|-------------|------------|
| Land | | | | |
| Contract Costs | | | | |
| Fees | 5000 | | | |
| Vehicles, Plant and Equipment | | | | |
| Contingency | | | | |
| Other (specify) - | | | | |
| | | | | |
| | | | | |
| Total Capital Cost | 5000 | | | |

How capital cost will be funded:

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

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

| | Year 1 £ | Year 2 £ | Year 3 £ | Total £ |
|---------------------------------|-------------|-------------|-------------|------------|
| Staffing | | | | |
| Other costs (specify) - | | | | |
| | | | | |
| 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:

The purpose of the audits is to identify potential efficiency gains through energy savings at the two leisure centres.

If any of the audit recommendations are taken forward through the audit consultant, 50% of the audit fee will be refunded.

DC Leisure's management fee will be negotiated if Waverley funds any efficiency works to payback the capital investment.

Identify any risks which may effect the project:

There is a risk that the audits will not result in any "invest to save" energy projects.

Environmental Impact, including Carbon Implications:

The audit will identify energy and carbon savings. Those savings will only be gained if measures are actually implemented.

Equality impact assessment carried out? N/A

How will the project be procured?

Through seeking a number of quotes.

Is there scope for sharing/joint work? No

Completed by: Fotini Kallipoliti

Date: 09/10/13

Project Justification Form

Project: Tree Risk & Woodland Management Works

Service: Parks & Countryside

Officer Responsible for Project: David Olliver/Arno Spaarkogel

Identification of Need:

To invest in the management of the Council's tree stock to reduce Council liability and proactively manage trees across Waverley to reduce the future liability and reduce future costs as set out in the Council's adopted Tree Risk Management Strategy (TRMS). The intention of this project therefore is to; 'Invest to Save'.

Waverley is responsible for many Countryside sites across the Borough which have tall and very closely spaced trees along busy roadsides and adjacent to private properties. As well as reduced amenity and biodiversity value, there is a higher than average risk of these trees failing, with this risk increasing with time. Therefore urgent tree thinning and felling along these site edges is required to prevent these trees becoming a health and safety liability and thereby presenting a significant cost implication in the near future.

The current density of trees along site edges is presenting a very large inspection burden, both in terms of the staff time in inspecting the trees and the costs of the regular works needed to keep them in a safe condition. Indeed, it may be impossible to achieve adequate levels of tree safety in the future if these wooded areas remain unmanaged. This is exacerbated in some areas by the high incidence of extensive squirrel damage to young trees rendering them unsuitable for retention and also affecting large limbs on big trees, requiring special pruning works over busy areas. In addition, some areas are covered with a dense understorey of holly which makes inspecting trees almost impossible.

There is no grant funding available for this type of work as it does not meet Natural England's biodiversity criteria and the Forestry Commission do not provide grant funding for thinning works. Any income from wood fuel/material will reduce the cost of the works, though this is likely to be limited due to the small size of many of the trees involved and the difficulty of extracting timber.

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

Environment: Taking a proactive approach to the management of our woodlands which will enhance the quality of the natural environment and ensure it is preserved for the future.

Value for Money: Reducing the future liability and costs to the Council by carrying out proactive works now before condition deteriorates further, or health and safety issues are raised through tree failure.

Cross Reference to Service Plan:

Managing the countryside estate

Progress to date (including position regarding planning permission):

Recent tree safety inspections have been carried out across the countryside sites and areas of trees very likely to pose a future safety risk have been identified and the worst sites have been prioritised.

Local residents will be consulted as part of the works.

The following sites are considered to be in greatest need of urgent attention and costs have been estimated as follows;

- Grayswood Common **£10,000.00**
- Hale Reeds **£4,000.00**
- Farnham Park Boundary Trees **£5,000.00**
- Barhatch Lane, Ewhurst Green, Ellens Green, Summerland's Estate **£7,000.00**
- Stroud Common, Upper House Lane, Bisney Cottage, Gaston Gate, Friendly Cottage **£10,000.00**

Will the Corporate Project Management Toolkit be used?

No - The project will be managed by the Tree and Woodland Officer in conjunction with the Countryside Rangers.

Key Project target dates and milestones:

We would hope to get the work completed outside the bird nesting season and complete all sites before March 2015.

Capital cost (across years):

| | Year 1 £ | Year 2 £ | Year 3 £ | Total £ |
|-------------------------------|----------------|-------------|-------------|----------------|
| Land | 0 | | | |
| Contract Costs | £36,000 | | | £36,000 |
| Fees | | | | |
| Vehicles, Plant and Equipment | | | | |
| Contingency | | | | |
| Other (specify) - | | | | |
| | | | | |
| | | | | |
| Total Capital Cost | £36,000 | 0 | 0 | £36,000 |

How capital cost will be funded:

| | Year 1 £ | Year 2 £ | Year 3 £ | Total £ |
|------------------------------|----------------|-------------|-------------|----------------|
| WBC Capital | £36,000 | 0 | 0 | £36,000 |
| S106 | | | | |
| External Funding (specify) - | | | | |
| | | | | |
| | | | | |
| Total Funding | £36,000 | 0 | 0 | £36,000 |

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 | | | |
| Forecast Savings | | Payback | Years |

Identify any efficiency gains resulting from the project:

- Invest to Save
- Reduction in staff time required to carry out future tree safety inspections and reduced future costs of tree safety works
- Ensuring these works are completed will **reduce the Councils liability** in this area and allow the Ranger team to be more efficient in their ongoing Tree safety inspections and also to spend more time completing important Service projects

Identify any risks which may affect the project:

- A felling licence may be required from the Forestry Commission but they usually view pro-active woodland management work very favourably
- Should proactive work not be undertaken now, the resulting future costs are likely to be significantly higher
- Potential liability for the Council should this project not be undertaken as there is potential for injury/death and damage to structures and property to occur if works are not carried out

Environmental Impact, including Carbon Implications:

Improvement in biodiversity due to well spaced trees of better form, and more light reaching the woodland floor.

Equality impact assessment carried out?

Not applicable

How will the project be procured?

- Smaller projects: Employ tree/forestry contractors on day rate basis (with frequent monitoring)
- Larger schemes: Competitive quotes

Is there scope for sharing/joint work?

No

Completed by: David Olliver/Arno Spaarkogel

Date: 10/10/13

Project Justification Form

Project: HLS Grant Funded Projects – Partnership Working with Natural England

Service: Parks and Countryside

Officer Responsible for Project: David Olliver

Identification of Need:

These projects form part of our Higher Level Stewardship (HLS) Grant funded partnership working with Natural England (NE). These sites all benefit from 10 year Grant schemes with NE except Blackheath where the HLS 10 year Grant is expected to start on the 1st November.

Lammas Lands: We are now in year 2 of the HLS Grant and as our part of the partnership work during 2014/15 we are required to undertake substantial vegetation management and installation of fencing and water, before the required conservation grazing can begin.

Mare Hill: Mare Hill Common forms part of the Site of Special Scientific Interest (SSSI) covering Frensham, Thursley, Hankley and Witley Commons and is mid way through a HLS scheme to restore 1.5 hectares of young birch woodland to heathland. This will increase the total area of valuable heathland on Mare Hill Common and will complement other heathland restoration works on site which we intend to carry out this winter.

Farnham Park: The 16ha grazing area at Farnham Park is within an HLS Scheme and is grazed with 20-30 cattle from May-September each year. It forms part of the wood pasture landscape restoration and improving grassland for target features prescriptions of the HLS and is a key part of the management of the Park. All of the area has full public access and is popular among walkers for a true 'countryside' feel. There is now a need to undertake repair and replacement works to prevent cattle break outs which were a regular event over the last year, causing disruption and increased staff time. Improve commitment to DDA improvements by replacing infrastructure with approved installations.

Weybourne Nature Reserve: Weybourn Nature Reserve is designated a Local Nature Reserve and provides both an important wildlife refuge and a valuable local green space in a relatively urban area. The site is currently mid-way through a Higher Level Stewardship management agreement with Natural England. This agreement obliges us to maintain the ditches in good order and thereby manage water flows to ensure that levels remain adequate to maintain the valuable wetland habitats and wildlife. This site has historic complaints of flooding neighbouring land.

Blackheath Common: This site is managed in Partnership with Natural England under a HLS Agreement through which Natural England will be contributing in the region of £150,000 over the next 10 years. This Agreement is due to start on the 1st November 2013. This Grant is great news for Waverley and we expect it to bring in up to £15,000 per annum over the 10 years of the agreement depending on the conclusion of on-going negotiations. As part of our side of the Partnership we will be expected to part fund works and ensure the successful completion of all works across the site. Works include; the restoration of heathland in poor condition, removal of scrub and tree cover and improvement of site infrastructure including interpretation, benches and car park fencing.

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

Leisure & Lives: Improving and supporting opportunities for all to take part in sport, recreation and culture. These are important sites, embracing elements of heritage, biodiversity and landscape. The sites are available to be enjoyed by the public at all times. Volunteering opportunities will be promoted to encourage greater participation by the wider community.

Value for money: Cost of proposed capital improvements will be partially met through the HLS agreement, which provides for a contribution towards capital works

Environment: Protecting and enhancing Waverley's unique mixture of rural and urban communities by maintaining sites such as; The Lammas Lands, Mare Hill, Blackheath, Frensham, Weybourne and Farnham Park.

Cross Reference to Service Plan:

Delivering biodiversity responsibilities for SSSIs and key sites:

CS/32 Deliver HLS work programme for the Lammas Lands, Mare Hill, Farnham Park and Weybourne Local Nature Reserve.

CS/32 – Prepare new HLS grant scheme for Blackheath Common

Progress to date (including position regarding planning permission):

- 10 year HLS agreements in place for Farnham Park, Mare Hill, Lammas Lands, Weybourne Local Nature Reserve.
- 10 year HLS Agreement due to start on the 1st November 2013 for Blackheath Common. Residents are being consulted on an on-going basis.
- Contractors have quoted for all works and materials identified.
- Weybourne Nature Reserve – We have commissioned a detailed hydrological report from a qualified consultant which identified those derelict ditches which can be re-instated, thereby improving drainage of neighbouring land, whilst also maintaining or even improving the valuable wetland features of the site.

Will the Corporate Project Management Toolkit be used?

No. Work based on Sites in accordance with specific site management Plan and HLS agreement, latter includes prescriptive management of site including capital works specifications.

Key Project target dates and milestones:

Lammas Lands:

- 2014/15 – Installation of stock fencing plus water trough, Ditch restoration, Otter holt installation, Tree work, Pond restoration, On-going work supported by HLS revenue grant (major vegetation clearance, etc)
- 2015/16 - On-going work supported by HLS revenue grant
- 2016/17- Tree work, On-going work supported by HLS revenue grant

Mare Hill Common:

- 2014/15/16/17 – Firebreak cutting, Scrub management, Tree Felling, heathland management as contained in the site management plan

Farnham Park:

- 2014/15 – Fence and gate works.

Weybourne Nature Reserve:

- Protected species survey of ditches and immediate surrounds. Vegetation clearance of ditches. Ditch restoration

Blackheath Common:

- 2014/15 – Replacement of fencing around car parks at Blackheath Lane and Littleford Lane. Replacement of site furniture & bridle way posts, Tree thinning and clearance, scrapes & forestry mulcher, On-going work supported by HLS revenue grant. (Major vegetation clearance and control)
- 2015/16 – Tree thinning and clearance, scrapes and forestry mulcher, On-going work supported by HLS revenue grant. (Major vegetation clearance and control)
- 2016/17 – Tree thinning and clearance, scrapes and forestry mulcher, On-going work supported by HLS revenue grant. (Major vegetation clearance and control)
- 2017/ 18 – Tree thinning and clearance, forestry mulcher, On-going work supported by HLS revenue grant. (Major vegetation clearance and control)
- 2018/19 - Tree thinning and clearance, forestry mulcher, On-going work supported by HLS revenue grant. (Major vegetation clearance and control)
- 2019-/20 – Scrub clearance, scrapes, vegetation control, On-going work supported by HLS revenue grant. (Major vegetation clearance and control)

Capital cost (across years):

| | Year 1 £ | Year 2 £ | Year 3 £ | Total £ |
|-------------------------------|----------------|---------------|---------------|----------------|
| Land | | | | |
| Contract Costs | 101,152 | 49,752 | 50,342 | 201,246 |
| Fees | | | | |
| Vehicles, Plant and Equipment | | | | |
| Contingency | | | | |
| Other (specify) - | | | | |
| | | | | |
| Total Capital Cost | 101,152 | 49,752 | 50,342 | 201,246 |

How capital cost will be funded:

| | Year 1 £ | Year 2 £ | Year 3 £ | Total £ |
|----------------------------------------------|----------------|---------------|---------------|----------------|
| WBC Capital | 52,140 | 8,000 | 8,000 | 68,140 |
| S106 | | | | |
| External Funding (specify) - | | | | |
| HLS capital payment - Natural England | 8,860 | 600 | 1190 | 10,650 |
| HLS revenue payment – Natural England | 41,152 | 41,152 | 41,152 | 123,456 |
| Total Funding | 102,152 | 49,752 | 50,342 | 201,246 |

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 | | | |
| Forecast Savings | | Payback | Years |

Identify any efficiency gains resulting from the project:

- Works are all part funded under HLS grants from our partner Natural England, Partnership working will provide long term saving due to grant funding
- Grazing by cattle, will allow WBC to comply with the HLS requirements, reducing the need to carry out expensive mechanical grass cuts
- Less staff time and money spent on maintaining structures and rounding up loose cattle.
- This work will contribute towards improving our DDA standards
- Reducing future costs of ditch restoration by carrying out pro-active works now. Reducing the Council's liability in terms of flooding of neighbouring land
- Reduction in Council's tree safety liability on this site due to felling works and Heathland restoration.

Identify any risks which may effect the projects:

- Applications to the Planning Inspectorate for fencing on common land, objections may slow process
- If structures reaching the end of their useful life span are not replaced could pose a health and safety risk to users of Farnham Park through their condition and the increased risk of cattle escape. Also proposed improvements towards our DDA commitments would not be realised
- If proactive work not be undertaken now, the resulting future costs for projects may be significantly higher
- Felling licences are required from the Forestry Commission
- Potential liability for the Council should these projects not be adequately funded by the Council as part of its commitments with Natural England under the terms of our 10 year HLS grant

Environmental Impact, including Carbon Implications:

- Sites are designated as Site of Nature Conservation Importance (SNCI), Sites of Special Scientific Interest (S.S.S.I), and Local Nature Reserve (LNR).
- Pro-active management will ensure that sites continue to be of high quality, whilst also creating opportunities to enhance the biodiversity value of the site. Appropriate monitoring will take place to ensure that work is succeeding in its objectives.

Equality impact assessment carried out?

N/A

How will the project be procured?

Following the Councils CPR's .

Is there scope for sharing/joint work? Yes

Volunteers from local community will be involved in suitable elements of the work.

Completed by: David Olliver**Date:** 11/10/13

Project Justification Form

Project: Frensham Common – Site Facilities Re-development project.

Service: Parks and Countryside

Officer Responsible for Project: David Olliver

Identification of Need:

Frensham Common and its designation as Site of Specific Scientific Interest (SSSI) is the Jewel in the crown of the Waverley countryside service and currently the ranger office, visitor centre, café and toilets facilities are well below modern standards and are not meeting public expectations or staff requirements. This is directly resulting in a poor public perception of the site and Waverley Borough Council. It is also resulting in very high maintenance charges and up to 15 days lost staff time each year due to running repairs following busy weekends.

The visitor centre, toilets and office building were constructed in the 1970's and following previous surveys, the cement sheet roofing and the "Artex" ceiling finish contain Asbestos.

Currently have many areas of replacement need of this structure including the asbestos roofing, glass fibre insulation, waste pump, hand driers, café facilities and the need to improve the water supply into the building which can not meet summer demands and greatly reduces the functioning potential of the toilets, sinks and café.

The initial phase of this project is to employ a Chartered Surveyor to work with staff to draw up proposals and outline costs, we would seek to employ a Surveyor who has been involved in similar projects and understand the restrictions of SSSI sites.

This work together with consultation will determine the finances needed to fund the building of the new facility fit for purpose and that will provide well for the future.

External funding streams will be researched; especially Green Grants, sponsorship and opportunities of Partnership working on what will be a high profile project.

As part of this new design we will look to incorporate a dual use room for café customers to use in winter months and to serve as an education facility to enable the rangers to provide increased schools and groups educational packages and events.

An improved external interpretation display will also be incorporated into the design which will create a saving on internal electricity, free up internal space for the educational element of the building and save staff time required to open the current interpretation display currently estimated at 20 staff days per annum.

The new facility will directly increase staff time to manage the SSSI at Frensham and provide improved facilities making the service given even more effective.

The Countryside are asking for some funds to start the process of by working with a Chartered Surveyor, identifying the type building required and the also identify the likely costs to be involved for the project.

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

This project supports the following corporate objectives. Improved signage and interpretation will enhance the local environment and improve customer experience of it.

- 1) **Environment:** Ensuring that Waverley is maintained as a beautiful Borough and that the natural environment is maintained and enhanced. Improvements to the office and workshop facilities at Frensham will assist staff to deliver this objective.
- 2) **Leisure and Lives:** Encouraging residents to use the Council's Open Spaces and Countryside managed sites for access, recreation and education.
- 3) **Value for money:** Capital investment in the replacement of the visitor centre will reduce increasing servicing and repairs. Will save an estimated 35 staff day's per annum in maintenance and building opening and reduce the Councils liability for ensuring the building meets the required health and safety standards.

Cross Reference to Service Plan:

- Managing the countryside estate
- CS/32 - Delivering biodiversity responsibilities for SSSI sites and key sites.

Progress to date (including position regarding planning permission) :

- Initial discussion have been made with a Chartered Surveyor to identify the steps to be taken to progress the project (if approved)
- This project bid is to seeking Capital funding in 2014/15 to employ a team of Chartered Surveyors to work with staff to draw up proposals for re-development of the Frensham Facility, scoping of works and the associated costs.

Will the Corporate Project Management Toolkit be used?

Yes, The tool kit will be used for the actual project should it be approved to go forward.

Key Project target dates and milestones:

The below timescales are an approximate initial assumption

- February 2014 - Secure Capital Bid funding for drawing up proposals and costings
- June/July 2014 – Take proposals to the Exec to re-develop facility and amend as necessary
- 2014/15 – Seek all required permissions for chosen scheme (Planning, National Trust, Natural England etc)
- October 2014 – Once approvals are gained, submit capital bid to finance the decommissioning of old building & construction of new. (Costs to be calculated as a result of the proposal, any grant funding, and scope of works)
- 2015 – Completion of the new building to WBC in time for visitor season

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 | | | |
| Forecast Savings | | Payback | Years |

Identify any efficiency gains resulting from the project:

- Greater flow of visitors with improved efficiency
- Reduced financial cost of repairs and maintenance each week of facility
- Reduced utility bills due to improved sustainable building elements
- Improved staff efficiency in work loads able to be processed
- Up to 15 days of staff time saved each year in repairs and maintenance of old and non functioning equipment
- Up to 20 days of staff time saved per annum in facility opening due to creation of external interpretation facility which would be available 24 hours for visitors
- Improved office, workshop and welfare facilities
- A new building would meet current building regulations in regard to materials used. It would also demonstrate the use of sustainable products, techniques and materials. Therefore it would cost less to heat and light, with financial gains being made on the utility costs
- Will be a showcase for Waverley's environmental credentials.

Identify any risks which may effect the project:

- Natural England need to give consent for works as the site is a SSSI
- The land is leased from The National Trust on a long lease, permission will be required
- Planning permission will be required
- Site designations may affect scope and style of works
- Funding streams need to be identified
- We will be relying on a successful Capital Bid to fund the majority of works
-

Environmental Impact, including Carbon Implications:

- This will be a sustainable showcase incorporating all the latest's environmental best practise and techniques, e.g.; solar power, solar water heating, insulation, sustainable materials and designs etc
- In all aspects of the design and build, the environmental aspects of materials, sourcing, supply and impact will be considered. The use of as many carbon neutral products will be incorporated as possible

Equality impact assessment carried out?

Yes. The entire project will be compliant with current Disability Discrimination Act legislation, and be fully accessible.

How will the project be procured?

In accordance with the Councils CPR's.

Is there scope for sharing/joint work?

Yes in the actual project itself once approved by the Council. A rebuild could incorporate invitations to utility companies or "green" building suppliers to showcase their latest initiatives. Sponsorship opportunities are also available for anything from materials to fixtures and fittings.

Completed by: David Oliver

Date: 11/10/13

Project Justification Form

Project: Flood Risk Prevention - Ditch and vegetation clearance

Service: Parks & Countryside

Officer Responsible for Project: David Olliver

Identification of Need:

To improve the way we are able to manage water to reduce the likelihood of flooding.

Waverley Borough's countryside sites contain a vast network of ditches and drainage pipes designed to drain, move and store water as well as being surrounded by the road network which in turn has many miles of drainage ditches and pipes located on Waverley property and which Waverley are responsible for maintaining.

This ditch and pipe network has suffered from age and recent years of heavy and prolonged wet conditions are now resulting in ever increasing problems of flooding as a result of blocked ditches and broken, blocked pipes which the countryside service is doing its best to resolve.

With the predicted wetter winters flooding issues are set to increase over time. Last year 2012/13 as a whole some £13K was required to be spent on reactive work to clear blockages, repair banks and deal with flooding. We will know doubt be facing a similar expenditure this winter.

We are now in the process of mapping all the ditch network and creating a long term maintenance and inspection schedules, but the situation has got to the point where urgent funding is now required to ensure the road side ditches are capable of meeting the needs of the next winter and beyond, to protect residents, maintain the public highway and meet our legal and health and safety legislation. The required work will include vegetation clearance, mechanical ditch clearance and re profiling, de silting, pipe locating, pipe jetting and pipe replacement.

If we are unable to carry out these essential works now, the ditches will likely further deteriorate resulting in further flooding of neighbouring land and property and It will also be far more costly to rectify if further deterioration is allowed to occur so it would be prudent to address these issues now.

We have not been able to identify any funding to assist with these works.

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

Environment: Protecting our countryside sites from damaging flooding and water logging which can destabilise and damage trees and flora.

Value for Money: Reducing future costs to the Council by carrying out essential proactive work now.

Understanding our Residents Needs: Pro actively managing and reducing potential flooding will reduce flooding to resident's properties, help to keep the roads clear of flood water and make transport safer as well as protecting the countryside and tree population they so value.

Cross Reference to Service Plan:

Managing the countryside estate

Progress to date (including position regarding planning permission):

We have held site visits and discussions with the drainage engineers.

Priority sites include:

- Lords Hill, Shamley Green, Cranleigh Common, Wonersh Common, Ewhurst Green & Guildford Road (Cranleigh)

Will the Corporate Project Management Toolkit be used?

No –simple project will be managed by the site ranger and overseen by the Senior ranger.

Key Project target dates and milestones:

- On-going process, the aim is to complete these works by using a phased approach as there are so many areas that need addressing. Some works will be required immediately to continue to improve as many sites as possible over a period of years. However there will also be a need to undertake some investigative work first by a drainage engineer to inform future works
- 2014/15 – Guildford Road, Shamley Green, Lords Hill
- 2015/16 – Cranleigh Common, Wonersh Common, Ewhurst Road
- 2016/17 – Frensham Common, Rushett Common, Norley Common, Rooks Hill, Barhatch Lane, Ellens Green
- 2017 onwards continuing to assess and undertake pro active works across the countryside estate

Capital cost (across years):

| | Year 1 £ | Year 2 £ | Year 3 £ | Total £ |
|-------------------------------|----------------|----------------|----------------|----------------|
| Land | 0 | | | |
| Contract Costs | £10,000 | | | |
| 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 | | | |
| Forecast Savings | | Payback | Years |

Identify any efficiency gains resulting from the project:

- Invest to Save
- We are working in partnership with Natural England on some sites to ensure the best possible management and undertaking works as part of our grant agreement. Natural England are providing funding on some sites and we are undertaking works additional to this funding as our commitment to joint working
- Reducing future costs of ditch restoration by undertaking pro-active works now
- Reducing the council's liability in terms of flooding of neighbouring land

Identify any risks which may effect the project:

- Not undertaking work now, may result in higher future costs
- Flooding affects residents' property and the public highway as well as the sites and we could be financeable liable

Environmental Impact, including Carbon Implications:

- Benefit to biodiversity
- Reduced site flooding and where needed water retention
- Reduced leaching of harmful road chemicals onto the sites

Equality impact assessment carried out?

N/A

How will the project be procured?

Competitive quotes will be sought from consultants and contractors respectively for the survey and practical works, and then selected based on both value for money and competence.

Is there scope for sharing/joint work?

Partnership working with Natural England on some sites.

Completed by: David Olliver**Date:** 11/10/13

Project Justification Form

Project: Wyphurst Road, Cranleigh

Service: Parks & Countryside/Housing/Engineers

Officer Responsible for Project: Matthew Lank

Identification of Need:

Ditch bank is eroding away residents garden, following period of heavy water flow. The resident's fence has been replaced several times already due to bank erosion and is again facing another replacement.

The ditch bank must be stabilised to prevent this occurring again and to also prevent further erosion of the residents garden and any associated flood risk to the private resident and nearby Housing tenants.

As the ditch is a watercourse the Environment Agency will need to be consulted throughout the project.

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

Understanding Our Residents' Needs – responding to a resident request in a favourable way and understanding the situation they are being faced with

Environment - Protecting the urban environment and community

Cross Reference to Service Plan:

Whilst this project does not directly link to the service plan, it is an important situation that does need to be resolved before further erosion occurs and to also prevent any flood risk.

Progress to date (including position regarding planning permission):

- Resident has contacted the Council several times regarding his fence line and also the ditch bank that is eroding into his rear garden
- WBC engineering section has been consulted with
- A quotation or summary of required works has been identified

Will the Corporate Project Management Toolkit be used?

No, the project size does not require the use

Key Project target dates and milestones:

- October – December 2013 – Agree proposed improvement, erosion protection works with the Environment Agency
- April 2014 – Undertake improvement, erosion works to protect rear garden

Capital cost (across years):

| | Year 1 £ | Year 2 £ | Year 3 £ | Total £ |
|-------------------------------|--------------|-------------|-------------|--------------|
| Land | | | | |
| Contract Costs | 15000 | | | 15000 |
| Fees | | | | |
| Vehicles, Plant and Equipment | | | | |
| Contingency | 5000 | | | 5000 |
| Other (specify) - | | | | |
| Total Capital Cost | 20000 | | | 20000 |

How capital cost will be funded:

| | Year 1 £ | Year 2 £ | Year 3 £ | Total £ |
|------------------------------|--------------|-------------|-------------|--------------|
| WBC Capital | 20000 | | | 20000 |
| S106 | | | | |
| External Funding (specify) - | | | | |
| | | | | |
| Total Funding | 20000 | | | 20000 |

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 | | | |
| Forecast Savings | | Payback | Years |

Identify any efficiency gains resulting from the project:

Protection of residents garden from further erosion and potential flood risk, reducing the Council future risk and need to keep replacing residents fencing and potentially more expensive garden repair works.

Identify any risks which may effect the project:

- Not undertaking the works, will lead to further ditch bank erosion and potential financial risk to the Council that would be ongoing to repair the residents garden and fence structures.
- Potential flood risk

Environmental Impact, including Carbon Implications:

Reduce ditch bank erosion and reduce flood risk

Equality impact assessment carried out?

N/A

How will the project be procured?

Quotation sort using day rates from a local contractor

Is there scope for sharing/joint work?

Yes with WBC's engineers and also the Housing Department.
As the Environment Agency will need to be consulted we will also be sharing the work burden with them.

Completed by: Matthew Lank

Date: 07/10/13

Project Justification Form

Project: Farnham Maltings Capital Programme
Improvements to the Great Hall: Flexibility of use and improved audience facilities

Service: Communities (Arts)

Officer Responsible for Project: Charlotte Hall

Identification of Need:

At the Executive meeting on 27 March 2012, Members approved new partnership arrangements with Farnham Maltings, which comprised the following:

1. 3-year Service Level Agreement commencing 2012 – 15
2. Transfer of the management of the Museum of Farnham (2012-15)
3. The early close of a £750,000 capital funding commitment on a ratio of 2:1

With reference to the third point, 2 final instalments of WBC capital expenditure were agreed by the Executive as follows:

| | |
|---------------------------------|----------------------------|
| 2013/14 | £35,000 |
| 2014/15 | £40,000 |
| Total capital commitment | £75,000 (2012 – 15) |

These sums were originally requested for improvements to public amenities, safety requirements and environmental and sustainability measures. However, as neither instalment has been drawn down, Farnham Maltings have asked if the total sum of £75,000 can be designated as match-funding in a £300,000 application to the Arts Council's Capital Development Programme to substantially improve the Great Hall.

The Great Hall is currently the least utilised space within Farnham Maltings. The objective of this scheme is to improve its flexibility making it a more viable option for hirers and theatre programming and thereby increasing its usage and contribution to income generation.

The scheme includes an acoustic movable wall so that the hall can be used as one space or two smaller spaces for theatre and small scale events. The raised stage will be removed and the backstage area returned to floor level making the venue more accessible to disabled performers. New retractable seating throughout will enhance the audience experience and the flow of access will be improved by providing a purpose built staircase to the top tier of seating. Other improvements include moving the technical box to the rear of the hall for better stage lighting and cinema projection and improving the acoustics throughout.

The Arts Council are expected to announce the fund in November 2013 and if the bid is successful works would commence next summer. The application process is only open to the Arts Council's National Portfolio Organisations and on this basis Farnham Maltings are confident in achieving a positive outcome if the match funding from Waverley can be secured.

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

Farnham Maltings contributes to the corporate priority of 'Leisure and Lives' as a deliverer of a wide range of cultural services across the Borough including the management of the Museum of Farnham, the coordination of the Waverley Youth Arts Festival, regular craft and participatory opportunities for families and older

people, providing cultural leadership to other arts organisations in the borough and producing and touring professional theatre.

Cross Reference to Service Plan:

CS/01 – Ensure Waverley’s cultural assets are managed effectively

Conduct quarterly performance monitoring of the Farnham Maltings Outreach and Museum Service in accordance with the 3-year SLA.

Progress to date (including position regarding planning permission):

Architecture plans have been produced and planning permission has been obtained.

Will the Corporate Project Management Toolkit be used? Yes / No

If no, how will the project be managed?

The scheme will be project managed by Farnham Maltings

Key Project target dates and milestones:

- Autumn 2013 submit application
- Spring 2014 funding decision
- Spring/summer tender works
- Summer 2014 works commence during quieter period

Capital cost (across years):

| | Year 1 £ | Year 2 £ | Year 3 £ | Total £ |
|-------------------------------|---------------|-------------|-------------|------------|
| Land | | | | |
| Contract Costs | | | | |
| Fees | 35,000 | 40,000 | | |
| Vehicles, Plant and Equipment | | | | |
| Contingency | | | | |
| Other (specify) - | | | | |
| | | | | |
| Total Capital Cost | 75,000 | | | |

How capital cost will be funded:

| | Year 1 £ | Year 2 £ | Year 3 £ | Total £ |
|----------------------------------------------------------|----------------|-------------|-------------|------------|
| WBC Capital | 35,000 | 40,000 | | |
| S106 | x | x | | |
| External Funding (specify) – Arts Council England | | 300,000 | | |
| | | | | |
| Total Funding | 375,000 | | | |

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 | | | |
| Forecast Savings | | Payback | Years |

Identify any efficiency gains resulting from the project:

The objective of scheme is to increase the flexibility of the Great Hall so that it can be used as one large space or two smaller studio spaces for rehearsals or small scale events. This will increase the usage of the hall, improve the audience experience and increase programming and hire revenue.

Identify any risks which may effect the project:

Elements of the scheme will still be delivered if the Arts Council funding is not successful

Environmental Impact, including Carbon Implications:

N/A

Equality impact assessment carried out? Yes

A key objective of the scheme is to make the stage and backstage areas accessible to disabled performers.

How will the project be procured?

The project will be managed and implemented by Farnham Maltings.

Is there scope for sharing/joint work? Yes

The Great Hall scheme will provide a fully accessible, well-equipped, 250 seat performance space in Farnham which will be accessible to a wide range of professional and community theatre makers.

Completed by: Charlotte Hall

Date:
8.10.2012

Project Justification Form

Project: Memorial Hall: External Redecoration and internal maintenance work

Service: Community Services

Officer Responsible for Project: Charlotte Hall

Identification of Need:

1. To carry out redecoration and repairs to the external elevations of the Memorial Hall and to overhaul the rain water gutters and down pipes.
2. To refresh the paintwork on the wooden bar and skirting boards in the main hall
3. To redecorate and carry out repairs in the shower room for away teams
4. To provide an override control panel for the high level heater which user groups can access

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

- Improving Lives: The Memorial Hall is regularly used by a variety of community groups ranging from parent & toddler groups to the bridge club
- Access to Leisure for All: The Memorial Hall provides an affordable space for people to participate in a wide range of cultural activities such as dance

Cross Reference to Service Plan:

The Memorial Hall is included in a review of the Council's cultural assets and how they are delivered.

Progress to date (including position regarding planning permission):

No planning permission required.

Will the Corporate Project Management Toolkit be used? / No

If no, how will the project be managed? The project is straight forward and can be overseen by the Council's Property and Engineering Manager and the Hall Manager.

Key Project target dates and milestones:

Work to be completed by June/July 2014.

Capital cost (across years):

| | Year 1 £ | Year 2 £ | Year 3 £ | Total £ |
|-------------------------------|---------------|-------------|-------------|---------------|
| Land | | | | |
| Contract Costs | 14,000 | | | 14,000 |
| Fees | | | | |
| Vehicles, Plant and Equipment | | | | |
| Contingency | | | | |
| Other (specify) - | | | | |
| | | | | |
| Total Capital Cost | 14,000 | | | 14,000 |

How capital cost will be funded:

| | Year 1 £ | Year 2 £ | Year 3 £ | Total £ |
|------------------------------|---------------|-------------|-------------|---------------|
| WBC Capital | 14,000 | | | 14,000 |
| S106 | | | | |
| External Funding (specify) - | | | | |
| | | | | |
| Total Funding | 14,000 | | | 14,000 |

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

| | 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): N/A

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

Identify any efficiency gains resulting from the project:

The external works will increase the life of the building and its improved appearance should increase its usage.

Identify any risks which may effect the project:

None

Environmental Impact, including Carbon Implications:**Equality impact assessment carried out? N/A****How will the project be procured?**

Work to be tendered and managed by the Property and Engineering Manager.

Is there scope for sharing/joint work? No

Completed by: Charlotte Hall

Date:22.10. 13

Project Justification Form

Project: Borough Hall : Entrance and Corridor

Service: Community Services

Officer Responsible for Project: Charlotte Hall

Identification of Need:

The corridor serving the Borough Hall and Court Room is a busy thoroughfare, which is used throughout the day and evening by staff, parents with young children and people attending activities within the Borough Hall complex. The wattage of the existing lighting is extremely low and certainly inadequate for a corridor.

The objective of the scheme is to improve the appearance and lighting levels in the corridor serving the Borough Hall and Court Room by:

1. replacing the old textured ceiling tiles with new smooth white tiles utilising the same ceiling grid
2. replacing the 18 existing lighting fixings with 8 energy efficient LED panels, which will significantly improve lighting levels without increasing energy costs
3. Updating the red signage and door furniture on 5 internal doors

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

The Borough Hall contributes to the Corporate Objective 'Leisure and Lives' by providing a community space for sports and cultural activities, which promote health and wellbeing as well as supporting the learning and development of young children.

Cross Reference to Service Plan:

CS/01 – Ensure Waverley's cultural assets are managed effectively

In 2013 the Borough Hall launched a new digital cinema, which is operated in-house at less cost to the council.

Progress to date (including position regarding planning permission): N/A

Met with Property and Maintenance Engineer, Facilities Manager and Sustainability Officer to consider options.

Will the Corporate Project Management Toolkit be used? No

The project will be managed by the Facilities, Property and Engineer and Borough Hall Managers.

Key Project target dates and milestones:

The work will be scheduled outside of office hours so as to cause minimal disruption to Waverley staff and regular users.

Capital cost (across years):

| | Year 1 £ | Year 2 £ | Year 3 £ | Total £ |
|-------------------------------|-------------|-------------|-------------|------------|
| Land | | | | |
| Contract Costs | | | | |
| Fees | 7500 | | | |
| Vehicles, Plant and Equipment | | | | |
| Contingency | | | | |
| Other (specify) - | | | | |
| Total Capital Cost | 7500 | | | |

How capital cost will be funded:

| | Year 1 £ | Year 2 £ | Year 3 £ | Total £ |
|------------------------------|-------------|-------------|-------------|------------|
| WBC Capital | 7500 | | | |
| S106 | | | | |
| External Funding (specify) - | | | | |
| | | | | |
| Total Funding | 7500 | | | |

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 | | | |
| Forecast Savings | | Payback | Years |

Identify any efficiency gains resulting from the project

The existing lighting level in the corridor may not comply with current regulations, if we replaced the fixings with conventional fluorescent lighting we would have to significantly increase the wattage by as much as 3-4 times to achieve the same output as the LED panels.

Identify any risks which may effect the project:

The project is low risk but should be planned so as to avoid the potential for disruption to hall users.

Environmental Impact, including Carbon Implications:

The LED panels will provide a more energy efficient solution to increasing the lighting levels in the corridor.

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

The work will be tendered and awarded to the most competitive contractor.

Is there scope for sharing/joint work? No

Completed by: Charlotte Hall

Date: 14.11.2013

Project Justification Form

Project: External decoration and window repair

Service: Museum of Farnham / Community Services

Officer Responsible for Project: Nick Laker / Charlotte Hall

Identification of Need:

Following an emergency repair to a rotten window frame last October, Waverley took the decision to commission chartered surveyors, Drake and Kannemeyer to carry out a condition survey of the Museum of Farnham including its out buildings and grounds. The subsequent report identified a number of deficiencies and defects associated with the internal and external condition of the building, which Waverley's Property and Engineering Manager has reviewed and prioritised over a 7 year cost cycle from 2014 – 2020.

External re-decoration and window repair

The major area of work identified for Yr2 (2014/15) is the external re-decoration of the museum including the repair and replacement of window frames, repairs to damaged downpipes and the re-pointing of damp brickwork.

Low cost/affordable heating solution

Low cost electrical heating solutions are currently being looked at with the view to applying to Waverley's emergency capital fund. A full up-grade of the heating system has been identified for Y3 (2015-16) however, we have been asked to consider bringing this expenditure forward following complaints by visitors, volunteers and staff about extreme temperature levels in the museum during the winter months.

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

The Museum of Farnham contributes to the Corporate Priority of 'Leisure and Lives'. It provides opportunities for residents to engage in cultural and heritage activities that extend our local history and inform our sense of place. The museum's education service also promotes learning and development in children.

Cross Reference to Service Plan:

CS/01 – Ensure Waverley's cultural assets are managed effectively

Conduct quarterly performance monitoring of the Farnham Maltings Outreach and Museum Service in accordance with the 3-year SLA.

Progress to date (including position regarding planning permission):

Life cycle costings for the Museum of Farnham have been prepared for 2013 -2020

Will the Corporate Project Management Toolkit be used? Yes / No

If no, how will the project be managed?

The Council's property and engineering manager will tender the contract and manage the works based on existing estimates.

Key Project target dates and milestones:

The work will be tendered ready for the repairs to be carried out in the Summer of 2014.

Capital cost (across years):

| | Year 1 £ | Year 2 £ | Year 3 £ | Total £ |
|-------------------------------|---------------|---------------|---------------|------------|
| Land | | | | |
| Contract Costs | | | | |
| Fees | 30,000 | 22,680 | 26,500 | |
| Vehicles, Plant and Equipment | | | | |
| Contingency | | | | |
| Other (specify) - | | | | |
| | | | | |
| | | | | |
| Total Capital Cost | 30,000 | 22,680 | 26,500 | |

How capital cost will be funded:

| | Year 1 £ | Year 2 £ | Year 3 £ | Total £ |
|------------------------------|-------------|-------------|-------------|------------|
| WBC Capital | 30,000 | 22,680 | 26,500 | |
| S106 | | | | |
| External Funding (specify) - | | | | |
| | | | | |
| | | | | |
| | 30,000 | 22,680 | 26,500 | |
| Total Funding | | | | |

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 | | | |
| Forecast Savings | | Payback | Years |

Identify any efficiency gains resulting from the project:

As the present owners of the building, the obligation to maintain and prevent this Grade I listed building from falling into disrepair falls to Waverley. Further emergency repairs are likely to be necessary if we fail to take coordinated action.

Identify any risks which may effect the project:

Poor weather, not taking action

Environmental Impact, including Carbon Implications:

Repairs to the window should improve the efficiency of the building by preventing drafts

Equality impact assessment carried out? N/A

How will the project be procured?

The work will be tendered and awarded to the most competitive contractor.

Is there scope for sharing/joint work? No

Completed by: Charlotte Hall

Date:

7.10.2013

Project Justification Form

Project: Pavilions Capital Works

Service: Parks & Countryside

Officer Responsible for Project: Matthew Lank

Identification of Need:

The council currently has responsibility for major works on its pavilions (even where a Recreation ground Committee is responsible for day-to-day management and maintenance), and many of require on going capital maintenance works to ensure that they remain compliant with current legislation and safe to use and that they are fit for purpose. 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.

Following the Councils approval of the recommendations in the committee report "The review of arrangements for the use of outdoor sports facilities" the Council will be looking to devolve more responsibility to users of the pavilions going forward through the negotiation of new leases when the opportunity arises.

In the meantime however, it is proposed that this programme continues as a rolling programme each year, this will enable our pavilions to brought up to a decent standard to enable a transfer to the various clubs and make new lease negotiations easier.

This project is further supported by the asset management plan (AMP) work being undertaken by the Councils 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.

Recently the Council has had to take over the full repairing responsibilities of pavilions at Gostrey Meadow, Westfield Lane and High lane, following the surrender of leases by sports clubs and organisations. Until new lease arrangements are in place the Council is responsible for the upkeep and maintenance of the buildings and ensuring they meet current safety standards and regulations.

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

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

1. **Leisure & 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 and those that take part in sport and recreation.
2. **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:

Referenced in the Service Plan 2013-2014; Delivery of Capital programmes.

Progress to date (including position regarding planning permission):

Asset Management Plan (AMP) is 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.

Will the Corporate Project Management Toolkit be used?

No. Value of individual projects will not require the use of the Corporate Project Management Toolkit.

Key Project target dates and milestones:

New list of works required is drawn up from the Asset Management Plan, prepared by our property section.

Capital cost (across years):

| | Year 1 £ | Year 2 £ | Year 3 £ | Total £ |
|-------------------------------|--------------|--------------|--------------|--------------|
| Land | | | | |
| Contract Costs | 40000 | 25,000 | 25000 | 90000 |
| Fees | | | | |
| Vehicles, Plant and Equipment | | | | |
| Contingency | | | | |
| Other (specify) - | | | | |
| | | | | |
| | | | | |
| Total Capital Cost | 40000 | 25000 | 25000 | 90000 |

How capital cost will be funded:

| | Year 1 £ | Year 2 £ | Year 3 £ | Total £ |
|------------------------------|--------------|--------------|--------------|--------------|
| WBC Capital | 40000 | 25,000 | 25000 | 90000 |
| S106 | | | | |
| External Funding (specify) - | | | | |
| | | | | |
| | | | | |
| Total Funding | 40000 | 25000 | 25000 | 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 | | | |
| Forecast Savings | | Payback | Years |

Identify any efficiency gains resulting from the project:

Improvements in pavilion facilities should enable easier negotiations with sports clubs over new leases and also the handover 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 meet statutory requirements and may not be suitable for hand over of responsibilities to sports clubs.

Environmental Impact, including Carbon Implications:

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

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?

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

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: 07/10/13

Project Justification Form

Project: Playground Refurbishment

Service: Parks & Countryside

Officer Responsible for Project: Matthew Lank

Identification of Need:

The continuation of the ongoing rolling programme of playground refurbishments started 2009/10 following an independent review of each playgrounds status and play value. 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 much 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.

In order to replace the previous assessment of playgrounds and identification of priority sites for refurbishment; a playground strategy encompassing all playground sites within the borough (both WBC and Parish Council) is in the process of being produced and will be ready towards the end of the year. Part of this work involved an end of life and play value assessment being undertaken on all playgrounds in the borough.

Whilst the Play Strategy is not yet drafted or adopted, there is currently an urgent need to refurbish both the adventure playground in Farnham Park, Farnham and Holloway Hill Recreation Ground, Godalming as identified through the end of life assessment. Several items of equipment provision have reached the end of useable life and are starting to cost the Council in regular on-going maintenance or replacement of parts. Other items require completely replacing within 1- 3 years time.

It is essential that a complete refurbishment is undertaken soon, replacing equipment where needed and improving play opportunities on both sites. The Farnham Park site has recently been awarded 'Greenflag' status, in order to continue to keep this high standard, the timing is right to undertake a refurbishment and provide a high quality playground and recreational area, fit for purpose and sympathetic to the local environment which will provide well for many years.

Both sites are very popular places to visit and we would like to create a high quality provision of play opportunities and provide a centre of play for the local neighbourhood by replacing the old equipment reaching the end of its serviceable life.

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

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

1. **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, community organisations and using accumulated PIC monies. Spend is also largely directed through local consultation ensuring that the end result reflects local need.
2. **Leisure and Lives:** Quality play areas and recreational facilities provide opportunities for all to take part in recreation. The provision of good quality and safe play facilities throughout the borough contributes to the quality of life of many Waverley residents, and the upgrading of facilities' 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 and recreation.
3. **Understanding Our Residents' Needs:** Through Consultation with local residents throughout the project, the Council will understand the needs and requirements of our residents. This will enable the playground to almost be designed by residents and give a sense of empowerment to all involved.

Cross Reference to Service Plan:

CS/29 – Delivery of playground refurbishments

Progress to date (including position regarding planning permission):

Planning consent will not be needed for these projects unless they exceed approx 4 metres in height.

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 – Complete.
- Peakfield Playground – Complete.
- Farnham Park (St James) Playground – Completed.

2011/12

- Beaconhill Recreation Ground (Previous Tilford Road Scheme) – Completed (slippage from previous year).
- Herons Skatepark – Completed (slippage from previous year).
- Chantry – Completed
- Hale Recreation Ground – Completed.
- Morley Road – Completed.
- Canon Bowrings Recreation Ground – Completed.

2012/2013

- Crownpits - Completed

- Badshot Lea Green - Completed
- Heath End Recreation Ground - Completed
- Bourne Recreation Ground - Completed
- Grayswood Recreation Ground - Completed
- Amberley Road – Completed
- Cranleigh MUGA (financial support £20K pledged, project delayed)

2013/2014

- Farnham Skatepark refurbishment (Works started September 2013)
- Philips Memorial Park Playground (Consultation undertaken, design brief being written, installation due March 2014)

Will the Corporate Project Management Toolkit be used

Not required for projects of this size. Projects will be managed by existing parks staff; organising consultations, inviting play manufacturers to tender designs and monitoring of construction.

Key Project target dates and milestones:

- April 2014 - Undertake Initial Consultation
- May/June 2014 - Formulate Design Briefs
- June/July 2014 - Invite quotations/tenders for the playground designs
- August 2014 - Shortlist successful designs
- September 2014 - Undertake second consultation to enable residents to choose winning designs
- Dec 2014/Jan 2015 - Playground installations start
- March 2015 - Installations finishes
- March 2015 - Post Installation Inspections (PII)
- April/May 2015 - Playgrounds open

Capital cost (across years):

| | Year 1 £ | Year 2 £ | Year 3 £ | Total £ |
|-------------------------------|----------------|-------------|-------------|----------------|
| Land | | | | |
| Contract Costs | 120,000 | | | 120,000 |
| Fees | | | | |
| Vehicles, Plant and Equipment | | | | |
| Contingency | | | | |
| Other (specify) - | | | | |
| Total Capital Cost | 120,000 | | | 120,000 |

How capital cost will be funded:

| | Year 1 £ | Year 2 £ | Year 3 £ | Total £ |
|------------------------------------------------------------------|----------------------------|-------------|-------------|----------------------------|
| WBC Capital | 74871 | | | 74,871 |
| PIC* (and any further PIC funds available in the Farnham area) | 25828* | | | 25828* |
| PIC* (and any further PIC funds available in the Godalming area) | 19301* | | | 19301* |
| S106 | Any that becomes available | | | Any that becomes available |
| External Funding (specify) - | | | | |
| Total Funding | 120,000 | | | 120,000 |

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 | | | |
| Forecast Savings | | Payback | Years |

Identify any efficiency gains resulting from the project:

- Replacing the equipment that has reached the end of its useable life will provide 10-15 years of minimal maintenance
- Replacing equipment nearing the end of its usable life will result in less maintenance requirements on the refurbished play areas and potential closures.
- Schemes and equipment chosen will be selected on the basis of the expected lifespan.

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?

Not required. The design of the playground gives consideration to equality and takes into account DDA, through the design brief, equipment selections and consultation.

How will the project be procured?

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

Is there scope for sharing/joint work?

No

Completed by: Matthew Lank

Date: 10/10/13

Project Justification Form

Project: Phillips Memorial Gardens Improvement Project 2014 - 15

Service: Parks & Countryside

Officer Responsible for Project: Matthew Lank

Identification of Need:

The continuation of the Phillips Memorial Park Restoration Project into its fourth year following the successful application to the Heritage Lottery Fund and Big Lottery for grant funding. The grant-aided programme runs until 31 July 2016.

The project is a continuation of work started in 2009/10 to improve the Phillips Memorial Park. Waverley was successful in a Stage 1 Parks for People application to the Heritage Lottery Fund (£26,500 grant was secured for 2010/2011), which allowed the Council to appoint a temporary Parks Project Officer to assist in the preparation of Waverley's Stage 2 application for further grant funding. The Council subsequently secured extensive funding from the Heritage Lottery Fund, with a five year grant-aided programme starting on 01 August 2011. This allowed the Council to undertake substantial restoration of the Philips Cloisters and surroundings in time for the centenary of the sinking of the Titanic (15 April 2012), with further enhancement work planning in the following four years of the grant programme.

The Phillips Memorial Park in Godalming has been the focus of a considerable amount of interest in recent years, 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. The grant aided programme is allowing this to be successfully implemented.

A Steering Group/Friends' Group has been formed, initially to assist the Council with the HLF application, and then implementation of the improvement plan, and regular volunteer work parties are now being held in the 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. **Value for Money:** The project has attracted a good level of external funding, maximising the council's investment.
2. **Leisure and 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. 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.
3. **Environment:** The Phillips Memorial Gardens are an extremely important environmental asset for Godalming, and this project is intended to protect and enhance this.

Cross Reference to Service Plan:

- CS/29 – Delivery of Philips Memorial Park Project

Progress to date (including position regarding planning permission):

- First round pass of £314,000 for project, 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.
- Second round pass agreed 11 July 2011 budget increased to £441,700 with Heritage Lottery Fund and Big Lottery contributing £335,000, remainder comprised of £77,200 (WBC) and £29,500 (volunteer cash equivalent).
- Grant-aided programme started 01 August 2011.
- Cloister and associated Jekyll-planting restored in time for 100th anniversary of sinking of RMS Titanic (15 April 2012).
- Highly successful series of Titanic-related events held in run-up to anniversary, including a new Titanic and Jack Phillips exhibition in Godalming Museum.
- Quality of the restoration of Cloister recognised through Civic Design Award by Godalming Trust in September 2012.
- Use of volunteers in the park to complete tasks
- Planting of the Crab Apple avenue
- Planting of Hazelnut trees for future coppicing
- Restoration of Stable Building
- Installation of additional three benches (Thackery Turner copies) and bases
- Removal of selected plants to re-create original planting scheme near bandstand

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 and Countryside Service working to Heritage Lottery Fund project management and grant aid claim procedures.

Key Project target dates and milestones:

Stage 2 application submitted: 28 February 2011

Stage 2 result received: July 2011.

Start of project: 01 August 2011

Restoration of Cloister and associated Jekyll planting completed: 15 April 2012 (100th Anniversary of sinking of RMS Titanic)

Length of project: 5 years (to 31 July 2016)

Capital cost (across years):

| | Year 1 £ | Year 2 £ | Years 3-5 £ | Total £ |
|-------------------------------------------------|----------------|---------------|----------------|----------------|
| Land | | | | |
| Contract Costs | 126,900 | 8,000 | 3,300 | 138,200 |
| Fees | | | | |
| Vehicles, Plant and Equipment | | | | |
| Contingency | 10,000 | 2,000 | 1,000 | 13,000 |
| Other (specify) – (volunteer – cash equivalent) | 6,000 | 5,500 | 1,000 | 12,500 |
| | | | | |
| | | | | |
| Total Capital Cost | 142,900 | 15,500 | 5,300 | 163,700 |

How capital cost will be funded:

| | Year 1 £ | Year 2 £ | Years 3-5 £ | Total £ |
|----------------------------------------|----------------|---------------|----------------|----------------|
| WBC Capital | 40,456 | 3,900 | 1,800 | 46,156 |
| S106 | | | | |
| External Funding (specify) - | | | | |
| HLF | 96,444 | 6,100 | 2,500 | 105,044 |
| Volunteers (HLF cash equivalent value) | 6,000 | 5,500 | 1,000 | 12,500 |
| Total Funding | 142,900 | 15,500 | 5,300 | 163,700 |

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 | | Payback | Years |
| Forecast Savings | | | |

Identify any efficiency gains resulting from the project:

A 10 year management and maintenance plan for Park has been produced as a requirement of HLF. This is also a requirement for any Green Flag application. An important WBC-owned Grade 2 listed building has been brought back into good condition.

Identify any risks which may affect the project:

Severe weather and flooding impacts. Financial risk minimal as external funding has been secured.

Environmental Impact, including Carbon Implications:

Low - Grade 2 listing of building required appropriate material to be used for refurbishment, such as lime mortar (which has less environmental impact than cement) and locally-sourced green timber. Existing materials have been re-used whenever possible, resulting in reduced transport and reduction in 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, and whole project will carefully consider equality issues. The scheme is subject to annual auditing by HLF, including analysis of audience.

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 76% (75.8%) of the funding for this project. Volunteer cash equivalent will provide a further 7% of the funding required. WBC 17%.

Completed by: Matthew Lank

Date: 07/10/13

Project Justification Form

Project: Parks & Recreation Ground Infrastructure & DDA Improvements

Service: Parks & Countryside

Officer Responsible for Project: Matthew Lank

Identification of Need:

The infrastructure in the council's parks, recreation grounds, countryside sites, open spaces and housing amenity areas is, in places now showing its age and evidence of historic under-investment. Following on from last years capital project, further investigation into this has found that issues are significantly worse than first envisaged.

For example, in some areas, tarmac paths are crumbling and potholes are appearing, path lighting has been vandalised and walls, fences and gates are in need of replacement or refurbishment (often on health and safety grounds).

Carpark surfacing is poor at some recreation grounds and path access to many playground sites is preventing access to persons in wheelchairs or parents with pushchairs.

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 budget can also be an extremely valuable means of supporting the various community clubs accommodated on our sites with improvements such as ball-stop fencing, sports facilities, cricket sight screen replacement, access improvements and is increasingly being used to jointly fund initiatives, which in many cases results in this Council's investment being more than doubled by the clubs/ sports associations that benefit.

The capital budget also allows the Council to maintain and replace structures on its sites that it will always be responsible for.

This project is further supported by the Councils approval of the committee report "The review of arrangements for the use of outdoor sports facilities". Further improvements to our recreation grounds and sports facilities would help in negotiating the devolvement of responsibilities to community sports clubs.

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. **Leisure and Improving Lives:** Upgrading and/or facilitating access to parks and gardens for those with mobility problems will contribute towards improving their quality of life. The maintenance of good quality outdoor sports facilities will bring about tangible improvements in the quality of life of people throughout the borough. The works covered by this budget will improve and 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:

Referenced in the Service Plan 2013-2014; Delivery of Capital programmes.

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:

- Woolmer Hill Estate, relaying of uneven paving slabs, significant trip hazards.
- Access paths to many play areas, that currently have restricted access
- Resurfacing of footpaths within Philips Memorial Park (Not included in HLF project)

No planning permission is required for the majority of this work, however it maybe required for the creation of a new hard standing area at Weybourne Recreation Ground, this will be looked into.

Will the Corporate Project Management Toolkit be used?

No. Managed by Parks officers in conjunction with the Council's Engineer where applicable.

Key Project target dates and milestones:

- Ongoing process, the aim is complete this task by using a phased approach as there are many projects that need addressing.
- However there will also be a requirement to undertake investigative first by consultants/engineers in order to identify future potential works.

Capital cost (across years):

| | Year 1 £ | Year 2 £ | Year 3 £ | Total £ |
|-------------------------------|--------------|--------------|--------------|---------------|
| Land | | | | |
| Contract Costs | 50000 | 50,000 | 50,000 | 150000 |
| Fees | | | | |
| Vehicles, Plant and Equipment | | | | |
| Contingency | | | | |
| Other (specify) - | | | | |
| | | | | |
| | | | | |
| Total Capital Cost | 50000 | 50000 | 50000 | 150000 |

How capital cost will be funded:

| | Year 1 £ | Year 2 £ | Year 3 £ | Total £ |
|-------------------------------------------|----------------------------|----------------------------|----------------------------|----------------------------|
| WBC Capital | 50,000 | 50,000 | 50,000 | 150000 |
| S106/PIC | Any that becomes available | Any that becomes available | Any that becomes available | Any that becomes available |
| External Funding (local sport clubs etc - | Any that becomes available | Any that becomes available | Any that becomes available | Any that becomes available |
| | | | | |
| | | | | |
| Total Funding | 50000 | 50000 | 50000 | 150000 |

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 | | | |
| Forecast Savings | | Payback | Years |

Identify any efficiency gains resulting from the project:

- Replaced structures will reduce ongoing maintenance costs.
- Surfacing improvements will lead to less money spent on patch repairs and ensure there are no health & safety hazards.
- Assist in devolution of maintenance & responsibilities to sports clubs of facilities.
- Access improved to sites and features on parks and recreation grounds.
- Councils investment improved by match funding with community sports clubs.

Identify any risks which may effect the project:

- Some parks structures are reaching the end of there usable life, if they are not repaired or replaced potentially there could a health & safety risk posed to users of Council land.
- If access improvements are not improved, Council could be seen to be discriminating against less able bodied persons and could fall foul of DDA regulations.
- Claims could be levied against councils for falls and trips from uneven surfaces.
- If the Council does not seek to further improve its recreation grounds and improve facilities it may hamper future negotiations when trying to devolve responsibilities to sports clubs.

Environmental Impact, including Carbon Implications:

Potential to use recycled and sustainable materials in construction.

Equality impact assessment carried out?

No need, project will provide free access for all enabling equality by its very nature.

How will the project be procured?

Obtaining competitive quotes or through tendering process

Is there scope for sharing/joint work?

Yes. There maybe potential for scope to share costs with community sports clubs

Completed by: Matthew Lank

Date: 10/10/13

Project Justification Form

Project: Farnham Park – Football Pitch Drainage Improvement

Service: Parks & Countryside

Officer Responsible for Project: Matthew Lank

Identification of Need:

Following the completion of the playing pitch strategy October 2012, the football pitches at Farnham Park have been identified as being in need of improvement in terms of the playing surface quality. In particular improvements are required with drainage of pitch 2 and also the surface levels of pitch 1.

The assessment work undertaken in the preparation of the strategy is further supported by a recent pitch assessment undertaken by the Sports Turf Research Institute (STRI).

Pitch 2 – the lack of an adequate drainage system for the pitch has led to a significant number of cancellations last season (approximately 20) and indeed the seasons before. This has led to a loss of income to the Council from cancellations to training (62.00 session) and matches (£74.00 match) during the season. Therefore in order to address this and maximise booking income and use of the pitch and provide an improved level of service we would like to improve the carrying capacity of the pitch via drainage improvements. Additionally the cancellations lead to a longer season, where at the end the cancelled matches have to be caught up on and this impacts of the end of season renovations and the recovery time of the pitch before the next season.

Pitch 1 – the playing surface of the pitch has always been somewhat uneven and inconsistent, the situation has been exacerbated by a circus booking in 2012 which due to the unexpected heavy rainfall of April, which resulted in significant damage being inflicted on the pitch. For the 2013/14 football season, the pitch has been converted from a senior pitch into two pitches (Junior & Mini) to meet the current demand for local football. We feel an extra pitch could be fitted in (to further increase booking potential), however the ground levels would need to be adjusted to make this feasible. All round this would provide a much better playing surface to the pitches and improve the enjoyment and playing potential.

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

Value For Money – This project would value for money by making use of any available s106 or PIC funds that have been accrued by the Council, thereby maximising the capital investment of the Council. The pitch improvements would not only provide improved facilities for residents but also provide an improved booking income to the Council due to the reduction in cancelled matches and the addition of extra pitches.

Leisure & Lives – The improvements on the ‘Pay to Play ‘ sports pitches support opportunities for everyone to take part in sport, recreation and other leisure activities and to promote health and well being for all.

Cross Reference to Service Plan:

CS/31 – Deliver of playing pitch strategy and using it to secure s106/PIC to help fund pitch improvements and provision.

Progress to date (including position regarding planning permission):

- Playing pitch strategy – identified need
- STRI report detailed findings further support identified need
- Initial findings into costs have identified; Pitch 2 drainage improvement £40K plus VAT, Pitch 1 surface improvements £20K plus VAT
- Initial cost proposal sought for consultant study, design specification, tender and contract administration and monitoring £8K

Will the Corporate Project Management Toolkit be used? No

The project will be managed by an external consultant, who has considerable experience and expertise in such projects. Consultant will undertake feasibility studies, topographical studies, design the specification, tender the works and administer the contract and monitoring of the work.

Key Project target dates and milestones:

- February 2014 - Gain approval for project funding
- February 2014 - Employ consultant to manage project
- March 2014 – Undertake necessary studies and design specification
- March 2014 – Tender works
- May 2014 – Undertake improvement works
- June – Sept 2014 – Monitor works and maintenance

Capital cost (across years):

| | Year 1 £ | Year 2 £ | Year 3 £ | Total £ |
|-------------------------------|--------------|-------------|-------------|--------------|
| Land | | | | |
| Contract Costs | 55000 | | | 55000 |
| Fees | 8000 | | | 8000 |
| Vehicles, Plant and Equipment | | | | |
| Contingency | 5000 | | | 5000 |
| Other (specify) - | | | | |
| | | | | |
| | | | | |
| Total Capital Cost | 68000 | | | 68000 |

How capital cost will be funded:

| | Year 1 £ | Year 2 £ | Year 3 £ | Total £ |
|------------------------------------------------------|---------------|-------------|-------------|---------------|
| WBC Capital | 27954 | | | 27954 |
| PIC – Farnham* Any further available in Farnham area | 40046* | | | 40046* |
| | | | | |
| S106 | | | | |
| External Funding (specify) - | | | | |
| | | | | |
| Total Funding | 68,000 | | | 68,000 |

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 | | | |
| Forecast Savings | | Payback | Years |

Identify any efficiency gains resulting from the project:

- Improved pitch quality and provision
- Improved income
- Reduced match and training cancellations

Identify any risks which may effect the project:

- Tendered costs may be higher than anticipated
- Not enough PIC funds may be accumulated
- Should the work not be undertaken, improvement would not be realised and the current status quo would continue, match cancellations and reduced income and poor quality playing surface

Environmental Impact, including Carbon Implications:

Not applicable

Equality impact assessment carried out?

N/A

How will the project be procured?

Tendering process by consultant

Is there scope for sharing/joint work?

No

Completed by: Matthew Lank**Date:** 10/10/13

Project Justification Form

Project: MUGA, Snoxhall Fields, Cranleigh

Service: Parks & Countryside

Officer Responsible for Project: Matthew Lank

Identification of Need:

Around 3 years ago Cranleigh Parish Council (CPC) was approached by a group of boys who regularly played basketball using the basket ball hoop situated next to the Tennis facility at the far end of Village Way Carpark, Cranleigh to see if improvements could be made to the facility. The basket ball facility is owned by Waverley Borough Council (WBC), so CPC enquired with WBC to see what could be done.

Following discussions it became apparent that the best way to provide a facility would on an alternative site at Snoxhall Fields rather develop the site at Village Way Carpark, this was due to the limitations of the size of the site. It was felt a multi purpose facility would be best that could cater for; basket ball, football, netball etc.

WBC approved £20,000 in the approved capital programme 2012/13 to be used towards supporting the costs of a MUGA/All Weather Pitch being constructed on Snoxhall Fields, Cranleigh. Cranleigh Parish Council (CPC) also approved £15,000 to be set aside for the project in 2012/13.

Since the initial offer of financial assistance, CPC have been progressing the project by consulting with potential user groups, ranging from local groups and committees, Glebelands School and the local football club.

The project is now in its second year of development. CPC are currently considering the sports the facility will cater for and what type of sports playing surface needs to be laid. The overall costs of the project are therefore hard to identify currently until CPC have made a decision over what they wish to achieve.

Part of the reason behind WBC's original intention to support the project was for a facility to provide an improved basket ball facility for the local young people who had been requesting this. We therefore expect to be fully involved in the decision making process and ensure our investment aims are met.

Since the original proposal was put forward, PIC funds have now accumulated in the Cranleigh area and we proposed to add these to the original £20,000 investment commitment.

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

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

1. **Leisure and Lives:** Quality play areas and recreational facilities provide opportunities for all to take part in recreation. The provision of good quality and safe play facilities throughout the borough contributes to the quality of life of many Waverley residents, and the upgrading of facilities 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 and recreation.
2. **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, community organisations, use accumulated PIC monies and an opportunity to share costs with Cranleigh Parish Council. Spend is also largely directed through local consultation ensuring that the end result reflects local need.

Cross Reference to Service Plan:

- CS/31 - Delivery of play area strategy, liaising with town and parish Councils where required
- CS/29 - Recreation Ground Improvements

Progress to date (including position regarding planning permission):

- 2012/13 - WBC confirmed £20,000 towards community MUGA
- 2012/13 – CPC confirmed £15,000 towards community MUGA
- 2013/14 – CPC have consulted with various community and sports groups
- 2013/14 – CPC have explored different designs and associated costs.
- 2013/14 – CPC have met to discuss project, yet no firm direction given yet for project. They wish for sports clubs to be consulted to see if they can identify other funding sources

Will the Corporate Project Management Toolkit be used?

No. Project will be managed by Cranleigh Parish Council, WBC is to contribute capital and PIC funds to be used towards project.

Key Project target dates and milestones:

- CPC have not set any deadlines for the project

Capital cost (across years):

| | Year 1 £ | Year 2 £ | Year 3 £ | Total £ |
|-------------------------------|-------------------|-------------|-------------|-------------------|
| Land | | | | |
| Contract Costs | 100,000 approx | | | 100,000 approx |
| Fees | | | | |
| Vehicles, Plant and Equipment | | | | |
| Contingency | | | | |
| Other (specify) - | | | | |
| | | | | |
| | | | | |
| Total Capital Cost | | | | |

How capital cost will be funded:

| | Year 1 £ | Year 2 £ | Year 3 £ | Total £ |
|-------------------------------------------------------------|---------------------------|-------------|-------------|---------------------------|
| WBC Capital (Already approved 2012/13) | 20,000 | | | 20,000 |
| PIC (Previously approved) | 8,460.95 | | | 8,460.95 |
| PIC – (*Any further accumulated PIC for Equipped Playspace) | 7,355* | | | 7,355* |
| Cranleigh Parish Council | 15,000 | | | 15,000 |
| External Funding (not yet identified) - | 49,184.05 approx | | | 49,184.05 approx |
| Total Funding | 100,000 approx | | | 100,000 approx |

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 | | | |
| Forecast Savings | | Payback | Years |

Identify any efficiency gains resulting from the project:

- WBC maximises its investment, by combining capital outlay with PIC funds and other funding sources,
- Cranleigh Parish Council will manage the project from start to finish, requiring little input from WBC officers.
- The Parish Council will manage and maintain the facility after it is built.

Identify any risks which may effect the project:

- Project scope has widened to cover an All weather pitch/MUGA, risk is this may not be achievable
- If so WBC investment may need to be re-considered, should facility turn into hired usage.
- Cranleigh Parish Council may not be able to gather all the necessary funds

Environmental Impact, including Carbon Implications:

Not applicable

Equality impact assessment carried out?

Not applicable

How will the project be procured?

CPC are obtaining work quotations

Is there scope for sharing/joint work?

Yes, by working with Cranleigh Parish Council and local groups and sports clubs.

Completed by: Matthew Lank

Date: 10/10/13

Project Justification Form

Project: Demolition of Broadwater Park Public Conveniences

Service: Environmental Services

Officer Responsible for Project: Rob Anderton/ Jennifer Carson

Identification of Need:

At last year's Star Chamber a target was set to achieve a 'zero' cost for the provision of Public Conveniences by 2014/15. A number of options are being pursued to achieve this aim as soon as possible (although it is unlikely that it will be achieved in full this year).

However, the closure and demolition of the public conveniences at Broadwater Park presents an immediate opportunity to achieve savings given the availability of toilet facilities in the new Leisure Centre nearby.

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

Value for Money- Offering customer-focused services at the best value for money.

Cross Reference to Service Plan:

ES 3.1- Carry out a review of the maintenance and management of the remaining Waverley-managed public conveniences.

Progress to date (including position regarding planning permission):

Options explored with Parks/ Community Services and proposals agreed for alternative provision of public convenience facilities on site (through the Leisure Centre and/ or tennis club).

Will the Corporate Project Management Toolkit be used? Yes / No

If no, how will the project be managed?

Yes

Key Project target dates and milestones:

Demolition to take place in April 2014, having formally established revised arrangements for provision of public convenience facilities on site.

Capital cost (across years):

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

How capital cost will be funded:

| | Year 1 £ | Year 2 £ | Year 3 £ | Total £ |
|------------------------------|-------------|-------------|-------------|------------|
| WBC Capital | 6k | | | 6k |
| S106 | | | | |
| External Funding (specify) - | | | | |
| | | | | |
| | | | | |
| Total Funding | 6k | | | 6k |

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) | 6k | 6k | 6k | 18k |
| | | | | |
| Estimated annual revenue effect | 6k | 6k | 6k | 18k |

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:

The closure and demolition of the dedicated public conveniences at Broadwater Park, and their replacement with an agreement with DCL to make their facilities publicly available will, even if a small annual contribution is required, save up to £6,000 per annum- meaning the capital costs are covered in year one.

Identify any risks which may effect the project:

There is likely to be some local opposition to this proposal from users and the 'friends' group.

Environmental Impact, including Carbon Implications:

The building is currently locked, unlocked, cleaned and maintained by a mobile crew on a daily basis- there would be some small carbon efficiency gains from removing this facility from the current maintenance rounds, and others arising from the fact that the building would no longer exist, and consequently no longer use electricity.

Equality impact assessment carried out? Yes / No / N/A

No

How will the project be procured?

Through obtaining competitive quotations in line with CPR's

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

No

Completed by: Rob Anderton

Date: 15/10/13

Project Justification Form

Project: Replacement of black wheeled bins

Service: Environmental Services

Officer Responsible for Project: Jennifer Carson

Identification of Need:

Waverley initially introduced black refuse wheeled bins to all households in 1987. Since this time there has been an obvious deterioration in the stock of the bins due to the age and the level of 'wear and tear' which is inevitable in this type of operation. Since 1987 it has been the policy of the Council to require residents to replace (at their own cost) wheeled bins which are damaged, stolen or generally not fit for purpose, in all circumstances other than those where the damage is proved to be the fault of the contractor.

However, this year Waverley replaced around 300 bins with smaller sized bins as they had become unserviceable by the Veolia crews, and could potentially have prompted action from the HSE if we had not replaced them swiftly.

In the future, it is recommended that any damaged black bins reported by Veolia, or by the resident are replaced with 140 litre bins free of charge. If residents do not wish to accept a smaller bin, free of charge, they would be advised that they must purchase a larger bin themselves (either directly from Veolia, or from a supplier of their choice). This would be done on an ad hoc basis as requested by residents or Veolia when reported. The assumption is that we would replace a similar number of bins each year- and this bid is based on the experience from this year that approximately 300 would need replacing.

As explained below, a reduction in capacity for the storage of residual waste will, it is hoped, further encourage residents to recycle. Improved recycling rates and reduced volumes of residual waste will improve the Council's headline recycling performance, and attract a higher 'recycling credit' payment.

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

Residents would have reduced capacity for residual waste if this scheme were to be introduced. This would support the Corporate Strategy objectives to reduce residual waste, and increase recycling, specifically reflecting the 60% recycling rate target which is set out in the Corporate Plan.

This project also supports the 'Understanding our Residents' Needs' priority by offering a free option for replacement of their wheeled bins in preference to making residents pay for this option, when they would almost certainly purchase a larger sized bin, therefore having more capacity for residual waste.

Cross Reference to Service Plan:

Service Plan Objective ES 1.1- 'Consolidate the new contractual arrangements and service model ensuring environmental, financial and customer service performance is maximised'.

Progress to date (including position regarding planning permission):

So far we have replaced around 300 irreparably damaged bins, as this was urgently required to avoid HSE intervention. We therefore have an accurate idea of the costs involved for this project. In addition, because we have already carried out this

change for around 300 properties, we know that very little negative feedback was received about pushing residents towards a smaller bin.

Will the Corporate Project Management Toolkit be used?

No . This project will be carried out on an ad hoc basis as and when reported by residents or Veolia.

Key Project target dates and milestones:

This project will be monitored on a month by month basis to assess how many replacements have been made. There are no milestones as such, as it will vary dependent upon how many requests are made.

Capital cost (across years):

| | Year 1 £ | Year 2 £ | Year 3 £ | Total £ |
|-------------------------------|---------------|-------------|-------------|------------|
| Land | | | | |
| Contract Costs | £3,000 | | | |
| Fees | | | | |
| Vehicles, Plant and Equipment | £6,000 | | | |
| Contingency | | | | |
| Other (specify) - | | | | |
| | | | | |
| | | | | |
| Total Capital Cost | £9,000 | | | |

How capital cost will be funded:

| | Year 1 £ | Year 2 £ | Year 3 £ | Total £ |
|------------------------------|---------------|-------------|-------------|------------|
| WBC Capital | £9,000 | | | |
| S106 | | | | |
| External Funding (specify) - | | | | |
| | | | | |
| | | | | |
| Total Funding | £9,000 | | | |

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

| | Year 1 £ | Year 2 £ | Year 3 £ | Total £ |
|----------------------------------------|-------------|-------------|-------------|------------|
| Staffing | | | | |
| Other costs (specify) - | | | | |
| | | | | |
| 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:

There will be a reduction in waste sent to landfill, therefore positively affecting our recycling rate, thus having a positive impact on the Council's recycling credit payments. However, the saving from landfill avoidance and the resultant increase in recycling credit payments is likely to be marginal with such a small scale change, and is difficult to quantify.

Identify any risks which may effect the project:

Residents may not wish to have a smaller bin or purchase a larger bin, and this may increase complaint levels. However, at present the resident would be required to pay in both cases, so this should be an improved position.

Environmental Impact, including Carbon Implications:

By limiting the space in the residual wheeled bin residents will be encouraged to recycle more. This will create an improvement to our recycling rates by reducing waste sent to landfill.

Equality impact assessment carried out?

Yes, an assessment has already taken place for all of the kerbside collections offered by the Council.

How will the project be procured?

Wheeled bins can be procured through a nationwide framework agreement in which wheeled bin suppliers have already provided prices for wheeled bins. The delivery would be carried out by Veolia as our waste collection contractor.

Is there scope for sharing/joint work?

No, the majority of local Borough and Districts have introduced wheeled bins much more recently and therefore are not facing such problems at this stage.

Completed by: Jennifer Carson

Date: 7/10/13

Project Justification Form

Project: Cashless Parking- Telephone Payment System Set-up costs

Service: Environmental Services (Parking Services)

Officer Responsible for Project: Rob Anderton/ Jennifer Carson

Identification of Need:

Waverley's 25 pay and display car parks all currently only offer the option to pay for parking by cash.

Customer feedback tells us that there is a significant and growing desire to have alternative methods of payment available, such as credit card or 'pay by phone'. Many of our neighbours now offer such an alternative.

An existing framework contract, procured by SCC, presents the opportunity for Waverley to introduce 'pay by phone' at no cost; the existing pay and display machines will not need upgrading as the telephone payment system will operate independently from the machines.

This bid is for the capital cost of new corporate signage to promote and provide instructions on the new systems in each car park.

This low-cost/ low risk approach means that the Council does not, at this stage, need to invest any further in its Cale BriPark machines (for which it currently incurs significant ongoing maintenance costs through an annually renewed contract), and will enable officers to take a critical look at the current maintenance agreement that is in place with Cale BriPark and to explore alternative options.

It will however enable the council to proceed with the introduction of a cashless payment option across the Borough whilst these investigations are underway, which will provide valuable information on the impact and take-up of cashless parking, and may inform future decisions about the need for alternative machines and different payment methods into the future.

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

Value for Money- Offering customer-focused services at the best value for money.

Understanding Residents' Needs- working with residents, service users and businesses to ensure our services are designed to meet people's needs.

Cross Reference to Service Plan:

ES 4.1 - Carry out a review of alternative payment methods for Waverley's Pay & Display Car Parks; Preferred cashless payment system identified, and project plan and budget figures developed in preparation for 2014/15 capital bidding round.

Progress to date (including position regarding planning permission):

Options explored and telephone payment option identified as preferred approach. Option to procure through Framework contract exists.

Will the Corporate Project Management Toolkit be used? Yes / No

If no, how will the project be managed?

Key Project target dates and milestones:

Propose to introduce the scheme as soon as possible during 2014/15 in accordance with the timetable of the successful tenderer, Bemrose Booth.

Capital cost (across years):

| | Year 1 £ | Year 2 £ | Year 3 £ | Total £ |
|-------------------------------|-------------|-------------|-------------|------------|
| Land | | | | |
| Contract Costs | | | | |
| Fees | | | | |
| Vehicles, Plant and Equipment | | | | |
| Contingency | | | | |
| Other (specify) - Signage | 4k | | | 4k |
| | | | | |
| | | | | |
| Total Capital Cost | 4k | | | 4k |

How capital cost will be funded:

| | Year 1 £ | Year 2 £ | Year 3 £ | Total £ |
|------------------------------|-------------|-------------|-------------|------------|
| WBC Capital | 4k | | | 4k |
| S106 | | | | |
| External Funding (specify) - | | | | |
| | | | | |
| | | | | |
| Total Funding | 4k | | | 4k |

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 | | | |
| Forecast Savings | | Payback | Years |

Identify any efficiency gains resulting from the project:

Waverley currently pays a charge for the collection, counting and banking of cash, which is a percentage of the total amount collected. Offering a cashless payment option is not going to be of any immediate significant financial benefit, in respect of the cost of cash collection, until around 45% of users pay by cashless methods. This would then provide a reduction in the cash collected and generate an annual saving of approximately £10k on cash collection charges.

Identify any risks which may effect the project:

Mobile telephone network coverage is not consistently reliable across the borough and this may present some difficulties for some customers in some areas. However, there are no proposals to remove the 'cash' option.

Environmental Impact, including Carbon Implications:

None

Equality impact assessment carried out? Yes / No / N/A

No

How will the project be procured?

Via the existing SCC-procured Framework Agreement

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

Yes- this is a Surrey-wide procurement.

Completed by: Rob Anderton/ Jennifer Carson

Date: 11/10/13

Project Justification Form

Project: Light fittings replacements in car parks to achieve efficiency savings.

Service: Sustainability and Parking Services

Officer Responsible for Project: Fotini Kallipoliti

Identification of Need:

Following the three car park lighting projects that were successfully completed last year, we are now seeing an immediate energy saving of approximately £1700 a year. The maintenance savings are over a longer term and cannot be proven yet. However the 10 year warranty on the fittings will ensure that no maintenance will be required for at least that period of time.

This proposed project is to replace the existing lighting at:

- Upper Hart, Farnham
- Crown Court, Godalming
- Stockland Square, Cranleigh
- St James, Farnham
- Waggon yard, Farnham
- Weydown Road, Haslemere
- Beacon Hill, Haslemere

With new energy efficient LED luminaires that will save money in running and maintenance costs. The sites were selected based on their energy consumption.

This project also aims to improve lighting levels, enhance safety and the appearance of the light fittings within some of the car parks given their current poor state of repair.

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

'Value for Money' priority, as it will save money through reduced energy bills and less frequent maintenance. It will also reduce Carbon emission under the Carbon Management Plan CMP, therefore contributing towards the achievement of the Council's 'Environment' priority.

Cross Reference to Service Plan:

Reducing carbon emissions under the Carbon Management Plan target in the Sustainability Service plan.

Environmental Services Service Plan 2011/12- ES 5- Maximise the effectiveness of the Council's Car Park portfolio, ensuring all sites are fit for purpose.

Progress to date (including position regarding planning permission):

Quotes have been acquired.

There are no planning permission issues however planning will be aware of the projects for information and will be consulted on the new Waggon yard light fittings as it is within the conservation area.

Will the Corporate Project Management Toolkit be used? Yes

If no, how will the project be managed?

Key Project target dates and milestones:

Projects to be delivered by March 2014

Capital cost (across years):

| | Year 1 £ | Year 2 £ | Year 3 £ | Total £ |
|----------------------------------------------------------------------------------------------------------|-------------|-------------|-------------|------------|
| Replacement of lighting luminaires including installation (Costs based on previous installation project) | 33700 | | | |
| Contingency (10%) | 3300 | | | |
| Other (specify) - | | | | |
| | | | | |
| | | | | |
| | | | | |
| | 37000k | | | |

How capital cost will be funded:

| | Year 1 £ | Year 2 £ | Year 3 £ | Total £ |
|------------------------------------------------------|-------------|-------------|-------------|------------|
| WBC Capital-under spent from already approved budget | 33000 | | | |
| S106 | 4000 | | | |
| Current budgets - | | | | |
| | | | | |
| | | | | |
| | | | | |
| Total Funding | 37000 | | | |

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

| | Year 1 £ | Year 2 £ | Year 3 £ | Year 12 £ |
|-------------------------------------|-------------|-------------|-------------|--------------|
| Staffing | | | | |
| Other costs (specify) - | | | | |
| | | | | |
| | | | | |
| Total Revenue Costs | | | | |
| Maintenance contract | 0 | 0 | 0 | 0 |
| <u>Less</u> | | | | |
| Maintenance and replacement savings | £3245 | £3245 | £3245 | £38940 |
| Total savings in electricity costs | £3300 | £3300 | £3300 | £39600 |
| Estimated annual revenue effect | £6552 | £6552 | £6552 | £78540 |

Return on Capital and Payback (if appropriate):

| | £ | | % |
|------------------|--------|-------------------|---------|
| Forecast Returns | | Return on Capital | |
| WBC Capital Cost | £33000 | | |
| Forecast Savings | £6552 | Payback | 5 Years |

Identify any efficiency gains resulting from the project:

LED luminaires have a life expectancy of 50,000hours (12 years) against 15,000hours (3.5 years) that current light fittings have. This will make savings over the life of the luminaires. The current luminaires would need to have parts replaced approximately three times during that same period of time potentially costing Waverley 39k on maintenance over 12 years.

LED's come with a warranty of 5 years. This means there will be no maintenance

costs for those sites during that time. Current conventional fittings would have one year warrantee.

The maintenance costs savings indicated do not take into account the “call out” costs for replacing individual fittings on an ad hoc basis.

The electricity cost savings do not take into consideration energy price increases over the 12 year period.

Identify any risks which may effect the project:

There is a risk that the existing lighting levels may not comply with current standards and more luminaires may need to be installed. This will increase the capital cost and reduce the payback.

Environmental Impact, including Carbon Implications:

This project will achieve an energy and carbon reduction of approximately 58%

Equality impact assessment carried out? N/A

How will the project be procured?

Three quotes will be sought for each project.

Is there scope for sharing/joint work? No

Completed by: Fotini Kallipoliti

Date: 10 Dec 2013

Project Justification Form

Project: Car Park lining

Service: Environmental Services (Parking Services)

Officer Responsible for Project: Margaret Jerome

Identification of Need:

Lining of car parks: Continuous programme of maintaining lining of car parks across the borough. Average life expectancy of lining 3 to 7 years dependant of intensity of car park use and severity of winter.

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

This project contributes to the Council's Value for Money priority by ensuring our car parking infrastructure is well-maintained and working properly; thus protecting our income.

Cross Reference to Service Plan:

Service Plan 2013/14- ES 4- a modern, cost-effective and customer-friendly parking service and ES 5- Deliver agreed car parking projects and monitor the effectiveness of the 2011 Car Park review.

Progress to date (including position regarding planning permission):

Identification of need; prioritised list of works developed. No special permission required.

Will the Corporate Project Management Toolkit be used? Yes / No

If no, how will the project be managed?

Yes

Key Project target dates and milestones:

Is best done during dry summer months. Procurement will take place immediately following confirmation of budget availability, and works programmed in through spring and summer.

Capital cost (across years):

| | Year 1 £ | Year 2 £ | Year 3 £ | Total £ |
|-------------------------------------------------|-------------|-------------|-------------|------------|
| Land | | | | |
| Contract Costs | | | | |
| Fees | | | | |
| Vehicles, Plant and Equipment | | | | |
| Contingency | | | | |
| Other (specify) - | | | | |
| Renewing of lining of car parks across borough. | 6k | 6k | 6k | 18k |

How capital cost will be funded:

| | Year 1 £ | Year 2 £ | Year 3 £ | Total £ |
|------------------------------|-------------|-------------|-------------|------------|
| WBC Capital | 6k | 6k | 6k | 18k |
| S106 | | | | |
| External Funding (specify) - | | | | |
| | | | | |
| | | | | |
| Total Funding | 6k | 6k | 6k | 18k |

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

| | Year 1 £ | Year 2 £ | Year 3 £ | Total £ |
|---------------------------------|-------------|-------------|-------------|------------|
| Staffing | | | | |
| Other costs (specify) - | | | | |
| | | | | |
| | | | | |
| 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:**Identify any risks which may effect the project:**

N/A- but risk of reduced enforcement effectiveness if markings are not clear.
Increased risk of accidental damage to vehicles and public safety

Environmental Impact, including Carbon Implications:

N/A

Equality impact assessment carried out? Yes / No / N/A

N/A

How will the project be procured?

By quotations

Is there scope for sharing/joint work? Yes

Completed by: Rob Anderton

Date: 11th October
2013