

Capital Programme Review 2017-18 Project Appraisal Form

COMMITTEE & BID NUMBER

Environment Committee Bid 4/5

PROJECT TITLE

Improvement Works in Depot Road Car Park (DR) & Replacement of Pay Machines in Depot Road & Upper High Street Car Parks(UHS)

ACCOUNTABLE OFFICER

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

Richard Chevalier/Tony Foxwell/Joy Stevens

DETAILS OF PROJECT

Project scope, what is included/excluded in the scheme

The project has 2 distinct strands:-

- 1) to replace the existing 5 pay & display machines in DR and UHS car parks with new pay & display machines. The 5 machines in these car parks are approximately 10 years old and are currently unreliable.
- 2) **To carry out improvement works to Depot Road Car Park. (Please note this is not a complete refurbishment) Planned works to include the following:-**
 - Increase car park capacity by 20 spaces in DR by removing the existing recycling area to UHS and remodelling and remarking DR
 - Make alterations to the car park near to Phoenix Court to create a clear boundary between DR car park and Phoenix Court by breaking out tarmac, forming a new curb line to separate driveway to flats.

Capital Programme Review 2017-18 Project Appraisal Form

	<ul style="list-style-type: none"> • Install new bollards to prevent parking along the access road. Mark out new spaces against the wall and curb line to create an additional 2 spaces. • Area adjacent to Access Road - Remove and level out curb line, make good tarmac, remark with 3 additional spaces • Recycling Area – Remove bins, remodel and remark to get additional 10 spaces. Move textile and cardboard bins to UHS. • Break out and tidy up surfacing around pay machines where uneven breaking up and covered in foliage • To cut out areas of collapsed tarmac where previous ductwork has been laid across car park, cut out and fill holes, overlay to rough areas, make good to defective areas, and remark entire car park more efficiently creating further 5 spaces • To carry out brickwork and fencing repairs to perimeter of car park, brickwork boundary wall damaged by foliage • Remove and cut back all foliage, trees bushes and clear away, weed kill entire area
<p>Project outcomes and benefits</p>	<p>The benefits of replacing the car park machines are to:-</p> <ul style="list-style-type: none"> • Protect the Councils ability to receive an average of £2,000 per day across both car parks. • NB From August 15 to July 16 the machines processed a total of 342,959 transactions and collected £738,555 revenue during that period.

Capital Programme Review 2017-18 Project Appraisal Form

	<ul style="list-style-type: none">• Reduce officer time spent attending machine faults and failures. (It is estimated that approx. 164 hours were lost due to officers attending faults at these 5 machines during a 12 month period).• Reduce time lost with machines out of action due to faults and failures.• Currently council receives £23.1k from overpayments in the pay & display machines in Depot Road & Upper High Street (Aug 15 to July 16), although this will diminish if people can pay by card. It is anticipated that there will still be additional revenue received from overpayments• PCN income will be protected in these car parks (£34.6k August 15 to July 16 income received)• Provide alternative methods of payment by credit card and contactless methods via 3 machines, 2 machines only taking cash• The maintenance costs for the pay and display machines are in line with current ongoing revenue costs <p>The benefits of carrying out the improvement works to Depot Road Car Park are to :-</p> <ul style="list-style-type: none">• Increase the capacity of Depot Road car park by 20 spaces. On current usage the cost per space per annum in DR is £2.3 per annum. The additional spaces are estimated to bring in an additional £23.7k per annum if the spaces are utilised for 50% of the time.
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Capital Programme Review 2017-18 Project Appraisal Form

	<ul style="list-style-type: none"> • Improve access to car parking spaces around Phoenix Court by separating the access road to the property from DR car park by reinstating the curb, replacing bollards and relining parking spaces in the opposite direction. • Removing the overgrowing foliage around the perimeter wall at DR car park to stop long term damage to the wall caused by growth. • Removing uneven surfaces which could cause damage to vehicles and see an increase in compensation claims. • Removing hazards & trips which could see an increase in compensation claims. • Improves the visual appearance of the car park which is likely to have a positive impact on usage and could therefore increase revenue.
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FINANCIAL SUMMARY

		Cost of Project £	Comments and detail where necessary. Provide appendices where relevant. Examples of business cases spreadsheets can be found in the Finance Handbook
a	Estimated cost of purchase, works and/or equipment	171,300	Includes 10% contingency
b	Consultancy or other fees	0	
c	Total Scheme Capital Costs (a+b)	171,300	See separate spreadsheet

Capital Programme Review 2017-18 Project Appraisal Form

d	External Funding Identified (e.g. s106, grants etc.) Please give details, including any unsuccessful funding enquiries you may have made.	0	
e	Net Costs to Council (c-d)	171,300	
f	Internal Sources of Capital Funds Identified (e.g. repairs & renewals reserve etc.)	0	
g	Capital Reserves Needed to Finance Bid (e-f)	171,300	
h	Annual Ongoing Revenue Additional Savings as a Direct Result of the Project	34,600	See Annex1
i	Annual Ongoing Revenue Additional Costs as a Direct Result of the Project	27,100	See Annex1

Year	2017/18 £	2018/19 £	2019/20 £
Spend Profile of Scheme – please identify which year (s) the scheme spend will fall into	171,299	0	0

REVENUE IMPACT

Can Revenue Implications Be Funded From the Committee Base Budget? – Please give details	Yes see attached annexe
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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?	Managing Resources – Car Parks are an important income stream for Council
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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.

Capital Programme Review 2017-18 Project Appraisal Form

		Target Start Date	Target Finish Date
1	Design & Planning	April 2017	May 2017
2	Further Approvals Needed	n/a	n/a
3	Tendering (if necessary)	May 2017	July 2017
4	Project start date	September 2017	
5	Project Finish Date		November 2017

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.

<p>Is there a guarantee of the scheme being fully externally funded and is it classed as a high priority? Please give details of funding streams, including any restrictions on the funding.</p>	<p>No</p>
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Capital Programme Review 2017-18 Project Appraisal Form

<p>Is the Scheme a Spend to Save Project? Will investment improve service efficiency including cost savings or income generation? What is the payback in years?</p>	<p>No. see attached annexe</p>
<p>It is mandatory for the Council to provide the scheme? Is investment required to meet Health and Safety or other legislative requirements? If so state which requirements.</p>	<p>No. Although there is a likelihood of increasing insurance claims due to damage caused to vehicles as surface condition deteriorates</p>
<p>Is this project the minimum scheme required to continue to deliver the services of the Council? - Is investment required for the business continuity of the Council? If so say how.</p>	<p>Yes. Pay machines are reaching the end of their life cycle and faults will increase. Parts for repair are becoming harder and more expensive to resource. New pay machines are required to continue to deliver the necessary service for the Council.</p> <p>Also the car park improvements for the surface repairs are not a full re-surface of the car park, but repairs to uneven and broken surfaces within the car park, as outlined in the annexe.</p>

ASSET MANAGEMENT PLAN

<p>Is investment identified in the Council's Asset Management Plan?</p>	<p>Yes £150,000 initially recognised in 2017/18 as part of 10 year asset plan.</p>
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PRIORITISATION

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

<p>1</p>	<p>Investment essential to meet statutory obligation.</p>	
<p>2</p>	<p>Investment Important to achieve Key Priorities.</p>	

Capital Programme Review 2017-18 Project Appraisal Form

3	Investment important to secure service continuity and improvement.	<p>3. Pay machines are required to continue to deliver the necessary service for the Council and maintain revenue levels. The introduction of card payments will improve the parking options currently offered to car park users and ensure continuity of a main council income stream.</p> <p>The car park improvements will also improve environment and appearance of car park & increase number of parking spaces and ensure the car park infrastructure is repaired.</p>
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.)	<ul style="list-style-type: none"> • Inclement weather could delay works • Income will be lost as sections of the car park are closed for works • When machines are removed issues are found with mains connections • Pricing structures could change as quotes provided are for work carried out within the next few months, however this should be covered by the contingency included in the project • The undeveloped site at Upper High Street could impact on any works undertaken in Depot Road car park
2	Are there any risks relating to the availability of resources internally to deliver this project	Epsom & Ewell Resources will be required mainly from Building Surveyor, Parking Manager & Head of Customer Service & Business Support. The scheme will need to be factored in with their workloads.

Capital Programme Review 2017-18 Project Appraisal Form

3	Consequences of not undertaking this project	<p>Machines:-</p> <ul style="list-style-type: none"> • The age of the current machines increases the likelihood of failure and also increases the time and cost to source parts for the existing machines. • Revenue for the council will be affected if machines are out of action • Civil Enforcement Officer time will be taken up with attending faults which means they will not be out patrolling streets and car parks. • Reputation of the council may be affected if machines fail <p>Improvements:-</p> <ul style="list-style-type: none"> • Continued deterioration of the car park could lead to an increase in compensation claims & structural damage to the perimeter wall • Decline in Council reputation
4	Alternative Solutions (Other solutions considered – cost and implications)	Alternative in initial capital bid round rejected

<p>Is consultation required for this project? Please give details of the who with and when by.</p>	<p>For a period the works will be close to Phoenix Court. At the moment it is not envisaged consultation will be necessary. However, this may alter as the project progresses</p>
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<p>Ward(s) affected by the scheme</p>	<p>Town Ward</p>
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Capital Programme Review 2017-18 Project Appraisal Form

Accountable Officer Responsible for Delivery of the Scheme

Name and Signature Date

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.

Accountable Officers for the revenue implications of the project

Project Manager Name and Signature Date

Revenue Budget Holder Name and Signature Date

Service Accountant Name and Signature Date
