

# Capital Programme Review 2020-21

## Project Appraisal Form

**COMMITTEE & BID  
NUMBER**

Environment & Safe Communities Committee Bid 3

**PROJECT TITLE**

Hook Road multi-story car park replacement surface to roof level

**ACCOUNTABLE OFFICER**

Officer responsible for project planning and delivery of the scheme. Accountable officers are also responsible for post project review.


Tony Foxwell, Mark Shephard

**DETAILS OF PROJECT**

|  |   |
|--|---|
| Project scope, what is included/excluded in the scheme | Hook road multi-story car park - Replacement surface covering to roof level   |
| Project outcomes and benefits                          | <p>This car park is an income generator and generally full most days, this level is in constant use and if fails it will effect income, as both top floors would have to be closed. We currently have Mercedes Benz storing cars on the top two levels which gives us a separate income. Loss of revenue would follow.</p> <p>The top levels are split mezzanine floors. In 2008 we applied waterproof coating to the very top level 5b and only patch repaired the mezzanine 5a. The system has a 10 year guarantee and is showing signs of wear and tear after 11 years.</p> <p>This proposal was to cover the lower roof deck level 5a which included patch repairs to both sections level 5a &amp; 5b</p> <p><b>Full bid to include option for patch repairs</b></p> <p>Prior to the application of a waterproof covering, patch repairs would have to be carried out. These would consist of cutting out defective areas and applying hot asphalt to seal all opening's, cracks splits and bubbles.</p> <p>An allowance of £20-£30k for patch repairs is included in the bid, a cheaper option would be to just carry out the patch repairs and put off the waterproof covering for another year.</p> <p>I must be clear but these levels are extremely exposed to all weather conditions and have deteriorated with sun and UV levels.</p> <p><b>Information regarding consequences of not undertaking the work now.</b></p> <p>Where splits have occurred in the asphalt and water penetrates through to the lower level below, we see stalactites forming in salts, these in previous years before we applied the waterproof layer in 2008 had damaged cars by dripping on to the paint work. Claims were made to the council for damage to cars at that time.</p> <p>If left this would start to re-occur again and with water leaking through</p> |

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|  | <p>the joints from the upper floor with salts we would not be able to use levels 4 &amp; 5.</p> <div style="text-align: center;">  </div> <p><b>Photos of current condition of top floors of car park included as attachments.</b></p> |
|--|---|

### FINANCIAL SUMMARY

|   |  | Cost of Project<br>£ | Comments and detail where necessary.<br>Provide appendices where relevant. Examples<br>of business cases spreadsheets can be found in<br>the Finance Handbook |
|---|--|----------------------|---|
| a | Estimated cost of purchase,<br>works and/or equipment  | 80k                  | Or cheaper proposal to carry out patch repairs<br>only would be £30k  |
| b | Consultancy or other fees  |                      |   |
| c | <b>Total Scheme Capital<br/>Costs (a+b)</b>  | 80k                  | Or £30k   |
| d | External Funding Identified<br>(e.g. s106, grants etc.)<br>Please give details, including<br>any unsuccessful funding<br>enquiries you may have<br>made. |                      |   |
| e | <b>Net Costs to Council (c-d)</b>  | £80k                 | Or £30k   |
| f | Internal Sources of Capital<br>Funds Identified (e.g. repairs<br>& renewals reserve etc.)  |                      |   |
| g | <b>Capital Reserves Needed<br/>to Finance Bid (e-f)</b>  |                      |   |

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|   |  |  |  |
|---|--|--|--|
| h | Annual Ongoing Revenue <b>Additional Savings</b> as a Direct Result of the Project |  |  |
| i | Annual Ongoing Revenue <b>Additional Costs</b> as a Direct Result of the Project   |  |  |

| Year  | 2020/21<br>£ | 2021/22<br>£ | 2022/23<br>£ |
|---|--------------|--------------|--------------|
| <b>Spend Profile of Scheme</b> – please identify which year (s) the scheme spend will fall into | £80k         |              |              |

### REVENUE IMPACT

|  |  |
|--|--|
| Can revenue implications be funded from the Committee Base Budget? – Please give details |  |
|--|--|

### CORPORATE PLAN 2016/20

|   |  |
|---|--|
| Is this investment linked to EEBC's Key Priorities? If so, say which ones and evidence how. How does project fit within service objectives? |  |
|---|--|

### TIMESCALES

What is the proposed timetable for completion of the project? Give estimated start and finish dates for each stage of the project. These dates will be used as milestones during quarterly budget monitoring to assess performance of project delivery.

|   |                          | Target Start Date   | Target Finish Date |
|---|--------------------------|---------------------|--------------------|
| 1 | Design & Planning        | February/March 2020 |                    |
| 2 | Further Approvals Needed |                     |                    |
| 3 | Tendering (if necessary) | May/June 2020       |                    |
| 4 | Project start date       | August 2020         |                    |
| 5 | Project Finish Date      | September 2020      |                    |

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## Project Appraisal Form

### BASELINE CRITERIA

All capital schemes are assessed against criteria set by the Capital Member Group annually. Bids should meet at least one of these criteria. State which capital criteria(s) for assessing bids are met and why. Leave blank any which are not met.

Spend to Save schemes should meet the following criteria;

- Payback of the amount capital invested within the project within 5 years (7 years for renewable energy projects).
- The return required on capital employed should be linked to the potential cost of borrowing (MRP) rather than potential loss of investment income.
- Risk of not achieving return on investment is low.
- Clear definition of financial cost/benefits of the scheme.

Members may consider schemes with longer paybacks on major spend to save projects going forward, especially those that incur borrowing.

|  |   |
|--|---|
| <b>Is there a guarantee of the scheme being fully externally funded and is it classed as a high priority?</b> Please give details of funding streams, including any restrictions on the funding. | No  |
| <b>Is the Scheme a Spend to Save Project?</b> Will investment improve service efficiency including cost savings or income generation? What is the payback in years?                              | No  |
| <b>It is mandatory for the Council to provide the scheme?</b> Is investment required to meet Health and Safety or other legislative requirements? If so, state which requirements.               | Yes, water penetration and poor surface repairs would lead to trip hazards and insurance claims |
| <b>Is this project the minimum scheme required to continue to deliver the services of the Council?</b> - Is investment required for the business continuity of the Council? If so, say how.      | Yes loss of revenue if covering fails   |

### ASSET MANAGEMENT PLAN

|  |     |
|--|-----|
| Is investment identified in the Council's Asset Management Plan? | Yes |
|--|-----|

### PRIORITISATION

State which one of the four prioritisation categories are met and why.

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|   |  |   |
|---|--|---|
| 1 | Investment essential to meet statutory obligation.                               |   |
| 2 | Investment Important to achieve Key Priorities.                                  |   |
| 3 | Investment important to secure service continuity and improvement.               | If roof leaks get worse possible loss of revenue and insurance claims against the council |
| 4 | Investment will assist but is not required to meet one of the baseline criteria. |   |

### RISKS ASSOCIATED WITH SCHEME

|   |   |   |
|---|---|---|
| 1 | Outline the risks of delivering this project to timetable and budget. (Please do not include risks to the service or asset if project is not approved.) | No risks  |
| 2 | Are there any risks relating to the availability of resources internally to deliver this project  | No  |
| 3 | Consequences of not undertaking this project  | If roof leaks get worse possible loss of revenue and insurance claims against the council |
| 4 | Alternative Solutions (Other solutions considered – cost and implications)  | Cheaper solution given for patch repairs only at £30k                                     |

|  |   |
|--|---|
| <b>Is consultation required for this project?</b> Please give details of who with and when by. | Yes will need to give advance warning to car park users of proposed dates for roof level closure and inform Mercedes Benz who store cars on higher levels |
|--|---|

|                                       |           |
|---------------------------------------|-----------|
| <b>Ward(s) affected by the scheme</b> | Town ward |
|---------------------------------------|-----------|

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## Accountable Officer Responsible for Delivery of the Scheme

Name and Signature                      Tony Foxwell                      Date                      20/09/2019

## Whole life revenue costs of capital project

Where savings or budget virements are being used to part fund a project, the relevant budget manager must sign the appraisal form.

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## Accountable Officers for the revenue implications of the project

Project Manager Name and Signature                      Tony Foxwell                      Date                      20/09/2019

Revenue Budget Holder Name and Signature ..... Date .....

Service Accountant Name and Signature ..... Date .....

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