



Project Name:	Shalford Common – Regularising Car Parking and Reduction of Encroachments		
Project Code:	2018	TBA	
Project Description:	<p>Implementation of measures to reduce encroachments onto Shalford Common from un-authorised vehicle access. This includes necessary works to improve authorised access and compliance with Commons legislation and statutory access rights.</p> <p>The project will propose, consult on and implement an action plan to put measures in place to comply with Commons regulations for car parking, access, leisure activities and highway improvements.</p>		
Project / Programme Manager:	Hendryk Jurk	Ward:	Shalford
Senior Responsible Officer:	Peter O'Connell	Directorate:	Environment
Lead Councillor:	David Bilbe	Service:	P&L
Corporate Plan Theme:	Community	Confidential:	Yes
Expected Start Date:	01/04/2019	Exempt VAT Implications:	No
Target Completion Date:	29/03/2021		

Section A – Strategic Content

A01. What is the project trying to achieve?	<p>Shalford Common experiences an increased demand of use of the Common Land for car parking and frequent encroachments occur.</p> <p>The Council receives regular complaints regarding cars parked on Common Land including access tracks that are in breach of Common Land legislation.</p> <p>The project is intended to resolve the current issues on the Common. It will propose, consult on and implement an action plan to put measures in place to comply with Commons regulations for car parking, access, leisure activities and highway improvements.</p> <p>The outcomes of the project are:</p> <ul style="list-style-type: none"> • Compliance with the Council's landowner obligations to protect the Common Land at Shalford • Reduction of conflicts and complaints • Significant reduction in time and resources to deal with complaints that arise
A02. Which strategic priorities in the Council's Corporate Plan is the project trying to achieve?	<p><input type="checkbox"/> Delivering the Guildford Borough Local Plan and providing the range of housing that people need, particularly affordable homes.</p> <p><input type="checkbox"/> Making Travel in Guildford and Across the borough easier.</p> <p><input type="checkbox"/> Regenerating and improving Guildford town centre and other urban areas.</p> <p><input type="checkbox"/> Supporting older, more vulnerable and less advantaged people in our community.</p>

	<input checked="" type="checkbox"/> Protecting our environment. <input checked="" type="checkbox"/> Enhancing sporting, cultural, community and recreational facilities. <input type="checkbox"/> Encouraging sustainable and proportionate economic growth to help provide the prosperity and employment that people need. <input type="checkbox"/> Creating smart places infrastructure in Guildford. <input type="checkbox"/> Using innovation, technology and new ways of working to improve value for money and efficiency in Council Services.
A03. How does it meet the strategic priorities outlined?	<p>The key outcome from the project will be compliance with Common Land legislation by Guildford Borough Council.</p> <p>It will improve Shalford Common as a community facility by managing the increased demand of car parking and restricting encroachments from traffic onto the Common.</p> <p>It will improve safety for site users and residents, improve access for recreation and protect the site's biodiversity.</p>
A04. Explain the problem that is being addressed and why the project is necessary.	<p>Shalford Common is a registered Common in the ownership of Guildford Borough Council. The management of Registered Commons is regulated through the Commons Act 2006. This act places restrictions on the landowner for the maintenance of the Common, which are mainly concerned with the preservation of the landscape character, free public access and prevention of encroachments.</p> <p>Shalford Common experiences an increased demand of use of the Common Land for car parking and frequent encroachments occur.</p> <p>The Council receives regular complaints regarding cars parked on Common Land, including cars parked on grassed areas, laybys and access tracks. Whilst the Common Legislation states that Common Land requires protection from encroachments, it does not provide for effective enforcement mechanisms.</p> <p>This means that the Countryside section receives a large number of complaints around car parking without having effective means to address the issues. This situation leads to a) continued complaints and b) long processes to gather evidence and issue notices in order to address encroachments from car parking.</p> <p>Over the years, several hard surfaced access tracks to properties were constructed on the Common, without obtaining consent under the Commons Act and therefore do not comply with existing legislation.</p> <p>There are areas where the Council has actively developed parking areas, for example the Parrot Pub car park, where it appears Common Land consent was not obtained.</p> <p>We recognise there is a need for managed car parking in Shalford. Parking provision needs to comply with Commons legislation and should not create a nuisance to local residents. The project has the following aims:</p> <ul style="list-style-type: none"> • Minimise loss of existing Common Land • Reduce illegal encroachments • Ensure Common Land remains accessible for recreational purposes. • Protect biodiversity on Shalford Common which is a designated SNCI. <p>The project aims to manage car parking and access easements in a consistent way across the Common in compliance with the Commons Act.</p>
A05. What are the critical success factors or KPI's of the project? ie which measures will you use to	<ul style="list-style-type: none"> • Compliance with Commons Act 2006 • Removal of encroachments • Reduction of complaints regarding un-authorized car parking

determine success?	<ul style="list-style-type: none"> • Provision of car parking areas compliant with the Commons Act 2006
A06. What are the expected benefits or outcomes for local residents and businesses?	Better management of the increased demand of car parking at Shalford Common, which will provide better access to recreation and local shops. Removal of nuisances to local residents.
A07. Outline options considered or that will be considered for delivery of the project.	<p>The project aims to apply several methods to effectively manage car parking around the Common.</p> <ul style="list-style-type: none"> • Implement physical restrictions to prevent encroachments. • Repairs to legitimate access tracks • Create the legal background for effective enforcement action • Identify car-parking areas and ensure compliance with the Commons Act 2006. • Installation of signage. <p>Consultation with residents is required for the Secretary of State to consider any Common Land applications.</p> <p>Commons consent for works and de-registration of Common Land requires notifying a range of stakeholders so that they can submit representations to the Secretary of State. Stakeholders include amongst others Commoners, Parish Council, Natural England, Historic England and the Open Spaces Society.</p> <p>In addition, engagement with residents is important as the project aims to reduce complaints from residents.</p> <p>Please note that the status of the Common Land does not allow using the same mechanisms to manage parking as the public highway.</p> <p>Due to complicated Commons legislation, it is proposed to engage an appropriate consultant to identify appropriate options available under the Commons Act and lead the preparation for public consultation.</p>
A08. Outline project dependencies eg with other projects or partner organisations.	None.
A09. Legal / statutory requirement?	Yes Compliance with Commons Act 2006
A10. Legislative / statutory implications?	Yes Project should create legal background (bye-laws/ parking orders) to manage car parking and enforcement against encroachments
A11. Planning permission required?	No
A12. Building regulation required?	No
A13. Land acquisition required?	No
A14. Environmental consents?	No
A15. Highways / traffic consents?	Yes Applies where works affect public highway.
A16. Details of other required consents.	<p>Commons consent is required for de-registration and exchange of Common Land. The Planning Inspectorate carries out this process on behalf of the Secretary of State. The Planning Inspectorate does not commit to any timescales. A minimum period of 3 months is required in order to follow the statutory notification process.</p> <p>The Planning Inspectorate may decide that a public enquiry may be appropriate for complex cases, which could extend the process over a 9 month period. The main area of land that we consider for deregistration is the Parrot Pub Car Park. This will allow continued lease of this car park to the pub without conflicting with Common Land legislation We have identified exchange land adjacent to the Common that is owned by Guildford Borough Council (the Carnation Nursery Land). This land</p>

requires initial clearance in order to provide public access.

Section B – The Financial Case

B01. Costs

Year	Description	Capital Value (£)	Revenue Cost Centre Code	Revenue Cost Centre Name	Revenue Account Code	Revenue Account Name	Revenue Value (£)
2019/20	Shalford Common works and fees	60,200					
2020/21	Shalford Common works and fees	55,000					
2020/21	Contingency	5,760					
2020/21							
2020/21							
35T							
35T							

B02. Costs Totals

Year	Capital Total (£)	Revenue Total (£)
2019/20	60,200	
2020/21	60,760	
35T		
35T		
35T		

B03. Outline the assumptions used to cost the project.

The Capital estimates are based on previous works.

The detailed implementation of the Project will be influenced by public consultation and further work to explore legislative options and their revenue implications.

The estimated project costs include external fees and consultation, and internal recharges to services that require participation in the project (Legal, Engineers).

Cost Breakdown:

- Surface repairs: £30,000 (approx. 1,500m², this cost will be covered by the existing path repairs budget held by parks)
- Access restrictions (Bunds, bollards, planting etc.): £10,000 (approx. 500m)
- Signage: £5,000
- Clearance and preparation of Commons exchange land: £3,000 (4,000m², future maintenance will by existing revenue)

- | | |
|--|---|
| | <ul style="list-style-type: none">• Highway Edge repairs at Snooty Fox: £30,000• Legal Fees: £15,000• Costs for externally lead consultation: £8,000• Production of consultation documents and visual displays: £6,000• Publishing costs for statutory notices: £1,200• Common Land application to PINS: £7,000• Contingency 5%: £5,760 |
|--|---|

B04. Financial Benefits eg savings or additional income

Year	Description	Capital Value (£)	Revenue Value (£)
35T	n/a		
35T			
35T			
35T			
35T			

B05. Funding

Year	GBC Funding Request (£)	Third Party Contributions (£)	Sources of Third Party Contributions
2019/20	45,200	15,000	Existing Capital Funds (Parks path repairs)
2020/21	45,760	15,000	Existing Capital Funds (Parks path repairs)
35T			
35T			
35T			

B06. Non Financial Benefits

Title	Category	Measure	Expected Delivery Date
Legal compliance with Commons Legislation	Improved Service Provision	Compliance with Common Legislation	2021
Reduction of Complaints	Improved Customer Satisfaction	Number of complaints	2021
Reduction of encroachments	Improved Service Provision	Number of encroachments	2021
Improved recreational facility	Improved Social Benefits	Customer satisfaction	2021
	35T		
	35T		
	35T		
	35T		

Section C – The Economic Case

C01. Expected number of homes brought forward.	n/a
C02. Expected number of jobs created.	n/a
C03. Expected amount of employment floor space delivered.	n/a

C04. Outline your assumptions in determining the economic benefits.	n/a
C05. Describe any other economic benefits.	It is expected that a side effect of the project will be greater availability of short term parking for local shops.

Section D – The Commercial Case

D01. Outline any procurement requirements.	Common Land consultant to lead on proposals Infrastructure work carried out by contractors External Legal fees
D02. Outline preferred procurement route / strategy.	3 written quotes for infrastructure works and consultants Existing frameworks for works affecting public highway (Snooty Fox) and external legal work.
D03. Outline key procurement risks.	Consultants/ Contractor availability

Section E – The Management Case

E01. High Level Project Timetable

Item	Stage of Project	Start Date	Finish Date
Cllr decision on Project Options	Outline options subject to further legal clarifications		31/12/2018
Public Consultation (12 weeks)		June 2019	August 2019
Introduction of legal framework	Different options to apply enforcement are currently explored	May 2019	October 2019
Common Land consent process from Planning Inspectorate/ Secretary of State	(Please note that not all proposed works will require Common Land consent and can progress ahead of receiving consent for other work)	September 2019	July 2020
Work implementation	Please note that some works are already supported locally, do not require additional consents and are expected to be able to go ahead early in the project.	01/4/2019	31/3/2021

E02. High Level Project Milestones

Milestone	Description	Indicative Date
Project detail agreed	Agree detailed options on car parking management for various locations on the Common with Ward members	December 2018
Main Public consultation	Public consultation on major changes to parking enforcement and changes to Common Land Status	June 2019
Project Implementation and public engagement where works affect individual access tracks.	Works to protect Common Land from encroachments and prevent blocking of access ways affect individual properties and residents and require tailored approaches.	From April 2019
Common Land consent received	Common Land consent to de-register and swap areas of Common Land.	July 2020

E03. Project Risks

Title	Description
Public acceptance	It is necessary to ensure that residents are consulted throughout the project. There is strong local support as well as opposition. The risks will be mitigated by securing Councillor commitment to agree direction of travel.
Financial	Project costs
Common's consent	Consent from the Secretary of State is required for some elements of the project. There is no guarantee on the timescale or success when applying for consent.

	Public engagement is crucial to mitigate this risk.

E04. Provide high level details of proposed project management arrangements & project team (please use post names / titles rather than naming individuals).	Project will be managed by the Countryside Manager It is proposed to employ a Common Land Consultant to manage the Commons consent applications and public consultation.
E05. Provide a brief outline of key stakeholders eg who they are and how they will be engaged.	Local residents. Parish Council meetings
E06. Will any public consultations be required? If so, provide a brief outline.	Yes. Parish Council meetings Website Statutory notices
E07. How will the project be evaluated post implementation?	Site monitoring: The project goals are: No encroachments, No complaints about car parking

E08. Outline any expected formal Council / Committee / Board decisions or consultations and expected timescales.

Committee / Board	Type of Decision	Expected Date
Council		
Executive		
Borough, Economy and Infrastructure Executive Advisory		
Society, Environment and Council Development Executive Advisory		
Overview and Scrutiny		
Planning	Highway works may be subject to planning	
Licensing		
Corporate Governance and Scrutiny		

Bid for Funding



Project Name:	Foxenden Tunnels Safety Works		
Project Code:	2018	TBA	
Project Description:	Works to make safe and prevent further deterioration, and to make it available for alternative uses.		
Project / Programme Manager:	Darren Burgess	Ward:	Holy Trinity
Senior Responsible Officer:	Marieke van der Reijden	Directorate:	Community Services
Lead Councillor:	Nigel Manning	Service:	Asset Development
Corporate Plan Theme:	Community	Confidential:	No
Expected Start Date:	01/04/19	Exempt VAT Implications:	No
Target Completion Date:	31/11/19		

Section A – Strategic Content

A01. What is the project trying to achieve?	<p>To prevent a property asset of local historical significance from deteriorating and becoming unsafe. To enable the asset to be considered for alternative uses.</p> <p>Given the potential for a significant failure of the structure, it may be prudent to consider allocating this project directly to the 'approved' programme</p>
A02. Which strategic priorities in the Council's Corporate Plan is the project trying to achieve?	<ul style="list-style-type: none"> <input type="checkbox"/> Delivering the Guildford Borough Local Plan and providing the range of housing that people need, particularly affordable homes. <input type="checkbox"/> Making Travel in Guildford and Across the borough easier. <input checked="" type="checkbox"/> Regenerating and improving Guildford town centre and other urban areas. <input type="checkbox"/> Supporting older, more vulnerable and less advantaged people in our community. <input checked="" type="checkbox"/> Protecting our environment. <input checked="" type="checkbox"/> Enhancing sporting, cultural, community and recreational facilities. <input type="checkbox"/> Encouraging sustainable and proportionate economic growth to help provide the prosperity and employment that people need. <input type="checkbox"/> Creating smart places infrastructure in Guildford. <input type="checkbox"/> Using innovation, technology and new ways of working to improve value for money and efficiency in Council Services.
A03. How does it meet the strategic priorities outlined?	By protecting a property asset of local historical importance from deteriorating.
A04. Explain the problem that is being addressed and why the project is necessary.	The property comprises a series a tunnels cut into the chalk beneath Allen House Grounds and accessed from within York Road car park. They were originally formed to serve as an air raid shelter in 1941.

	<p>The tunnels have remained unused for a number of years. Water has seeped in through the surrounding chalk and that, coupled with the lack of ventilation, has caused significant deterioration to various steel supports and other timber fixtures and fittings. The tunnels are a unique structure and it is therefore difficult assess their safety in any quantifiable manner. However, based on a visual inspection by an engineer some time ago and the extent of corrosion to structural steelwork now evident they are currently deemed unsafe for visitors.</p> <p>If allowed to continue to deteriorate, there is the possibility of them collapsing and it is difficult to predict what effect that might have on the car park and on Allen House Grounds above.</p> <p>The proposed works are solely intended to ensure that the structure is safe and prevent future deterioration. However, once complete it will be available for use, which may include, for example, tourism or commercial storage.</p>
A05. What are the critical success factors or KPI's of the project? ie which measures will you use to determine success?	<p>That the cost of the repair works are contained within the anticipated budget and that the works are completed in a timely manner without detriment to its' surroundings.</p> <p>That the tunnels are made safe and protected from future deterioration.</p>
A06. What are the expected benefits or outcomes for local residents and businesses?	<p>The contract will be let to a suitable building contractor, which is likely to be a local company.</p> <p>Once completed, the tunnels may be available for letting on a commercial basis, which may generate income and create employment.</p>
A07. Outline options considered or that will be considered for delivery of the project.	<p>It is anticipated that the project will be designed and implemented by an external specialist engineer as the in-house building surveying team does not possess the skills to undertake this type of work.</p>
A08. Outline project dependencies eg with other projects or partner organisations.	<p>Undertaking the works themselves will rely upon co-operation with the management team of York Road car park.</p> <p>Any future use will also require their assistance to facilitate.</p>
A09. Legal / statutory requirement?	No
A10. Legislative / statutory implications?	No
A11. Planning permission required?	No
A12. Building regulation required?	No
A13. Land acquisition required?	No
A14. Environmental consents?	Yes
A15. Highways / traffic consents?	No
A16. Details of other required consents.	None anticipated.

Section B – The Financial Case

B01. Costs

Year	Description	Capital Value (£)	Revenue Cost Centre Code	Revenue Cost Centre Name	Revenue Account Code	Revenue Account Name	Revenue Value (£)
2019/20	Refurbishment works	75,000					
2019/20	Contingency	15,000					
2019/20	Professional fees	20,000					
Choose an item							
35T							
35T							
35T							

B02. Costs Totals

Year	Capital Total (£)	Revenue Total (£)
2019/20	110,000.00	
35T		
35T		
35T		
35T		

B03. Outline the assumptions used to cost the project.

The nature of the property and the works required means that standard methods of estimating are not appropriate. Repair costs are therefore an extrapolation from costs for similar works obtained some years ago that were not implemented.

There will be a cost associated with suspension of a number of parking bays around the entrance to allow for deliveries and contractor vehicle parking. It is difficult to estimate timescales for this need until the project has been developed in more detail.

B04. Financial Benefits eg savings or additional income

Year	Description	Capital Value (£)	Revenue Value (£)
	Unknown		

B05. Funding

Year	GBC Funding Request (£)	Third Party Contributions (£)	Sources of Third Party Contributions
2019/20	100,000.00		

B06. Non Financial Benefits

Title	Category	Measure	Expected Delivery Date
Reputation	Improved Customer Satisfaction	The Council is open to criticism where it fails to protect its' assets that have historic value.	From 01/09/19
Heritage value	Improved Social Benefits	Regenerating this asset could enable the Heritage service to better interpret the history of the area.	From 01/01/20

Section C – The Economic Case

C01. Expected number of homes brought forward.	0
C02. Expected number of jobs created.	0
C03. Expected amount of employment floor space delivered.	0

C04. Outline your assumptions in determining the economic benefits.	N/A
C05. Describe any other economic benefits.	Once restored, there may be commercial opportunities to use the tunnels, e.g. certain types of storage.

Section D – The Commercial Case

D01. Outline any procurement requirements.	The project will be let under an industry standard JCT contract for which the assistance of the Legal service will be required to prepare.
D02. Outline preferred procurement route / strategy.	The works will be specified and a single stage tender sought from suitable contractors.
D03. Outline key procurement risks.	That sufficient tenders are not returned to enable a meaningful comparison. That the value of tenders returned exceed the anticipated costs. The unique nature of the works required make assessing the likely costs extremely difficult.

Section E – The Management Case

E01. High Level Project Timetable

Item	Stage of Project	Start Date	Finish Date
Investigations	Pre-contract	Apr-19	Apr-19
Design	Pre-contract	Apr-19	Jun-19
Tender	Pre-contract	Jun-19	Jul-19
Appoint contractor	Pre-contract	Early Aug-19	
Works on site	Contract period	Sep-19	Nov-19

E02. High Level Project Milestones

Milestone	Description	Indicative Date
Design	Detailed design completed without revealing any significant obstacles	Mid Jun-19
Tender	Tenders returned are compatible with anticipated costs	Mid Jul-19
Completion	All repair works completed.	End of Nov-19

E03. Project Risks

Title	Description
Budget	As with all construction projects, there is the risk of costs escalating due to unforeseen circumstances. That is particularly so in this case, which is why a generous contingency has been included.
Long term use of the asset	If allowed to deteriorate, there is the possibility of the tunnels collapsing. It is difficult to predict what effect that might have on the car park and on Allen House Grounds above.

E04. Provide high level details of proposed project management arrangements & project team (please use post names / titles rather than naming individuals).	<p>The project will be project managed by the Building Surveyor Manager.</p> <p>The works will be designed and implemented by a specialist external engineer.</p>
E05. Provide a brief outline of key stakeholders eg who they are and how they will be engaged.	<p>As the asset is unused, there are no directly affected stakeholders.</p> <p>Access to the asset is via York Road car park and so liaison with colleagues in the Parking team will be necessary to facilitate the work. This will be accommodated through formal project meetings along with the design team and, when appointed, the contractor.</p> <p>Whilst the tunnels are not formally acknowledged as an historic structure, they do have local historic value. As such, colleagues in the Heritage team will be consulted on the proposed work so as to ensure that original features are protected and preserved.</p>
E06. Will any public consultations be required? If so, provide a brief outline.	No.
E07. How will the project be evaluated post implementation?	Final project costs will be reported to the Capital Monitoring Group.

E08. Outline any expected formal Council / Committee / Board decisions or consultations and expected timescales.

Committee / Board	Type of Decision	Expected Date
Council	None.	
Executive	None.	
Borough, Economy and Infrastructure Executive Advisory	None.	
Society, Environment and Council Development Executive Advisory	None.	
Overview and Scrutiny	None.	
Planning	None.	
Licensing	None.	
Corporate Governance and Scrutiny	None.	

Bid for Funding



Project Name:	Holy Trinity Church Boundary Wall Repairs		
Project Code:	2018	TBA	
Project Description:	Repairs to boundary walls enclosing the closed burial ground associated with Holy Trinity church.		
Project / Programme Manager:	Darren Burgess	Ward:	Holy Trinity
Senior Responsible Officer:	Marieke van der Reijden	Directorate:	Community Services
Lead Councillor:	Nigel Manning	Service:	Asset Development
Corporate Plan Theme:	Community	Confidential:	No
Expected Start Date:	01/04/19	Exempt VAT Implications:	No
Target Completion Date:	31/11/19		

Section A – Strategic Content

A01. What is the project trying to achieve?	To fulfil the Council's statutory obligations to maintaining closed burial grounds by substantially repairing a dilapidated boundary wall.
A02. Which strategic priorities in the Council's Corporate Plan is the project trying to achieve?	<input type="checkbox"/> Delivering the Guildford Borough Local Plan and providing the range of housing that people need, particularly affordable homes. <input type="checkbox"/> Making Travel in Guildford and Across the borough easier. <input checked="" type="checkbox"/> Regenerating and improving Guildford town centre and other urban areas. <input type="checkbox"/> Supporting older, more vulnerable and less advantaged people in our community. <input checked="" type="checkbox"/> Protecting our environment. <input type="checkbox"/> Enhancing sporting, cultural, community and recreational facilities. <input type="checkbox"/> Encouraging sustainable and proportionate economic growth to help provide the prosperity and employment that people need. <input type="checkbox"/> Creating smart places infrastructure in Guildford. <input type="checkbox"/> Using innovation, technology and new ways of working to improve value for money and efficiency in Council Services.
A03. How does it meet the strategic priorities outlined?	Whilst this proposal is to fulfil a statutory obligation, it does have the added benefit of making aesthetic and safety improvements to a prominent site within the town.

<p>A04. Explain the problem that is being addressed and why the project is necessary.</p>	<p>The boundary wall to the cemetery of Holy Trinity church is dilapidated and in need of repair.</p> <p>Where a Church of England churchyard is closed to further burials in accordance with an Order in Council under the Burial Act 1853, responsibility for maintenance may at the request of the Church be transferred to the relevant local authority. The transfer, in accordance with Section 215 of the Local Government Act 1972, is compulsory, not dependent on the condition of the churchyard in question, and not dependent on the local authority's ability to meet the additional maintenance costs.</p> <p>Holy Trinity cemetery is the subject of such an Order and it's maintenance is the responsibility of Guildford Borough Council.</p>
<p>A05. What are the critical success factors or KPI's of the project? ie which measures will you use to determine success?</p>	<p>That the cost of the repair works are contained within the anticipated budget and that the works are completed in a timely manner without detriment to its' surroundings.</p>
<p>A06. What are the expected benefits or outcomes for local residents and businesses?</p>	<p>Keeping this publically important area in good repair.</p>
<p>A07. Outline options considered or that will be considered for delivery of the project.</p>	<p>It is anticipated that the project will be designed and delivered by an external consultant that is familiar with the requirements of working on church property.</p> <p>Whilst it may be possible for the in-house team to undertake this work, experience has shown that the church authorities are more likely to look favourably on the proposals when presented by an independent designer. This ultimately makes this approach more cost effective in this circumstance.</p>
<p>A08. Outline project dependencies eg with other projects or partner organisations.</p>	<p>It will be necessary to obtain approval for the works from the Guildford Diocese.</p>
<p>A09. Legal / statutory requirement?</p>	<p>Yes</p>
<p>A10. Legislative / statutory implications?</p>	<p>No</p>
<p>A11. Planning permission required?</p>	<p>Yes</p>
<p>A12. Building regulation required?</p>	<p>No</p>
<p>A13. Land acquisition required?</p>	<p>No</p>
<p>A14. Environmental consents?</p>	<p>No</p>
<p>A15. Highways / traffic consents?</p>	<p>No</p>
<p>A16. Details of other required consents.</p>	<p>None anticipated.</p>

Section B – The Financial Case

B01. Costs

Year	Description	Capital Value (£)	Revenue Cost Centre Code	Revenue Cost Centre Name	Revenue Account Code	Revenue Account Name	Revenue Value (£)
2019/20	Refurbishment works	50,000					
2019/20	Contingency	5,000					
2019/20	Professional fees	8,000					
Choose an item.							
35T							
35T							
35T							

B02. Costs Totals

Year	Capital Total (£)	Revenue Total (£)
2019/20	63,000.00	
35T		
35T		
35T		
35T		

B03. Outline the assumptions used to cost the project.

Repair costs are based on recent similar works carried out at other locations across the Borough.

B04. Financial Benefits eg savings or additional income

Year	Description	Capital Value (£)	Revenue Value (£)
	None		

B05. Funding

Year	GBC Funding Request (£)	Third Party Contributions (£)	Sources of Third Party Contributions
2019/20	63,000.00		

B06. Non Financial Benefits

Title	Category	Measure	Expected Delivery Date
Reputation	Improved Customer Satisfaction	The Council is open to criticism where it fails to protect assets for which it has a responsibility.	From 01/11/19

Section C – The Economic Case

C01. Expected number of homes brought forward.	0
C02. Expected number of jobs created.	0
C03. Expected amount of employment floor space delivered.	0

C04. Outline your assumptions in determining the economic benefits.	N/A
C05. Describe any other economic benefits.	None.

Section D – The Commercial Case

D01. Outline any procurement requirements.	The project will be let under an industry standard JCT contract for which the assistance of the Legal service will be required to prepare.
D02. Outline preferred procurement route / strategy.	The works will be specified and a single stage tender sought from suitable contractors.
D03. Outline key procurement risks.	That sufficient tenders are not returned to enable a meaningful comparison. That the value of tenders returned exceed the anticipated costs.

Section E – The Management Case

E01. High Level Project Timetable

Item	Stage of Project	Start Date	Finish Date
Design	Pre-contract	Apr-19	Mid May-19
Design Approval	Pre-contract	Mid May-19	Mid Jul-19
Tender	Pre-contract	Mid Jul-19	Early Aug-19
Appoint contractor	Pre-contract	Mid Aug-19	
Works on site	Contract period	Sep-19	Nov-19

E02. High Level Project Milestones

Milestone	Description	Indicative Date
Design	Detailed design completed without revealing any significant obstacles	Mid May-19
Design Approval	Approval for the proposed works from the Guildford Diocese	Mid Jul-19
Tender	Tenders returns are compatible with anticipated costs	Early Aug-19
Completion	All repair works completed.	End of Nov-19

E03. Project Risks

Title	Description
Budget	As with all construction projects, there is the risk of costs escalating due to unforeseen circumstances.
Programme	The requirement to seek approval from the Guildford Diocese is a significant risk to the programme as experience has shown this to sometimes be a difficult process.

E04. Provide high level details of proposed project management arrangements & project team (please use post names / titles rather than naming individuals).	The project will be project managed by a member of the Building Surveying team. The works will be designed and implemented by a specialist external engineer.
E05. Provide a brief outline of key stakeholders eg who they are and how they will be engaged.	Despite our statutory obligation to maintain them, the boundary walls remain the property of the church. It will be necessary to liaise with them about the works and seek their approval before proceeding. The engineer who will undertake the design and management will be chosen for their experience in this area.
E06. Will any public consultations be required? If so, provide a brief outline.	No.
E07. How will the project be evaluated post implementation?	Final project costs will be reported to the Capital Monitoring Group.

E08. Outline any expected formal Council / Committee / Board decisions or consultations and expected timescales.

Committee / Board	Type of Decision	Expected Date
Council	None.	
Executive	None.	
Borough, Economy and Infrastructure Executive Advisory	None.	
Society, Environment and Council Development Executive Advisory	None.	
Overview and Scrutiny	None.	
Planning	Listed Building Consent will be required for the proposed works.	Jul-19
Licensing	None.	
Corporate Governance and Scrutiny	None.	

Bid for Funding



Project Name:	Broadwater Cottage Structural Repair		
Project Code:	2018	TBA	
Project Description:	Works to repair a significant structural defect.		
Project / Programme Manager:	Darren Burgess	Ward:	Shalford
Senior Responsible Officer:	Marieke van der Reijden	Directorate:	Community Services
Lead Councillor:	Nigel Manning	Service:	Corporate Property Services
Corporate Plan Theme:	Community	Confidential:	No
Expected Start Date:	01/04/19	Exempt VAT Implications:	No
Target Completion Date:	31/10/19		

Section A – Strategic Content

A01. What is the project trying to achieve?	To undertake repairs to this Grade II listed property following the discovery of a significant structural defect.
A02. Which strategic priorities in the Council's Corporate Plan is the project trying to achieve?	<input type="checkbox"/> Delivering the Guildford Borough Local Plan and providing the range of housing that people need, particularly affordable homes. <input type="checkbox"/> Making Travel in Guildford and Across the borough easier. <input type="checkbox"/> Regenerating and improving Guildford town centre and other urban areas. <input type="checkbox"/> Supporting older, more vulnerable and less advantaged people in our community. <input checked="" type="checkbox"/> Protecting our environment. <input type="checkbox"/> Enhancing sporting, cultural, community and recreational facilities. <input type="checkbox"/> Encouraging sustainable and proportionate economic growth to help provide the prosperity and employment that people need. <input type="checkbox"/> Creating smart places infrastructure in Guildford. <input type="checkbox"/> Using innovation, technology and new ways of working to improve value for money and efficiency in Council Services.
A03. How does it meet the strategic priorities outlined?	The property is Grade II listed and the work is required to prevent it collapsing.

<p>A04. Explain the problem that is being addressed and why the project is necessary.</p>	<p>The property is undergoing a series of structural repairs that had been previously identified and were the subject of an earlier capital bid. During the course of executing those works, a further defect was revealed within the chimney breast at the north end of the building; it has become apparent that the brickwork at the base of the chimney stack is severely compromised and that it is in danger of collapse into the rest of the building.</p> <p>Whilst work is ongoing to firm up a design solution, it is expected that it will be necessary to take down the chimney stack, which forms the gable end of the building, along with some of the roof and first floor structures, and re-construct them in a more appropriate fashion.</p> <p>The chimneystack has currently been propped to make it safe and the two rooms affected (the dining room and a bedroom) are unusable.</p> <p>There exists the potential for a similar problem at the other end of the property and some intrusive investigations are required to determine if that is the case. It will be necessary to vacate the property to undertake those works and all of the necessary repairs, which are likely to take several months to complete.</p>
<p>A05. What are the critical success factors or KPI's of the project? ie which measures will you use to determine success?</p>	<p>That the cost of the refurbishment works are contained within the anticipated budget and that the works are completed in a timely manner without detriment to its' surroundings.</p>
<p>A06. What are the expected benefits or outcomes for local residents and businesses?</p>	<p>The contract for refurbishment will be let to a suitable building contractor, which is likely to be a local company.</p>
<p>A07. Outline options considered or that will be considered for delivery of the project.</p>	<p>It is anticipated that the project will be designed and implemented by an external specialist engineer as the in-house building surveying team does not possess the skills to undertake this type of work.</p>
<p>A08. Outline project dependencies eg with other projects or partner organisations.</p>	<p>None</p>
<p>A09. Legal / statutory requirement?</p>	<p>Yes</p>
<p>A10. Legislative / statutory implications?</p>	<p>No</p>
<p>A11. Planning permission required?</p>	<p>No</p>
<p>A12. Building regulation required?</p>	<p>Yes</p>
<p>A13. Land acquisition required?</p>	<p>No</p>
<p>A14. Environmental consents?</p>	<p>Yes</p>
<p>A15. Highways / traffic consents?</p>	<p>No</p>
<p>A16. Details of other required consents.</p>	<p>Listed Building Consent</p>

Section B – The Financial Case

B01. Costs

Year	Description	Capital Value (£)	Revenue Cost Centre Code	Revenue Cost Centre Name	Revenue Account Code	Revenue Account Name	Revenue Value (£)
2019/20	Repair works	124,000					
2019/20	Contingency	10,000					
2019/20	Professional fees	15,000					
2019/20	Statutory fees	1,000					

B02. Costs Totals

Year	Capital Total (£)	Revenue Total (£)
2019/20	150,000	

B03. Outline the assumptions used to cost the project.

Repair costs are very approximate at this early stage and are only a conservative estimate based on professional experience. They will be refined as the full extent of the works is determined.

B04. Financial Benefits eg savings or additional income

Year	Description	Capital Value (£)	Revenue Value (£)
2019/20	None		

B05. Funding

Year	GBC Funding Request (£)	Third Party Contributions (£)	Sources of Third Party Contributions
2019/20	150,000.00		
35T			
35T			
35T			

B06. Non Financial Benefits

Title	Category	Measure	Expected Delivery Date
Reputation	Improved Customer Satisfaction	The Council is open to criticism where it fails to protect its' assets that have historic value.	From 01/4/19
Providing residential accommodation	Improved Social Benefits		From 01/08/19

Section C – The Economic Case

C01. Expected number of homes brought forward.	0
C02. Expected number of jobs created.	0
C03. Expected amount of employment floor space delivered.	0

C04. Outline your assumptions in determining the economic benefits.	Not applicable.
C05. Describe any other economic benefits.	Returning the property to a well maintained state will maintain its capital value and reduce the need for revenue expenditure on planned maintenance.

Section D – The Commercial Case

D01. Outline any procurement requirements.	The project will be let under an industry standard JCT contract for which the assistance of the Legal service will be required to prepare.
D02. Outline preferred procurement route / strategy.	The works will be specified and a single stage tender sought from suitable contractors.
D03. Outline key procurement risks.	That sufficient tenders are not returned to enable a meaningful comparison. That the value of tenders returned exceed the anticipated costs.

Section E – The Management Case

E01. High Level Project Timetable

Item	Stage of Project	Start Date	Finish Date
Design	Pre-contract	Oct-18	Dec-18
Tender	Pre-contract	Jan-19	Feb-19
Appoint contractor	Pre-contract	Mar-19	
Works on site	Contract period	Apr-19	Aug-19

All dates are provisional until scope of work is determined.

E02. High Level Project Milestones

Milestone	Description	Indicative Date
Design	Detailed design completed without revealing any significant obstacles	End of Dec-19
Tender	Tenders returns are compatible with anticipated costs	End of Feb-19
Completion	Works to property completed and ready for re-occupation	End of Aug-19

E03. Project Risks

Title	Description
Budget	As with all construction projects, there is the risk of costs escalating due to unforeseen circumstances. In this case, that risk is heightened due to the complex nature of the repair works that are likely to be required.
Programme	The nature of the works along with the statutory consents required means that the programme cannot yet be determined with any degree of accuracy.

E04. Provide high level details of proposed project management arrangements & project team (please use post names / titles rather than naming individuals).	The project will be overseen by a member of the Building Survey team. The works will be designed and implemented by a specialist external engineer.
E05. Provide a brief outline of key stakeholders eg who they are and how they will be engaged.	
E06. Will any public consultations be required? If so, provide a brief outline.	No.
E07. How will the project be evaluated post implementation?	Final project costs will be reported to the Capital Monitoring Group.

E08. Outline any expected formal Council / Committee / Board decisions or consultations and expected timescales.

Committee / Board	Type of Decision	Expected Date
Council	None.	
Executive	None.	
Borough, Economy and Infrastructure Executive Advisory	None.	
Society, Environment and Council Development Executive Advisory	None.	
Overview and Scrutiny	None.	
Planning	None.	
Licensing	None.	
Corporate Governance and Scrutiny	None.	

Bid for Funding



Project Name:	Guildford Town Centre CCTV Upgrade		
Project Code:	2018	TBA	
Project Description:	Replace older CCTV cameras with new IP (Internet Protocol) compatible cameras and associated control equipment.		
Project / Programme Manager:	Geoff Fowler	Ward:	All
Senior Responsible Officer:	Peter O'Connell	Directorate:	Environment
Lead Councillor:	Matt Furniss	Service:	Engineering Services
Corporate Plan Theme:	Community	Confidential:	No
Expected Start Date:	8 th April 2019	Exempt VAT Implications:	No
Target Completion Date:	1st March 2020		

Section A – Strategic Content

A01. What is the project trying to achieve?	<p>Most of the Borough's CCTV cameras are over 20 years old and have become obsolete. In particular they use analogue images. The latest cameras employ digital technology which uses much less data and enables greater flexibility with image transmission and camera control.</p> <p>The most recent cameras installed on the system have been IP (Internet Protocol) compliant as a matter of course and some of our cameras have been updated when replacement has become necessary. Introducing a full replacement programme for all of the older cameras will ensure that the whole system is brought up to modern standards.</p>
A02. Which strategic priorities in the Council's Corporate Plan is the project trying to achieve?	<ul style="list-style-type: none"> <input type="checkbox"/> Delivering the Guildford Borough Local Plan and providing the range of housing that people need, particularly affordable homes. <input type="checkbox"/> Making Travel in Guildford and Across the borough easier. <input checked="" type="checkbox"/> Regenerating and improving Guildford town centre and other urban areas. <input checked="" type="checkbox"/> Supporting older, more vulnerable and less advantaged people in our community. <input type="checkbox"/> Protecting our environment. <input type="checkbox"/> Enhancing sporting, cultural, community and recreational facilities. <input checked="" type="checkbox"/> Encouraging sustainable and proportionate economic growth to help provide the prosperity and employment that people need. <input type="checkbox"/> Creating smart places infrastructure in Guildford. <input checked="" type="checkbox"/> Using innovation, technology and new ways of working to improve value for money and efficiency in Council Services.

A03. How does it meet the strategic priorities outlined?	CCTV has been the cornerstone of community safety since its first installation in 1995. By enhancing the Safer Guildford Partnerships strategy, a modern, effective and reliable CCTV system will utilise the latest innovative technology to enhance public safety and minimise the fear of crime. By doing so it contributes to supporting the vulnerable as well as the wider community and supports economic growth and regeneration.
A04. Explain the problem that is being addressed and why the project is necessary.	Much of the current system's equipment is over 20 years old. Whilst still serviceable at present, the system must be upgraded to ensure that it is reliable and future proofed.
A05. What are the critical success factors or KPI's of the project? ie which measures will you use to determine success?	<ol style="list-style-type: none"> 1. Project completion to time and budget. 2. Number of cameras installed. 3. Maintenance/improvement of rate of incidents where CCTV has initiated or assisted.
A06. What are the expected benefits or outcomes for local residents and businesses?	Maintain and possibly improve existing reduced levels of crime and anti social behaviour and an improved perception of safety from crime within the community, i.e. a reduction in the fear of crime.
A07. Outline options considered or that will be considered for delivery of the project.	The estimated value of this works contract will be approximately £200,000. It is therefore under the EU threshold for a works contract and will not have to be advertised by an OJEU notice. It will have to be put out to tender with at least three companies invited to submit formal tenders. This project is suitable for a design and build contract.
A08. Outline project dependencies eg with other projects or partner organisations.	Surrey Police will be a key partner in this project.
A09. Legal / statutory requirement?	No
A10. Legislative / statutory implications?	Yes
A11. Planning permission required?	No
A12. Building regulation required?	No
A13. Land acquisition required?	No
A14. Environmental consents?	No
A15. Highways / traffic consents?	Yes
A16. Details of other required consents.	None.

Section B – The Financial Case

B01. Costs

Year	Description	Capital Value (£)	Revenue Cost Centre Code	Revenue Cost Centre Name	Revenue Account Code	Revenue Account Name	Revenue Value (£)
2019/20	Purchase of new cameras	250,000					
35T							
35T							
35T							
35T							
35T							
35T							

B02. Costs Totals

Year	Capital Total (£)	Revenue Total (£)
2019/20	£250,000.00	
35T		
35T		
35T		
35T		

B03. Outline the assumptions used to cost the project.

44 cameras to be replaced @ £4,000 per camera.	£176,000
Upgrades to CCTV control room equipment.	<u>£24,000</u>
Sub-Total	£200,000
Procurement, design checks & supervision @15%	£30,000
Contingency @ 10%	<u>£20,000</u>
TOTAL	<u>£250,000</u>

B04. Financial Benefits eg savings or additional income

Year	Description	Capital Value (£)	Revenue Value (£)
2019/20	Reduced maintenance costs.		£2000.00
2020/21	Reduced maintenance costs.		£2000.00
2021/22	Reduced maintenance costs.		£2000.00
2022/23	Reduced maintenance costs.		£2000.00
2023/24	Reduced maintenance costs.		£2000.00

B05. Funding

Year	GBC Funding Request (£)	Third Party Contributions (£)	Sources of Third Party Contributions
2019/20	£250,000.00		
35T			
35T			
35T			
35T			

B06. Non Financial Benefits

Title	Category	Measure	Expected Delivery Date
More reliable system.	Improved Service Provision	Subjective measured by operator satisfaction with system.	To be assessed during year following completion in October 2019.
Reduced fear of crime.	Improved Social Benefits	Subjective measured by customer satisfaction with system.	To be assessed during year following completion in October 2019.
Reduced maintenance and repair costs.	Reduced Asset Costs	Measured through budget monitoring and comparison with earlier years.	Will become apparent after first year of operation.
	35T		
	35T		
	35T		
	35T		
	35T		

Section C – The Economic Case

C01. Expected number of homes brought forward.	N/A
C02. Expected number of jobs created.	N/A
C03. Expected amount of employment floor space delivered.	N/A

C04. Outline your assumptions in determining the economic benefits.	N/A
C05. Describe any other economic benefits.	N/A

Section D – The Commercial Case

D01. Outline any procurement requirements.	Design and build contract awarded through formal competitive tender and advertised through InTend.
D02. Outline preferred procurement route / strategy.	As above.
D03. Outline key procurement risks.	We must ensure that we have confidence that any competing contractors are able to do the required work should they be successful We must therefore ensure that: a) All contractors invited to tender have sufficient expertise to do the necessary work on the system, and b) All tenderers are given full and accurate information about the system.

Section E – The Management Case

E01. High Level Project Timetable

Item	Stage of Project	Start Date	Finish Date
1	Define scope and prepare tender documents,	April 2019	May 2019
2	SQ Process	May 2019	June 2019
	Tendering and contract award	July 2019	September 2019
	Contract performance	October 2019	February 2020

E02. High Level Project Milestones

Milestone	Description	Indicative Date
1 Executive report.	To gain Executive Committee approval	May 2019
2 Contract award	To appoint contractor.	September 2019
3 Contract completion	System commissioned and working.	February 2020

E03. Project Risks

Title	Description
Lack of understanding of the existing system.	The CCTV system is not being replaced, it is being upgraded. It is therefore necessary that the contractor fully understands the system and how it works. If the current maintenance contractor wins the contract, this will not be a problem. However, it is necessary that all relevant information about the system is made available to the contractors and that full and thorough checks are done to confirm the tenderer's technical abilities are appropriate for this contract.

E04. Provide high level details of proposed project management arrangements & project team (please use post names / titles rather than naming individuals).	The project will be managed by a member of the Engineering Service Team, either the Council Engineer or the Engineer Operations. They will report to the Director (Environment), Engineering Services Manager, and the JAG (Safer Guildford Joint Action Group). Surrey Police's CCTV Manager will also be part of the project team.
E05. Provide a brief outline of key stakeholders eg who they are and how they will be engaged.	The other key stakeholder is Surrey Police, who will have their CCTV manager on the project team. Police interests will also be represented on the JAG.
E06. Will any public consultations be required? If so, provide a brief outline.	No.

E07. How will the project be evaluated post implementation?	Camera use is currently monitored by Surrey Police and this will be continued.
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E08. Outline any expected formal Council / Committee / Board decisions or consultations and expected timescales.

Committee / Board	Type of Decision	Expected Date
Council		
Executive	Project approval	July 2019
Borough, Economy and Infrastructure Executive Advisory		
Society, Environment and Council Development Executive Advisory		
Overview and Scrutiny		
Planning		
Licensing		
Corporate Governance and Scrutiny		

Bid for Funding



GUILDFORD
BOROUGH

Project Name:	Guildford High Street Protection.		
Project Code:			
Project Description:	Installation of specialist barriers and bollards to prevent unauthorised vehicle access and improved public safety, especially at public events.		
Project / Programme Manager:	Helen Barnsley/Tim Pilsbury	Ward:	Holy Trinity
Senior Responsible Officer:	Peter O'Connell	Directorate:	Community Services/Environment
Lead Councillor:	Matt Furniss	Service:	Engineering Services
Corporate Plan Theme:	Community	Confidential:	Yes
Expected Start Date:	April 2019	Exempt VAT Implications:	No
Target Completion Date:	September 2019		

Section A – Strategic Content

A01. What is the project trying to achieve?	Ensuring that accesses to the High Street can be closed to vehicles to give better public reassurance.
A02. Which strategic priorities in the Council's Corporate Plan is the project trying to achieve?	<input type="checkbox"/> Delivering the Guildford Borough Local Plan and providing the range of housing that people need, particularly affordable homes. <input type="checkbox"/> Making Travel in Guildford and Across the borough easier. <input type="checkbox"/> Regenerating and improving Guildford town centre and other urban areas. <input type="checkbox"/> Supporting older, more vulnerable and less advantaged people in our community. <input checked="" type="checkbox"/> Protecting our environment. <input type="checkbox"/> Enhancing sporting, cultural, community and recreational facilities. <input type="checkbox"/> Encouraging sustainable and proportionate economic growth to help provide the prosperity and employment that people need. <input type="checkbox"/> Creating smart places infrastructure in Guildford. <input type="checkbox"/> Using innovation, technology and new ways of working to improve value for money and efficiency in Council Services.

<p>A03. How does it meet the strategic priorities outlined?</p>	<p>Making the community safer, see A03 for more detail.</p>
<p>A04. Explain the problem that is being addressed and why the project is necessary.</p>	<p>Guildford High Street is the focal point of the town centre. It is used throughout the year for public and ceremonial events that can attract large crowds, even royal visits.</p> <p>Concerns have been expressed by a number of organisations and businesses about the safety of people should a vehicle be able to enter the High Street when large crowds are present. There is a wooden gate at the lower end of the High Street but no other permanent gates on some of the side streets.</p> <p>During events, we have a good system of preventing vehicle access, but this would not stop any determined attempt to access the High Street with a vehicle.</p> <p>The threat to the UK (England, Wales, Scotland and Northern Ireland) from international terrorism is severe. The cost quoted in this bid is for barriers and bollards that will effectively prevent a vehicle related incident of a 7.5t. vehicle travelling at 40mph. However, these would not stop a larger vehicle travelling at 30mph.</p> <p>To ensure that the measures installed are effective, a two-part Operational Requirement process must be carried out. It has not been possible to do this at the time of compiling this bid. The results of the process will be fed back as soon as possible.</p>
<p>A05. What are the critical success factors or KPI's of the project? ie which measures will you use to determine success?</p>	<p>Project completion on time and within budget.</p> <p>On site interviews to see whether people feel more assured.</p>
<p>A06. What are the expected benefits or outcomes for local residents and businesses?</p>	<p>Public reassurance, especially when large crowds are present in the High Street.</p>
<p>A07. Outline options considered or that will be considered for delivery of the project.</p>	<p>Use of a suitable framework agreement.</p>
<p>A08. Outline project dependencies eg with other projects or partner organisations.</p>	<p>SCC Highways approval. Planning/Conservation Area Consent.</p>
<p>A09. Legal / statutory requirement?</p>	<p>No</p>
<p>A10. Legislative / statutory implications?</p>	<p>No</p>
<p>A11. Planning permission required?</p>	<p>Yes Conservation Area Consent.</p>
<p>A12. Building regulation required?</p>	<p>No</p>

A13. Land acquisition required?	No
A14. Environmental consents?	Yes
A15. Highways / traffic consents?	Yes
A16. Details of other required consents.	None.

Section B – The Financial Case

B01. Costs

Year	Description	Capital Value (£)	Revenue Cost Centre Code	Revenue Cost Centre Name	Revenue Account Code	Revenue Account Name	Revenue Value (£)
2019/20	Purchase and installation of barriers and bollards.	260,000					
2021/22	Minor maintenance/painting.	Nil	B3711	Civic amenities administration	D1401	Street furniture R&M	1,000
35T							
35T							
35T							
35T							
35T							

B02. Costs Totals

Year	Capital Total (£)	Revenue Total (£)
2019/20	260,000	
35T		
35T		
35T		
35T		

B03. Outline the assumptions used to cost the project.

Costs are based on those obtained from a framework contractor suggested as being suitable by the Police. A sum of £20,000 has been added for service diversions.

B04. Financial Benefits eg savings or additional income

Year	Description	Capital Value (£)	Revenue Value (£)
2019/20	N.A.		
2020/21	N.A.		
2021/22	N.A.		
2022/23	N.A.		
2023/24	N.A.		

B05. Funding

Year	GBC Funding Request (£)	Third Party Contributions (£)	Sources of Third Party Contributions
2019/20	260,000	None confirmed at time of submitting bid.	SCC/Safer Guildford Partnership/Experience Guildford/PCC.
35T			
35T			
35T			
35T			

B06. Non Financial Benefits

Title	Category	Measure	Expected Delivery Date
Reduced fear of crime.	Improved Social Benefits	Subjective, measured by talking to residents, businesses and visitors to assess satisfaction with project when completed.	To be assessed during month following completion in October 2019.
	35T		
	35T		
	35T		
	35T		
	35T		

Section C – The Economic Case

C01. Expected number of homes brought forward.	N.A.
C02. Expected number of jobs created.	N.A.
C03. Expected amount of employment floor space delivered.	N.A.

C04. Outline your assumptions in determining the economic benefits.	N.A.
C05. Describe any other economic benefits.	N.A.

Section D – The Commercial Case

D01. Outline any procurement requirements.	Use of framework agreement (t.b.a.)
D02. Outline preferred procurement route / strategy.	As above.
D03. Outline key procurement risks.	<p>If we cannot use the framework agreement for whatever reason, we must assess that contractors invited to tender can deliver to meet the IWA 14 CPNI Standard, tested to 7.5 ton @ 40 mph criteria.</p> <p>IWA: International Workshop Agreement.</p> <p>CPNI: Centre for the Protection of National Infrastructure.</p>

Section E – The Management Case

E01. High Level Project Timetable

Item	Stage of Project	Start Date	Finish Date
Procurement check	Agree procurement process.	November 2018	December 2018
Funding approval process	Pre-works.	?	?
Approval process	Pre-works.	January/February 2019	February 2019
Procurement/framework	Tendering and contract award	March 2019	March 2019
Work on site	Installation	April 2019	September 2019

E02. High Level Project Milestones

Milestone	Description	Indicative Date
Executive/Council approval.	Funding approval to approved capital programme.	January 2019?
Other approvals.	SCC/Planning.	February/March 2019
Commence works.	Installation on site.	April to September 2019.

E03. Project Risks

Title	Description
Underground services.	There are many underground services around the areas that will receive protection. It may be that either the installations will have to be moved or services diverted. This could delay installation.

E04. Provide high level details of proposed project management arrangements & project team (please use post names / titles rather than naming individuals).	The installation will be carried out by a competent contractor to an agreed specification. The works will be supervised by the contractor's suitably qualified supervisor and the Council's Engineering Manager liaising with SCC's Area Highways Manager and this Council's Corporate Public Health Coordinator.
E05. Provide a brief outline of key stakeholders eg who they are and how they will be engaged.	A working group has been identified consisting of SCC/Safer Guildford Partnership/Experience Guildford/PCC/Surrey Police/Applied Resilience and relevant GBC officers.
E06. Will any public consultations be required? If so, provide a brief outline.	Yes. Businesses near the installations will be consulted to ensure that they are not adversely affected.
E07. How will the project be evaluated post implementation?	Experience Guildford will carry out interviews (not agreed yet) with a cross section of people in the High Street and the roads protected by the installations.

E08. Outline any expected formal Council / Committee / Board decisions or consultations and expected timescales.

Committee / Board	Type of Decision	Expected Date
Council	Budget approval.	?
Executive	Budget approval.	?
Borough, Economy and Infrastructure Executive Advisory		
Society, Environment and Council Development Executive Advisory		
Overview and Scrutiny		
Planning	Conservation Area Consent	March 2019
Licensing		
Corporate Governance and Scrutiny		

Bid for Funding



Project Name:	Unauthorised encampment deterrents and defences		
Project Code:	2018	TBA	
Project Description:	To implement unauthorised encampment defences to parks and open spaces across the borough		
Project / Programme Manager:	Richard Anderson/Sally Astles/Paul Stacey	Ward:	34T
Senior Responsible Officer:	Paul Stacey	Directorate:	Environment
Lead Councillor:	David Bilbe	Service:	Parks and Countryside
Corporate Plan Theme:	Community	Confidential:	No
Expected Start Date:	April 2018	Exempt VAT Implications:	No
Target Completion Date:	March 2019		

Section A – Strategic Content

A01. What is the project trying to achieve?	Following an increasing level of incursions on the Council Parks and Open spaces in recent years, risk assessment of our sites and implementation further works are required to number of open spaces to implement defences and deterrent to traveller incursions
A02. Which strategic priorities in the Council's Corporate Plan is the project trying to achieve?	<input type="checkbox"/> Delivering the Guildford Borough Local Plan and providing the range of housing that people need, particularly affordable homes. <input type="checkbox"/> Making Travel in Guildford and Across the borough easier. <input type="checkbox"/> Regenerating and improving Guildford town centre and other urban areas. <input type="checkbox"/> Supporting older, more vulnerable and less advantaged people in our community. <input checked="" type="checkbox"/> Protecting our environment. <input checked="" type="checkbox"/> Enhancing sporting, cultural, community and recreational facilities. <input type="checkbox"/> Encouraging sustainable and proportionate economic growth to help provide the prosperity and employment that people need. <input type="checkbox"/> Creating smart places infrastructure in Guildford.

	<input type="checkbox"/> Using innovation, technology and new ways of working to improve value for money and efficiency in Council Services.
A03. How does it meet the strategic priorities outlined?	<p>Unauthorised encampments cause significant disruption to the proper use of our parks and open spaces, as well as significant costs in dealing with the encampment and clearing up after the encampment has left. Implementing defences will enable the Council to protect the environment and enhance our recreational facilities by keeping them for their proper use</p>
A04. Explain the problem that is being addressed and why the project is necessary.	<p>In recent years the number of unauthorised encampments has increased significantly despite the implementation of defences and deterrents. Some sites remain very vulnerable. The cost of dealing with encampments can be significant to deliver the legal process along with evictions and the clear up after encampments. Implementing deterrents and defences will assist in limiting encampments thereby reducing the cost and disruption caused by encampments</p>
A05. What are the critical success factors or KPI's of the project? ie which measures will you use to determine success?	<p>Reduced frequency of encampments</p>
A06. What are the expected benefits or outcomes for local residents and businesses?	<p>Less disruption to business and the proper occupation of our open spaces</p>
A07. Outline options considered or that will be considered for delivery of the project.	<p>The parks and Countryside service will follow the measures and risks it has identified in risk assessing all our open spaces. Each scheme will be different depending on the risks and requirements of that open space. Some works will be completed by our in house teams and others by contractors</p>
A08. Outline project dependencies eg with other projects or partner organisations.	<p>Resource availability within the Parks and Countryside Service Contractor availability</p>
A09. Legal / statutory requirement?	<p>No</p>
A10. Legislative / statutory implications?	<p>No</p>
A11. Planning permission required?	<p>No</p>
A12. Building regulation required?	<p>No</p>
A13. Land acquisition	<p>No</p>

required?	
A14. Environmental consents?	No
A15. Highways / traffic consents?	No
A16. Details of other required consents.	Some consent may need to be considered for example works to common land, but these will be considered as schemes are developed and implemented

Section B – The Financial Case

B01. Costs

Year	Description	Capital Value (£)	Revenue Cost Centre Code	Revenue Cost Centre Name	Revenue Account Code	Revenue Account Name	Revenue Value (£)
2018/19	Defences across the borough	90,000					
2019/20	Defences across the borough	90,000					
2020/21	Defences across the borough	70,000					
34T							
34T							
34T							
34T							

B02. Costs Totals

Year	Capital Total (£)	Revenue Total (£)
2018/19	90,000	
2019/20	90,000	
2020/21	70,000	
34T		
34T		

B03. Outline the assumptions used to cost the project.

Bund - £20 Linear meter
 Bollard – £20 each
 Ditch - £20 Linear meter
 Drop down bollards £300 each
 Gates and height barriers £1,000 each
 Preliminaries 15% of contract value
 Contractor overheads and profit 10%
 Contingency 5% of contract sume

	As a worked example Bellfields Green could require 1.1km of bunds Bund: £22,000 Ditch: £22,000 Gates and Bollards: £6,000 Seeding/planting: £2,000 Preliminaries: £7,800 Overheads and profit: £5,980 Contingency: £2,990 Total: £68,770

Section C – The Economic Case

C01. Expected number of homes brought forward.	N/A
C02. Expected number of jobs created.	N/A
C03. Expected amount of employment floor space delivered.	N/A

C04. Outline your assumptions in determining the economic benefits.	N/A
C05. Describe any other economic benefits.	N/A

Section D – The Commercial Case

D01. Outline any procurement requirements.	Invitation to quote for small works
D02. Outline preferred procurement route / strategy.	Restricted quotation procedure from established suppliers
D03. Outline key procurement risks.	None

Section E – The Management Case

E01. High Level Project Timetable

Item	Stage of Project	Start Date	Finish Date
Risk assessment of sites	Completed and under review	current	31/03/19
Design and plan works	Feasibility	01/12/18	31/03/20
Seek quotations	Procurement	01/02/19	30/06/20
Works	Implementation	30/04/19	31/12/20

E02. High Level Project Milestones

Milestone	Description	Indicative Date
As above		

E03. Project Risks

Title	Description
Resource and Contractor Availability	To deliver the scheme will require adequate external and internal resources
Local site and climate conditions	Implementation maybe slowed by site and climatic conditions

E04. Provide high level details of proposed project management arrangements & project team (please use post names / titles rather than naming individuals).	Overseen by the Parks and Landcape Manager. Implemented by the Amenity Horticulture Manager, Parks Project Officer and Countryside Manager
E05. Provide a brief outline of key stakeholders eg who they are and how they will be engaged.	Ward Councillors, Parish Councillors where appropriate will be contacted and informed with the opportunity to discuss proposed schemes. Tenants will be approached where they could be impacted
E06. Will any public consultations be required? If	No

so, provide a brief outline.	
E07. How will the project be evaluated post implementation?	Unauthorised Encampment Site Risk Assessments will be reviewed and updated

E08. Outline any expected formal Council / Committee / Board decisions or consultations and expected timescales.

Committee / Board	Type of Decision	Expected Date
Council	N/A	
Executive	N/A	
Borough, Economy and Infrastructure Executive Advisory	N/A	
Society, Environment and Council Development Executive Advisory	N/A	
Overview and Scrutiny	N/A	
Planning	N/A	
Licensing	N/A	
Corporate Governance and Scrutiny	N/A	

Bid for Funding



Project Name:	Ash Vale Railway Station DfT Access for All Funding		
Project Code:	Not known		
Project Description:	Bid for £250,000 capital to offer as match funding to deliver accessibility improvements (step free access) at Ash Vale Station. The Total cost of these improvements is estimated at around £3m. The budget bid seeks a quantum of match funding that would be offered to support an Expression of Interest from Network Rail and South Western Railway to be submitted to the DfT for grant funding under their Access for All Fund (£300m nationwide).		
Project / Programme Manager:	Zac Ellwood/Claudia Frost	Ward:	Ash Vale
Senior Responsible Officer:	Zac Ellwood	Directorate:	Planning and Regeneration
Lead Councillor:	Matt Furniss	Service:	Major Projects
Corporate Plan Theme:	Place-Making	Confidential:	Yes
Expected Start Date:	01/04/2019	Exempt VAT Implications:	No
Target Completion Date:	31/03/2020 (payment of match funding). Accessibility improvements themselves to be delivered by 2024.		

Section A – Strategic Content

<p>A01. What is the project trying to achieve?</p>	<p>The Department for Transport has asked Network Rail and the Train Operating Companies (TOCs) to nominate stations for Access for All (AfA) funding. Accessible stations make it easier for people to visit friends, get to the shops or to work. Accessibility benefits everyone - people with health conditions or impairments, people with children, heavy luggage or shopping and some older people.</p> <p>Through the fund, a total of £300 million is available to station projects across the UK, with the improvements being delivered within Network Rail's Control Period 6 (2019 to 2024). Selected stations will receive an accessible route into the station and to and between each platform. Examples of accessibility improvements include: lifts that are automatic and give an audible tone when the doors open and close; staircases and platform edges that have tactile warning surfaces; new ramps and footbridges with lowered handrails; open entrances and new ticket gates; and accessible waiting rooms and toilets.</p> <p>We have been contacted by both GWR and SW Railway to ask whether the Borough Council would like to nominate any locations for this funding. The selection criteria is as follows (author's emphasis):</p> <ul style="list-style-type: none"> • Footfall, using figures published by the Office of Rail Regulation • Stations where there is a particularly high percentage of disability in the area • A particular local circumstance such as the proximity of hospitals, a school for disabled children or a military rehabilitation centre • To include other train operators – for example for stations with a particularly high number of interchange journeys • Where there is a particularly long taxi journey required to the next accessible station
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	<ul style="list-style-type: none"> • Key interchanges • Third party funding availability • Geographical spread of AfA Stations <p>Ash Vale Station has severe accessibility issues, is well used and we understand it stands a very good chance of meeting the DfT's requirements for qualifying for funding.</p> <p>Full details of the funding initiative can be found at the following link:</p> <p>https://www.networkrail.co.uk/communities/passengers/station-improvements/access-for-all/</p> <p>This is a nationwide bidding process and there will be a lot of competition for the funding available. Accordingly, being able to demonstrate local buy-in through the provision of third party funding is crucial. Access for All funding is limited, but with the help of the local communities affected, SW Railway believe they can submit compelling nominations that will help them deliver the more accessible railway that our residents want and deserve. The TOCs will need to rank their bids based on the likelihood of success, so it goes without saying the more evidence of need, compliance with the DfT's selection criteria, and local support that can be provided the more chance of funding ultimately being secured.</p> <p>The project is slightly unusual in that if GBC were to pledge match funding to the scheme and the Ash Vale bid is successful, the design, project management and construction elements would be taken forward to delivery by Network Rail and the TOC. There would be no further resource implications on the Council aside from minimal professional/legal support relating to agreeing contracts, etc.</p> <p>Another key consideration is that if the Council pledges match funding but the scheme is not successful in its Access for All bid to the DfT, then no monies would be payable by GBC.</p>
<p>A02. Which strategic priorities in the Council's Corporate Plan is the project trying to achieve?</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Delivering the Guildford Borough Local Plan and providing the range of housing that people need, particularly affordable homes. <input checked="" type="checkbox"/> Making Travel in Guildford and Across the borough easier. <input type="checkbox"/> Regenerating and improving Guildford town centre and other urban areas. <input checked="" type="checkbox"/> Supporting older, more vulnerable and less advantaged people in our community. <input checked="" type="checkbox"/> Protecting our environment. <input type="checkbox"/> Enhancing sporting, cultural, community and recreational facilities. <input type="checkbox"/> Encouraging sustainable and proportionate economic growth to help provide the prosperity and employment that people need. <input type="checkbox"/> Creating smart places infrastructure in Guildford. <input type="checkbox"/> Using innovation, technology and new ways of working to improve value for money and efficiency in Council Services.
<p>A03. How does it meet the strategic priorities outlined?</p>	<p>The recommendations in this report support the delivery of the following priorities from the Council's Corporate Plan 2018-2023:</p> <p>Place-making</p> <ul style="list-style-type: none"> • Making travel in Guildford and across the borough easier by making the Ash Vale station more useable and attractive to all users. <p>Community</p> <ul style="list-style-type: none"> • Supporting older, more vulnerable and less advantaged people in our community by providing step-free access improvements at a well-used railway station that has

	recognised accessibility issues.
<p>A04. Explain the problem that is being addressed and why the project is necessary.</p>	<p>Ash Vale Station has well-recognised accessibility problems with no step-free access available to either platform. This makes it very difficult for persons in wheelchairs, those with pushchairs or those with mobility issues to access the rail facilities safely.</p> <p>The £300m fund currently being offered by DfT is a time-limited grant and may be the only opportunity for many years for necessary accessibility improvements being realised at the station. The success of a bid will depend heavily on Third Party Funding being provided to demonstrate the level of local government support.</p> <p>There is local support for improvements at the station and a petition has been created at www.change.org signed by almost 2,000 people to date. The petition wording is set out below and explains the issues at hand:</p> <p><i>“Ash Vale train station provides transport to thousands of local people each week. It provides very direct access to London Waterloo and is therefore a very busy and popular starting point for commuters...It also provides the quickest and most direct route for locals to destinations such as Woking, Camberley and Ascot.</i></p> <p><i>The train station has four flights of stairs and does not have a lift, ramp or any form of access for wheelchair users to access trains from this station. Wheelchair users must therefore use alternative stations to make journeys which could be much quicker if made from Ash Vale. A wheelchair user who wished to travel to London Waterloo would have to travel up to two miles to a station with an accessible platform e.g. North Camp or Ash. This could add 30min to their journey.</i></p> <p><i>Elderly people and those with mobility problems are also impacted and are unable to access trains at this station due to lack of a lift or ramp. Parents...with young children struggle to get their prams up three flights of stairs at this station. This is very inconvenient as well as dangerous, especially in slippery conditions. Parents often have to rely on the goodwill of others to help them carry their prams up the stairs to the platform.</i></p> <p><i>This is simply not acceptable. It is discrimination against disabled people and access should be granted urgently. The Equality Act states that premises should make reasonable adjustments to enable access for disabled people”</i></p> <p>https://www.change.org/p/please-support-the-right-of-wheelchair-users-to-access-ash-vale-surrey-train-station</p> <p>Michael Gove MP is also pressing for step-free access to be installed at Ash Vale Station. On 4 June 2018 he wrote to the Transport Secretary, the Rt. Hon. Chris Grayling MP pointing out that as Ash Vale train station does not have step-free access, local wheelchair-bound or disabled residents are forced to travel to alternative stations, such as Ash or North Camp - adding a significant amount of time to their journeys. The MP highlighted the above petition calling for wheelchair access to the Station, Michael asked the Transport Secretary if he can do all that he can to help secure the necessary funding for step-free access to be installed at this station as soon as possible.</p> <p>The response from the Transport Secretary referred to the roll-out of the Access for All Fund and noted:</p> <p><i>“For schemes such as Ash Vale to be considered for future funding, it is likely that they will need strong support from the train operating company. Furthermore, some third party funding would help to secure funding.</i></p> <p>There is strong support from South Western Railway who have identified this as one of the top ten stations in their operating area in most need of accessibility improvements.</p>
<p>A05. What are the critical success factors or KPI's of the project? i.e. which measures will</p>	<ul style="list-style-type: none"> • DfT AfA and other Third Party funding secured (NB Ash Parish Council has provisionally pledged a contribution of £20,000 as further match funding) • Inclusive design and provision of step-free access to both station platforms by 2024

<p>you use to determine success?</p>	<ul style="list-style-type: none"> Increased patronage at the station 								
<p>A06. What are the expected benefits or outcomes for local residents and businesses?</p>	<ul style="list-style-type: none"> Step-free access to both platforms Creating an accessible station will make it easier for people to visit friends, get to the shops or to work. Accessibility benefits everyone - people with health conditions or impairments, people with children, heavy luggage or shopping and some older people who may be less mobile 								
<p>A07. Outline options considered or that will be considered for delivery of the project.</p>	<table border="1"> <thead> <tr> <th data-bbox="416 443 868 479">Option</th> <th data-bbox="868 443 1513 479">Description / Reason</th> </tr> </thead> <tbody> <tr> <td data-bbox="416 479 868 1032"> <p>Option 0 – Do Nothing <i>(Rejected)</i></p> </td> <td data-bbox="868 479 1513 1032"> <p>Does not support strategic objectives and Access for All funding is very unlikely to be achieved without a significant amount of third party funding (NB it is understood from discussions with Network Rail and the TOC that previous successful bids have benefitted from third party support to the tune of around 10% typically).</p> <p>This budget bid seeks around 8.3% (£250,000) of the estimated total cost of the project (£3m) to be put forward as match funding, with the remaining 1.7% (£50,000 being anticipated through contributions from Ash Parish Council and both Rushmoor and Surrey Heath Councils, which lie close to Ash Vale Station and which both have large numbers of residents that regularly use the facilities at the station.</p> </td> </tr> <tr> <td data-bbox="416 1032 868 1249"> <p>Option 1 – Smaller match funding contribution <i>(Rejected)</i></p> </td> <td data-bbox="868 1032 1513 1249"> <p>It is open to the Council to pledge whatever level of financial support to the project it may wish to. However, it is felt that if 10% of the total cost of the project is not realised through third party funding, the Access for All bid to the DfT stands a much lower chance of success.</p> </td> </tr> <tr> <td data-bbox="416 1249 868 1467"> <p>Option 2 – £250,000 match funding contribution <i>(Preferred Option)</i></p> </td> <td data-bbox="868 1249 1513 1467"> <p>It is considered that this level of match funding contribution to the bid from the Council would demonstrate genuine local buy-in to the project and would give it a much stronger chance of success with the DfT than without any such contribution or a lower amount.</p> </td> </tr> </tbody> </table>	Option	Description / Reason	<p>Option 0 – Do Nothing <i>(Rejected)</i></p>	<p>Does not support strategic objectives and Access for All funding is very unlikely to be achieved without a significant amount of third party funding (NB it is understood from discussions with Network Rail and the TOC that previous successful bids have benefitted from third party support to the tune of around 10% typically).</p> <p>This budget bid seeks around 8.3% (£250,000) of the estimated total cost of the project (£3m) to be put forward as match funding, with the remaining 1.7% (£50,000 being anticipated through contributions from Ash Parish Council and both Rushmoor and Surrey Heath Councils, which lie close to Ash Vale Station and which both have large numbers of residents that regularly use the facilities at the station.</p>	<p>Option 1 – Smaller match funding contribution <i>(Rejected)</i></p>	<p>It is open to the Council to pledge whatever level of financial support to the project it may wish to. However, it is felt that if 10% of the total cost of the project is not realised through third party funding, the Access for All bid to the DfT stands a much lower chance of success.</p>	<p>Option 2 – £250,000 match funding contribution <i>(Preferred Option)</i></p>	<p>It is considered that this level of match funding contribution to the bid from the Council would demonstrate genuine local buy-in to the project and would give it a much stronger chance of success with the DfT than without any such contribution or a lower amount.</p>
Option	Description / Reason								
<p>Option 0 – Do Nothing <i>(Rejected)</i></p>	<p>Does not support strategic objectives and Access for All funding is very unlikely to be achieved without a significant amount of third party funding (NB it is understood from discussions with Network Rail and the TOC that previous successful bids have benefitted from third party support to the tune of around 10% typically).</p> <p>This budget bid seeks around 8.3% (£250,000) of the estimated total cost of the project (£3m) to be put forward as match funding, with the remaining 1.7% (£50,000 being anticipated through contributions from Ash Parish Council and both Rushmoor and Surrey Heath Councils, which lie close to Ash Vale Station and which both have large numbers of residents that regularly use the facilities at the station.</p>								
<p>Option 1 – Smaller match funding contribution <i>(Rejected)</i></p>	<p>It is open to the Council to pledge whatever level of financial support to the project it may wish to. However, it is felt that if 10% of the total cost of the project is not realised through third party funding, the Access for All bid to the DfT stands a much lower chance of success.</p>								
<p>Option 2 – £250,000 match funding contribution <i>(Preferred Option)</i></p>	<p>It is considered that this level of match funding contribution to the bid from the Council would demonstrate genuine local buy-in to the project and would give it a much stronger chance of success with the DfT than without any such contribution or a lower amount.</p>								
<p>A08. Outline project dependencies e.g. with other projects or partner organisations.</p>	<p>Project Dependencies:</p> <ul style="list-style-type: none"> None <p>Partner Organisations:</p> <ul style="list-style-type: none"> Network Rail (NR) South Western Railway (SWR) Ash Parish Council Rushmoor Borough Council Surrey Heath Borough Council 								
<p>A09. Legal / statutory requirement?</p>	<p>No</p>								
<p>A10. Legislative / statutory implications?</p>	<p>No</p>								
<p>A11. Planning permission required?</p>	<p>Not known at this time – but this would be the responsibility of Network Rail and/or the TOC</p>								
<p>A12. Building regulation required?</p>	<p>Not known at this time – but this would be the responsibility of Network Rail and/or the TOC</p>								
<p>A13. Land acquisition</p>	<p>No</p>								

required?	
A14. Environmental consents?	No
A15. Highways / traffic consents?	No
A16. Details of other required consents.	ORR (Office of Road and Rail) licence/approval

Section B – The Financial Case

B01. Costs

Year	Description	Capital Value (£)	Revenue Cost Centre Code	Revenue Cost Centre Name	Revenue Account Code	Revenue Account Name	Revenue Value (£)
2019/20		£250,000	N/A	N/A	N/A	N/A	0
	Total	£250,000					
	Grand Total	£250,000					

The full project cost is estimated at £3m, but GBC's liability would be limited to the £250,000 capital contribution. There are no revenue implications to the Council.

Any remaining capital costs to deliver the station accessibility improvements would be met through DfT's Access for All fund if the bid is successful.

B02. Costs Totals

Year	Capital Total (£)	Revenue Total (£)
2019/20	250,000	
2020/21	0	
2021/22	0	
2022/23	0	
Total	250,000	

Grand total **£250,000**

B03. Outline the assumptions used to cost the project.

- Political support
- Support from Network Rail
- Support from Train Operating Company (South Western Railway)
- Financial contribution from Ash Parish Council (£20k)
- Financial contributions from Rushmoor/Surrey Heath Borough Councils
- Successful bid to the DfT Access for All Fund
- Assumes match funding is required upfront in financial year 2019/20

B04. Financial Benefits e.g. savings or additional income

Year	Description	Capital Value (£)	Revenue Value (£)
2019/20	None – but the £250,000 contribution from GBC could lever in more than 10 times this amount in external grant funding.		

B05. Funding

Year	GBC Funding Request (£)	Third Party Contributions (£)	Sources of Third Party Contributions
2019/20	£250,000	£2,700,000 (approx.) £50,000	DfT Access for All Fund Ash Parish Council Rushmoor Borough Council Surrey Heath Borough Council
Sum	£250,000	£2,750,000	Total Project Cost - £3,000,000 (approx.)

B06. Non-Financial Benefits

Title	Category	Measure	Expected Delivery Date
Improved accessibility for the disabled, elderly, persons with pushchairs/shopping and the less mobile	Improved Social Benefits	Patronage of station and increased passenger satisfaction levels	By 31/03/2024
Reduced congestion through increased patronage and encouraging sustainable modal shift	Improved Customer Satisfaction	Increased passenger numbers	By 31/03/2024

Section C – The Economic Case

C01. Expected number of homes brought forward	N/A
C02. Expected number of jobs created	Not known
C03. Expected amount of employment floor space delivered	Not known

C04. Outline your assumptions in determining the economic benefits.	Not applicable.
C05. Describe any other economic benefits.	<ul style="list-style-type: none">• Reduced travel times for passengers requiring level access, hence fewer working hours lost• Short term positive local economic impact during construction

Section D – The Commercial Case

D01. Outline any procurement requirements.	<ul style="list-style-type: none">• Procurement of legal advice to finalise funding agreement with DfT (and/or Network Rail and South Western Railway. Anticipated to be met through in-house legal support at GBC.
D02. Outline preferred procurement route / strategy.	<ul style="list-style-type: none">• The accessibility improvement works at Ash Vale Station would be project managed, designed and delivered externally to GBC.
D03. Outline key procurement risks.	<ul style="list-style-type: none">• None identified in respect of GBC's involvement.

Section E – The Management Case

E01. High Level Project Timetable

Item	Stage of Project	Start Date	Finish Date
See E02 below – The project would be delivered by Network Rail/SWR and GBC would not have any direct involvement in the project management or delivery stages.			

E02. High Level Project Milestones

Milestone	Description	Indicative Date
Third Party match funding handed over to NR/TOC	Handover	31 March 2020
Delivery Date for Network Rail (end of Control Period 6)	Completion	31 March 2024

E03. Project Risks

Title	Description
R01	Failure to secure match funding from Rushmoor & Surrey Heath Borough Councils would negatively impact on overall level of public funding put towards the project and could reduce chance of achieving grant funding from DfT under Access for All
R02	Network Rail & SWR decide not to pursue bid to DfT in respect of Ash Vale Station (in which circumstances, no capital monies would be payable by GBC)
R03	Bid is made, but DfT does not agree to fund accessibility improvements at Ash Vale Station Station (in which circumstances, no capital monies would be payable by GBC)

E04. Provide high-level details of proposed project management arrangements & project team (please use post names / titles rather than naming individuals).	<p>Project to be managed and delivered by Network Rail/South Western Railway.</p> <p>The Major Projects Portfolio Manager will act as GBC's main contact for the project duration and will liaise directly with stakeholders.</p>
E05. Provide a brief outline of key stakeholders e.g. who they are and how they will be engaged.	<ul style="list-style-type: none"> • DfT – Manage Access for All Fund and allocation thereof • Network Rail Wessex Route – Overall responsibility for Rail Network • South Western Railway – Manage Ash Vale Station • Anne Milton MP, Michael Gove MP & Jonathan Lord MP • Ash Parish Council – contributor of match funding • Rushmoor Borough Council – potential contributor of match funding • Rushmoor Borough Council – potential contributor of match funding • Local Ward Councillors and residents – through Ash Forum and direct communiques from Major Projects Portfolio Manager
E06. Will any public consultations be required? If so, provide a brief outline.	<ul style="list-style-type: none"> • This would be the responsibility of Network Rail/South Western Railway

E07. How will the project be evaluated post implementation?	<ul style="list-style-type: none"> • Regular communication with NR/SWR • 'Lessons learned' meeting will be held at the end of the project
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E08. Outline any expected formal Council / Committee / Board decisions or consultations and expected timescales.

Committee / Board	Type of Decision	Expected Date
Council	Budget approval	26.02.2019
Executive	Budget approval	February 2019
Borough, Economy and Infrastructure Executive Advisory	N/A	-
Society, Environment and Council Development Executive Advisory	N/A	-
Overview and Scrutiny	N/A	-
Planning	N/A	-
Licensing	N/A	-
Corporate Governance and Scrutiny	N/A	-

Bid for Funding



Project Name:	ICT RENEWALS RESERVE		
Project Code:		TBA	
Project Description:	ICT RENEWALS RESERVE		
Project / Programme Manager:	Adrian Hudson	Ward:	34T
Senior Responsible Officer:	Claire Morris	Directorate:	Finance
Lead Councillor:	Matt Furniss	Service:	ICT
Corporate Plan Theme:	34T	Confidential:	No
Expected Start Date:	On-Going	Exempt VAT Implications:	No
Target Completion Date:	N/A		

Section A – Strategic Content

A01. What is the project trying to achieve?	<p>ICT Renewals Reserve funded annually from Services to provide investment for future hardware and software programmes.</p> <p>Service leaders have also bid for ICT improvements to be funded from ICT renewals:</p> <ul style="list-style-type: none"> • IDOX – migration from IDOX Acolaid to IDOX Uniform. Old system is at the end of its useful life and an upgrade is required • Local Council Tax Support – find an alternative solution following rollout of Universal Credit • Future Guildford ICT requirements
A02. Which strategic priorities in the Council's Corporate Plan is the project trying to achieve?	<p><input type="checkbox"/> Delivering the Guildford Borough Local Plan and providing the range of housing that people need, particularly affordable homes.</p> <p><input type="checkbox"/> Making Travel in Guildford and Across the borough easier.</p> <p><input type="checkbox"/> Regenerating and improving Guildford town centre and other urban areas.</p> <p><input checked="" type="checkbox"/> Supporting older, more vulnerable and less advantaged people in our community.</p> <p><input type="checkbox"/> Protecting our environment.</p> <p><input type="checkbox"/> Enhancing sporting, cultural, community and recreational facilities.</p> <p><input type="checkbox"/> Encouraging sustainable and proportionate economic growth to help provide the prosperity and employment that people need.</p> <p><input type="checkbox"/> Creating smart places infrastructure in Guildford.</p> <p><input checked="" type="checkbox"/> Using innovation, technology and new ways of working to improve value for money and efficiency in Council Services.</p>
A03. How does it meet the strategic priorities outlined?	Provides funding for services to procure new hardware and software solutions to support business operations and transformation.

A04. Explain the problem that is being addressed and why the project is necessary.	Centrally managed funding for all Services to provide ICT hardware & software for on-going operations and projects.
A05. What are the critical success factors or KPI's of the project? ie which measures will you use to determine success?	Successful maintenance and improvement of operational services with on-going efficiencies to reduce costs.
A06. What are the expected benefits or outcomes for local residents and businesses?	Maintenance and improvement of services supported through efficient and reliable ICT.
A07. Outline options considered or that will be considered for delivery of the project.	N/A.
A08. Outline project dependencies eg with other projects or partner organisations.	This reserve will need to be reviewed as Future Guildford is delivered to decide whether it remains the most effective way to fund
A09. Legal / statutory requirement?	No
A10. Legislative / statutory implications?	No
A11. Planning permission required?	No
A12. Building regulation required?	No
A13. Land acquisition required?	No
A14. Environmental consents?	No
A15. Highways / traffic consents?	No
A16. Details of other required consents.	N/A.

Section B – The Financial Case

B01. Costs

Year	Description	Capital Value (£)	Revenue Cost Centre Code	Revenue Cost Centre Name	Revenue Account Code	Revenue Account Name	Revenue Value (£)
2019/20	IDOX LCTS Future Gfd ICT Future Gfd Implementation	275,000 6,120 1,200,000 1,000,000					65,000 19,624 0 0
2020/21	IDOX LCTS Future Gfd ICT Future Gfd Implementation	0 50,255 0 1,600,000					65,000 26,487 600,000 0
2021/22	IDOX Future Gfd ICT	0 0					65,000 600,000
2022/23	Future Gfd ICT	0					600,000
2023/24	Future Gfd ICT	0					600,000
2024/25							
2025/26							

NOTE: Future Guildford implementation to be funded from other reserves

B02. Costs Totals

Year	Capital Total (£)	Revenue Total (£)
2019/20	2,481,120	84,624
2020/21	1,650,255	651,487
2021/22	0	665,000
2022/23	0	600,000
2023/24	0	600,000

B03. Outline the assumptions used to cost the project.

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B04. Financial Benefits eg savings or additional income

Year	Description	Capital Value (£)	Revenue Value (£)
34T			
34T			
34T			
34T			
34T			

B05. Funding

Year	GBC Funding Request (£)	Third Party Contributions (£)	Sources of Third Party Contributions
34T			
34T			
34T			
34T			
34T			

B06. Non Financial Benefits

Title	Category	Measure	Expected Delivery Date
	Improved Customer Satisfaction		
	Improved Management Information		
	Improved Service Provision		
	Improved Staff Satisfaction		
	Redcued Carbon		
	Reduced Cost Per Transaction		
	Reduced Processing Time		
	34T		

Section C – The Economic Case

C01. Expected number of homes brought forward.	
C02. Expected number of jobs created.	
C03. Expected amount of employment floor space delivered.	

C04. Outline your assumptions in determining the economic benefits.	
C05. Describe any other economic benefits.	

Section D – The Commercial Case

D01. Outline any procurement requirements.	
D02. Outline preferred procurement route / strategy.	
D03. Outline key procurement risks.	

Section E – The Management Case

E01. High Level Project Timetable

Item	Stage of Project	Start Date	Finish Date

E02. High Level Project Milestones

Milestone	Description	Indicative Date

E03. Project Risks

Title	Description

E04. Provide high level details of proposed project management arrangements & project team (please use post names / titles rather than naming individuals).	
E05. Provide a brief outline of key stakeholders eg who they are and how they will be engaged.	
E06. Will any public consultations be required? If so, provide a brief outline.	

E07. How will the project be evaluated post implementation?	
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E08. Outline any expected formal Council / Committee / Board decisions or consultations and expected timescales.

Committee / Board	Type of Decision	Expected Date
Council		
Executive		
Borough, Economy and Infrastructure Executive Advisory		
Society, Environment and Council Development Executive Advisory		
Overview and Scrutiny		
Planning		
Licensing		
Corporate Governance and Scrutiny		

Bid for Funding



GUILDFORD
BOROUGH

Project Name:	Multi-storey Car Park Repairs and Maintenance		
Project Code:	2018	TBA	
Project Description:	Various repairs, replacements and other maintenance tasks across all five multi-storey car parks		
Project / Programme Manager:	Darren Burgess	Ward:	Various
Senior Responsible Officer:	Marieke van der Reijden	Directorate:	Community Services
Lead Councillor:	Nigel Manning	Service:	Asset Development
Corporate Plan Theme:	Community	Confidential:	No
Expected Start Date:	01/04/19	Exempt VAT Implications:	No
Target Completion Date:	31/03/20		

Section A – Strategic Content

A01. What is the project trying to achieve?	To maintain the car parks to a good standard, ensuring that they remain safe to use and inviting to users.
A02. Which strategic priorities in the Council's Corporate Plan is the project trying to achieve?	<input type="checkbox"/> Delivering the Guildford Borough Local Plan and providing the range of housing that people need, particularly affordable homes. <input checked="" type="checkbox"/> Making Travel in Guildford and Across the borough easier. <input type="checkbox"/> Regenerating and improving Guildford town centre and other urban areas. <input type="checkbox"/> Supporting older, more vulnerable and less advantaged people in our community. <input type="checkbox"/> Protecting our environment. <input type="checkbox"/> Enhancing sporting, cultural, community and recreational facilities. <input type="checkbox"/> Encouraging sustainable and proportionate economic growth to help provide the prosperity and employment that people need. <input type="checkbox"/> Creating smart places infrastructure in Guildford. <input type="checkbox"/> Using innovation, technology and new ways of working to improve value for money and efficiency in Council Services.
A03. How does it meet the strategic priorities outlined?	By ensuring that the car parks are fit for purpose, they encourage people to visit the town centre and thereby increase revenue income. Being in good repair will make them attractive to users and contribute to the general perception of the town via schemes such as the Purple Flag Accreditation.
A04. Explain the problem that is being addressed and why the project is necessary.	Condition surveys have identified a range of maintenance work that needs to be addressed to ensure that the car parks remain operational.

A05. What are the critical success factors or KPI's of the project? ie which measures will you use to determine success?	<p>That the cost of the repair works are contained within the anticipated budget and that the works are completed in a timely manner without detriment to its' surroundings.</p> <p>That the works are undertaken in a manner that minimises impact on normal car park operations and revenue earning potential.</p>
A06. What are the expected benefits or outcomes for local residents and businesses?	<p>Provision of good car parking facilities that are clean and presentable will contribute to Guildford's good reputation and encourage travel to the town centre. This, in turn, will increase footfall for local businesses.</p>
A07. Outline options considered or that will be considered for delivery of the project.	<p>This bid covers a range of projects of different sizes and complexities across all five car parks.</p> <p>Some of those projects will be designed and delivered by a specialist external consultant where the relevant expertise does not exist in-house.</p> <p>Other work packages will be delivered by the in-house building surveying team, as this is generally a more cost effective approach.</p>
A08. Outline project dependencies eg with other projects or partner organisations.	<p>None.</p>
A09. Legal / statutory requirement?	<p>No</p>
A10. Legislative / statutory implications?	<p>No</p>
A11. Planning permission required?	<p>No</p>
A12. Building regulation required?	<p>No</p>
A13. Land acquisition required?	<p>No</p>
A14. Environmental consents?	<p>No</p>
A15. Highways / traffic consents?	<p>No</p>
A16. Details of other required consents.	<p>None anticipated.</p>

Section B – The Financial Case

B01. Costs

Year	Description	Capital Value (£)	Revenue Cost Centre Code	Revenue Cost Centre Name	Revenue Account Code	Revenue Account Name	Revenue Value (£)
2019/20	Additional barriers and barrier replacement	43,000					
2019/20	Deck surface replacement	550,000					
2019/20	Cleaning, decorating, minor repairs		See separate breakdown by property		B1650	CP Decorations funded from Reserve	122,500
2019/20	Fire door repair/replacement				B1652	CP Miscellaneous funded from Reserve	22,500
2019/20	Roof repairs				B1652	CP Miscellaneous funded from Reserve	10,500
2019/20	Structural repairs				B1652	CP Miscellaneous funded from Reserve	20,000
35T							

Breakdown of Work by Site:

Site	Work	Capital Value (£)	Revenue Cost Centre Code	Revenue Cost Centre Name	Revenue Value (£)
Bedford RD	Additional barriers and barrier replacement	28,000			
	Deck surface replacement	550,000			
	Cleaning, decorating, minor repairs		B2219	Bedford Rd MSCP	40,000
	Fire door repair/replacement		B2219	Bedford Rd MSCP	7,000
	Roof repairs		B2219	Bedford Rd MSCP	2,500
	Structural repairs		B2219	Bedford Rd MSCP	14,000
Castle St	Cleaning, decorating, minor repairs		B2277	Castle Car Park (Part Deed In)	4,000
	Fire door repair/replacement		B2277	Castle Car Park (Part Deed In)	1,500
	Structural repairs		B2277	Castle Car Park (Part Deed In)	2,000
Farnham	Additional barriers	15,000			
	Cleaning, decorating, minor repairs		B2244	Farnham Rd MSCP (Lease In)	57,000
	Fire door repair/replacement		B2244	Farnham Rd MSCP (Lease In)	7,000
	Structural repairs		B2244	Farnham Rd MSCP (Lease In)	2,000
Leapale	Cleaning, decorating, minor repairs		B2257	Leapale Rd MSCP	19,000
	Structural repairs		B2257	Leapale Rd MSCP	1,000
York Road	Cleaning, decorating, minor repairs		B2291	York Rd MSCP	2,500
	Fire door repair/replacement		B2291	York Rd MSCP	7,000
	Roof repairs		B2291	York Rd MSCP	8,000
	Structural repairs		B2291	York Rd MSCP	1,000

All estimates include allowances for contingencies, surveyors costs and where appropriate, external fees.

B02. Costs Totals

Year	Capital Total (£)	Revenue Total (£)
2019/20	593,300	175,500
35T		
35T		
35T		
35T		

B03. Outline the assumptions used to cost the project.

Repair costs are based on estimates provided as part of recent condition surveys with allowances for inflation, contingencies and associated professional fees.

B04. Financial Benefits eg savings or additional income

Year	Description	Capital Value (£)	Revenue Value (£)
35T	None.		

B05. Funding

Year	GBC Funding Request (£)	Third Party Contributions (£)	Sources of Third Party Contributions
2019/20	768,800		Funded by CPMR

B06. Non Financial Benefits

Title	Category	Measure	Expected Delivery Date
Reputation	Improved Customer Satisfaction	The Council is open to criticism where it fails to protect assets for which it has a responsibility.	Ongoing
Income	Improved Income Generation	Car parks that are seen to be in good repair are more attractive to shoppers and other visitors to the town.	Ongoing

Section C – The Economic Case

C01. Expected number of homes brought forward.	0
C02. Expected number of jobs created.	0
C03. Expected amount of employment floor space delivered.	0

C04. Outline your assumptions in determining the economic benefits.	N/A
C05. Describe any other economic benefits.	Car parks that are seen to be in good repair are more attractive to shoppers and other visitors to the town.

Section D – The Commercial Case

D01. Outline any procurement requirements.	Where appropriate, individual projects will be let under an industry standard JCT contract for which the assistance of the Legal service will be required to prepare.
D02. Outline preferred procurement route / strategy.	The works will be specified and single stage tenders or quotations sought from suitable contractors.
D03. Outline key procurement risks.	That sufficient tenders are not returned to enable a meaningful comparison. That the value of tenders returned exceed the anticipated costs.

Section E – The Management Case

E01. High Level Project Timetable

Item	Stage of Project	Start Date	Finish Date
N/A	This bid covers a range of projects that will be co-ordinated individually.		

E02. High Level Project Milestones

Milestone	Description	Indicative Date
N/A	This bid covers a range of projects that will be co-ordinated individually.	

E03. Project Risks

Title	Description
Budget	As with all construction projects, there is the risk of costs escalating due to unforeseen circumstances, but would be funded from the CPMR.
Disruption	Some of the works will require areas to be closed for the duration. Any overruns are likely to have a detrimental impact on normal operations.
Programme	The wide ranging nature of the works programme raises a concern about accommodating all of it around seasonal busy periods.

E04. Provide high level details of proposed project management arrangements & project team (please use post names / titles rather than naming individuals).	The project will be project managed by a member of the Building Surveying team. The works will be designed and implemented by a specialist external engineer or a member of the Building Surveying team, as appropriate.
E05. Provide a brief outline of key stakeholders eg who they are and how they will be engaged.	The key stakeholder is the Operations team that manage the car parks. Our project managers, both internal and external, will liaise with the car park managers to co-ordinate the work so as to minimise disruption to normal operations. Some car parks have tenants, either associated with the structure or operating from within the parking areas. Where works may affect their activities, liaison about how to minimise any disruption will be managed via the car park management team.
E06. Will any public consultations be required? If so, provide a brief outline.	No.
E07. How will the project be evaluated post implementation?	Final project costs of the capital funded elements of work will be reported to the Capital Monitoring Group.

E08. Outline any expected formal Council / Committee / Board decisions or consultations and expected timescales.

Committee / Board	Type of Decision	Expected Date
Council	None.	
Executive	None.	
Borough, Economy and Infrastructure Executive Advisory	None.	
Society, Environment and Council Development Executive Advisory	None.	
Overview and Scrutiny	None.	
Planning	None.	
Licensing	None.	
Corporate Governance and Scrutiny	None.	

Bid for Funding



GUILDFORD
BOROUGH

Project Name:	HRA opportunity land and property acquisition		
Project Code:	2018	TBA	
Project Description:	Delivery of additional homes through the acquisition of land and/or property on an opportunity basis.		
Project / Programme Manager:	Rachel Harper	Ward:	34T Multiple
Senior Responsible Officer:	Philip O'Dwyer	Directorate:	Community Services
Lead Councillor:	Philip Brooker	Service:	NHMS
Corporate Plan Theme:	Community	Confidential:	No
Expected Start Date:	April 2019	Exempt VAT Implications:	34T
Target Completion Date:	March 2024		

Section A – Strategic Content

A01. What is the project trying to achieve?	The primary objective of the project is to deliver additional affordable housing by the acquisition of land and/or property which is either vacant or which offer potential for redevelopment
A02. Which strategic priorities in the Council's Corporate Plan is the project trying to achieve?	<input checked="" type="checkbox"/> Delivering the Guildford Borough Local Plan and providing the range of housing that people need, particularly affordable homes. <input type="checkbox"/> Making Travel in Guildford and Across the borough easier. <input type="checkbox"/> Regenerating and improving Guildford town centre and other urban areas. <input type="checkbox"/> Supporting older, more vulnerable and less advantaged people in our community. <input type="checkbox"/> Protecting our environment. <input type="checkbox"/> Enhancing sporting, cultural, community and recreational facilities. <input type="checkbox"/> Encouraging sustainable and proportionate economic growth to help provide the prosperity and employment that people need. <input type="checkbox"/> Creating smart places infrastructure in Guildford. <input type="checkbox"/> Using innovation, technology and new ways of working to improve value for money and efficiency in Council Services.
A03. How does it meet the strategic priorities outlined?	<ul style="list-style-type: none"> • By providing additional affordable homes / increased number of bed spaces • By utilising vacant pieces of land that are not being developed • By demolishing outdated properties, that are typically difficult to let and replacing them with modern homes that will meet a range of different housing needs
A04. Explain the problem that is being addressed and why the project is necessary	<p>Demand for affordable housing in the Borough remains high. It is incumbent on the Council to review its existing assets to ascertain if they are being used optimally.</p> <p>Opportunities arise from time to time and this proposal allows the Council to take advantage of these at short notice but having access to the necessary funds..</p>

A05. What are the critical success factors or KPI's of the project? i.e. which measures will you use to determine success?	<ul style="list-style-type: none"> • Completion of additional affordable homes • Increase in bed space provision • Provision of high quality affordable housing
A06. What are the expected benefits or outcomes for local residents and businesses?	<ul style="list-style-type: none"> • Completion of additional affordable homes • Increase in bed space provision • Provision of high quality affordable housing
A07. Outline options considered or that will be considered for delivery of the project	<p>The scope of this project includes the identification and appraisal of additional sites.</p> <p>Moving forward areas for consideration will include:</p> <ul style="list-style-type: none"> • Use of modern methods of construction / modular buildings • Procurement strategy e.g. traditional, design and build, frameworks / two stage • Packaging works to have greater appeal to contractors
A08. Outline project dependencies eg with other projects or partner organisations	The project primarily focuses on vacant sites meaning that the need for a substantial decant exercise is minimised. There may be opportunities to acquire properties which will increase the HRA property portfolio.
A09. Legal / statutory requirement?	Yes
A10. Legislative / statutory implications?	Yes
A11. Planning permission required?	Yes
A12. Building regulation required?	Yes
A13. Land acquisition required?	No
A14. Environmental consents?	No
A15. Highways / traffic consents?	Yes
A16. Details of other required consents.	All other consents typically required to facilitate new development

Section B – The Financial Case

B01. Costs

Year	Description	Capital Value (£)	Revenue Cost Centre Code	Revenue Cost Centre Name	Revenue Account Code	Revenue Account Name	Revenue Value (£)
2018/19	Scheme Fees / Works / Contingency	£0					
2019/20	Scheme Fees / Works / Contingency	£5,000,000					
2020/21	Scheme Fees / Works / Contingency						
2021/22	Scheme Fees / Works / Contingency						
2022/23	Scheme Fees / Works / Contingency						
2023/24	Scheme Fees / Works / Contingency						
34T							

B02. Costs Totals

Year	Capital Total (£)	Revenue Total (£)
2019/20	£5,000,000	
2020/21		
2021/22		
2022/23		
2023/24		

B03. Outline the assumptions used to cost the project.

- Any purchases will be made following a detailed options and financial appraisal of the opportunity.

B04. Financial Benefits eg savings or additional income

Year	Description	Capital Value (£)	Gross Revenue Value (£)
2019/20	Additional Rental Income to HRA		
34T			

B05. Funding

Year	GBC Funding Request (£)	Third Party Contributions (£)	Sources of Third Party Contributions
2019/20	£5,000,000		
2020/21			
2021/22			
2022/23			
2023/24			

B06. Non Financial Benefits

Title	Category	Measure	Expected Delivery Date
High quality, modern homes that are able to meet a wide variety of housing needs	Improved Service Provision		Within the next 5 years
	34T		

Section C – The Economic Case

C01. Expected number of homes brought forward.	TBA
C02. Expected number of jobs created.	TBA
C03. Expected amount of employment floor space delivered.	TBA

C04. Outline your assumptions in determining the economic benefits.	<ul style="list-style-type: none">• Planning approval obtained for each site• No other constraints preclude development of each site• Possession of each site secured
C05. Describe any other economic benefits.	Developments provide homes that are accessible by lower income households who underpin the local economy and well-being of residents.

Section D – The Commercial Case

D01. Outline any procurement requirements.	<p>To deliver the project, the Council will need to procure both services and works.</p> <p>The procurement requirements are summarised below:</p> <ul style="list-style-type: none">• Professional services – Design• Professional services – Cost consultancy• Professional services – Various investigative surveys: site / ground conditions, ecology, arboricultural, traffic / transport, asbestos• Works – Demolition, Construction
D02. Outline preferred procurement route / strategy.	<p>The intention would be to procure design and cost consultancy services in parallel and to commission work to RIBA stage 2 (Concept Design) for each scheme. This will enable an initial scheme design to be developed, a cost envelope to be established and pre-application planning discussions to commence.</p> <p>Pursuant to professional advice received, the project team will procure appropriate investigative surveys to inform the design development process.</p>

	As the concept design is developed the project team will take a view as to whether it is appropriate to procure works under a traditional design and build approach or whether there is merit in working more collaboratively with a contractor via some form of two-stage process. In this scenario, the contractor's input is sought at an earlier stage in the design development process through a pre-construction services arrangement.
D03. Outline key procurement risks.	<ul style="list-style-type: none"> • Inability to procure works within cost envelope • Inability to attract sufficient interest in works

Section E – The Management Case

E01. High Level Project Timetable – indicative it is assumed the same process will be repeated numerous times throughout the project period as each site is brought forward

Item	Stage of Project	Start Date	Finish Date

E02. High Level Project Milestones - indicative it is assumed the same process will be repeated numerous times throughout the project period as each site is brought forward

Milestone	Description	Indicative Date

E03. Project Risks

Title	Description
Statutory Approvals	<p>Planning consent will be required for each site.</p> <p>It is possible that there may be local objection to each proposal and the project team will need to manage the consultation process carefully to mitigate this.</p> <p>The project team will seek input from development control via the pre-application process prior to submission to ensure there is no material reason for refusal.</p>
Legal Constraints	Subject to approval for the project to proceed, the project team will commission legal due diligence in connection with each site to determine if there is any legal constraint to the project proceeding and to identify mitigating measures as appropriate.

E04. Provide high level details of proposed project management arrangements & project team (please use post names / titles rather than naming individuals)	<p>Housing Board oversee project delivery</p> <p><u>Project Delivery Team:</u> New Build Development Manager Housing Development Manager Rehousing and Information Manager Financial Services Manager External design and cost consultant</p>
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E05. Provide a brief outline of key stakeholders e.g. who they are and how they will be engaged	<ul style="list-style-type: none"> Existing tenants (where applicable): Direct approach by rehousing team Other key stakeholders: Direct approach / negotiation Wider community: Series of public consultation events prior to / during planning process
E06. Will any public consultations be required? If so, provide a brief outline	<p>Yes. As follows:</p> <ul style="list-style-type: none"> Existing residents – Re home loss / relocation/ assistance with move General public / wider community: Pursuant to planning process
E07. How will the project be evaluated post implementation?	<ul style="list-style-type: none"> Project delivery to time, cost and quality expectations Review of contractor performance Resident satisfaction – ease of letting

E08. Outline any expected formal Council / Committee / Board decisions or consultations and expected timescales.

Committee / Board	Type of Decision	Expected Date
Council	Budget approval	Feb 2019
Executive	HRA Budget & Business Plan	Jan 2019
Borough, Economy and Infrastructure Executive Advisory		
Society, Environment and Council Development Executive Advisory		
Overview and Scrutiny		
Planning	Planning approval	Various
Licensing		
Corporate Governance and Scrutiny		

Bid for Funding



GUILDFORD
BOROUGH

Project Name:	Housing Pipeline / Infill / Windfall Sites		
Project Code:	2018	TBA	
Project Description:	Delivery of circa 50 affordable housing units on a number of small sites across the Borough.		
Project / Programme Manager:	Rachel Harper	Ward:	34T Multiple
Senior Responsible Officer:	Philip O'Dwyer	Directorate:	Community Services
Lead Councillor:	Philip Brooker	Service:	NHMS
Corporate Plan Theme:	Community	Confidential:	Yes
Expected Start Date:	April 2019	Exempt VAT Implications:	34T
Target Completion Date:	March 2024		

Section A – Strategic Content

A01. What is the project trying to achieve?	The primary objective of the project is to deliver additional affordable housing on a number of smaller sites which are either currently vacant or which offer potential for redevelopment
A02. Which strategic priorities in the Council's Corporate Plan is the project trying to achieve?	<input checked="" type="checkbox"/> Delivering the Guildford Borough Local Plan and providing the range of housing that people need, particularly affordable homes. <input type="checkbox"/> Making Travel in Guildford and Across the borough easier. <input type="checkbox"/> Regenerating and improving Guildford town centre and other urban areas. <input type="checkbox"/> Supporting older, more vulnerable and less advantaged people in our community. <input type="checkbox"/> Protecting our environment. <input type="checkbox"/> Enhancing sporting, cultural, community and recreational facilities. <input type="checkbox"/> Encouraging sustainable and proportionate economic growth to help provide the prosperity and employment that people need. <input type="checkbox"/> Creating smart places infrastructure in Guildford. <input type="checkbox"/> Using innovation, technology and new ways of working to improve value for money and efficiency in Council Services.
A03. How does it meet the strategic priorities outlined?	<ul style="list-style-type: none"> • By providing additional affordable homes / increased number of bed spaces • By utilising vacant pieces of land that currently serve no useful purpose (infill sites) • By demolishing outdated properties, that are typically difficult to let and replacing them with modern homes that will meet a range of different housing needs
A04. Explain the problem that is being addressed and why the project is necessary	<p>Demand for affordable housing in the Borough remains high. It is incumbent on the Council to review its existing assets to ascertain if they are being used optimally.</p> <p>We have identified a number of small sites, which could potentially accommodate up to 50 housing units. The purpose of this bid is firstly to undertake appropriate site</p>

	appraisal and due diligence to establish if any of the sites could be developed; and secondly following this to deliver the associated construction project.
A05. What are the critical success factors or KPI's of the project? i.e. which measures will you use to determine success?	<ul style="list-style-type: none"> • Completion of additional affordable homes • Increase in bed space provision • Provision of high quality affordable housing
A06. What are the expected benefits or outcomes for local residents and businesses?	<ul style="list-style-type: none"> • Completion of additional affordable homes • Increase in bed space provision • Provision of high quality affordable housing
A07. Outline options considered or that will be considered for delivery of the project	<p>Sites have been identified following a more comprehensive site review, where other more challenging sites have been disregarded. The main reason other sites have been discounted is due to probability of obtaining planning approval for redevelopment.</p> <p>The scope of this project will also include the identification and appraisal of additional sites.</p> <p>Moving forward areas for consideration will include:</p> <ul style="list-style-type: none"> • Use of modern methods of construction / modular buildings • Procurement strategy e.g. traditional, design and build, frameworks / two stage • Packaging works to have greater appeal to contractors
A08. Outline project dependencies eg with other projects or partner organisations	<p>The project primarily focuses on vacant sites meaning that the need for a substantial decant exercise is minimised. There will still be need for some minor decant works, for instance, garage sites and potentially a small number of tenanted properties.</p> <p>Where sites offer existing amenity such as parking, the impact of the loss of the amenity will need to be considered and mitigated.</p>
A09. Legal / statutory requirement?	Yes
A10. Legislative / statutory implications?	Yes
A11. Planning permission required?	Yes
A12. Building regulation required?	Yes
A13. Land acquisition required?	No
A14. Environmental consents?	No
A15. Highways / traffic consents?	Yes
A16. Details of other required consents.	All other consents typically required to facilitate new development

Section B – The Financial Case

B01. Costs

Year	Description	Capital Value (£)	Revenue Cost Centre Code	Revenue Cost Centre Name	Revenue Account Code	Revenue Account Name	Revenue Value (£)
2018/19	Scheme Fees / Works / Contingency	£0					
2019/20	Scheme Fees / Works / Contingency	£575k					£50k
2020/21	Scheme Fees / Works / Contingency	£1.825m					£50k
2021/22	Scheme Fees / Works / Contingency	£3.325m					£50k
2022/23	Scheme Fees / Works / Contingency	£1.825m					£50k
2023/24	Scheme Fees / Works / Contingency	£1.875m					£50k
34T							

B02. Costs Totals

Year	Capital Total (£)	Revenue Total (£)
2019/20	£575k	£50k
2020/21	£1.825m	£50k
2021/22	£3.325m	£50k
2022/23	£1.825m	£50k
2023/24	£1.875m	£50k

B03. Outline the assumptions used to cost the project.

1. Total scheme cost is £10m (Circa £200k per unit)
2. Residential construction cost / m2 @ £1650
3. Allowance for external works @ 20% of unit construction cost
4. Allowance for fees @ 15% of total construction cost
5. Calculations for planning fees / obligations based on current data
6. Contingency @10% of above total given multiple unknowns at this stage

B04. Financial Benefits eg savings or additional income

Year	Description	Capital Value (£)	Gross Revenue Value (£)
2021/22	Additional Rental Income to HRA		£150,000
2022/23	Additional Rental Income to HRA		£50,000
34T			

B05. Funding

Year	GBC Funding Request (£)	Third Party Contributions (£)	Sources of Third Party Contributions
2019/20	£625,000		
2020/21	£1,875,000		
2021/22	£3,375,000		
2022/23	£1,875,000		
2023/24	£2,250,000		

B06. Non Financial Benefits

Title	Category	Measure	Expected Delivery Date
High quality, modern homes that are able to meet a wide variety of housing needs	Improved Service Provision		2022/23
	34T		

Section C – The Economic Case

C01. Expected number of homes brought forward.	50
C02. Expected number of jobs created.	75
C03. Expected amount of employment floor space delivered.	0

C04. Outline your assumptions in determining the economic benefits.	<ul style="list-style-type: none">• Planning approval obtained for each site• No other constraints preclude development of each site• Possession of each site secured
C05. Describe any other economic benefits.	

Section D – The Commercial Case

D01. Outline any procurement requirements.	<p>To deliver the project, the Council will need to procure both services and works.</p> <p>The procurement requirements are summarised below:</p> <ul style="list-style-type: none">• Professional services – Design• Professional services – Cost consultancy• Professional services – Various investigative surveys: site / ground conditions, ecology, arboricultural, traffic / transport, asbestos• Works – Demolition, Construction
D02. Outline preferred procurement route / strategy.	<p>The intention would be to procure design and cost consultancy services in parallel and to commission work to RIBA stage 2 (Concept Design) for each scheme. This will enable an initial scheme design to be developed, a cost envelope to be established and pre-application planning discussions to commence.</p>

	<p>Pursuant to professional advice received, the project team will procure appropriate investigative surveys to inform the design development process.</p> <p>As the concept design is developed the project team will take a view as to whether it is appropriate to procure works under a traditional design and build approach or whether there is merit in working more collaboratively with a contractor via some form of two-stage process. In this scenario, the contractor's input is sought at an earlier stage in the design development process through a pre-construction services arrangement.</p>
D03. Outline key procurement risks.	<ul style="list-style-type: none"> • Inability to procure works within cost envelope • Inability to attract sufficient interest in works

Section E – The Management Case

E01. High Level Project Timetable – indicative it is assumed the same process will be repeated numerous times throughout the project period as each site is brought forward

Item	Stage of Project	Start Date	Finish Date
Project Inception Initial Masterplanning Design Development Public Consultation Pre-Application	Pre-Planning	Feb / March 2019	October 2019
Re-House Existing Tenants	Site Assembly		
Submit Planning Applications Design Iteration as Necessary	Planning Determination Period	November 2019	April 2020
Post Planning Procurement Design Development Discharge PC Conds	Post-Planning	May 2020	October 2020
Construction	Construction	November 2020	April 2022

E02. High Level Project Milestones - indicative it is assumed the same process will be repeated numerous times throughout the project period as each site is brought forward

Milestone	Description	Indicative Date
Project Initiation		Feb / March 2019
Submit Planning Application		November 2019
Obtain Planning Approval		April 2020
Start Works		November 2020
Complete Works		April 2022

E03. Project Risks

Title	Description
Statutory Approvals	<p>Planning consent will be required for each site.</p> <p>It is possible that there may be local objection to each proposal and the project team will need to manage the consultation process carefully to mitigate this.</p> <p>The project team will seek input from development control via the pre-application process prior to submission to ensure there is no material reason for refusal.</p>
Legal Constraints	Subject to approval for the project to proceed, the project team will commission

	legal due diligence in connection with each site to determine if there is any legal constraint to the project proceeding and to identify mitigating measures as appropriate.
Securing Vacant Possession	A small number of the identified sites will require some form of decanting process, whether this be tenants or garage users. Both have the potential to delay the project programme if alternative suitable accommodation cannot be found.

E04. Provide high level details of proposed project management arrangements & project team (please use post names / titles rather than naming individuals)	Housing Board oversee project delivery <u>Project Delivery Team:</u> New Build Development Manager Housing Development Manager Rehousing and Information Manager Financial Services Manager External design and cost consultant
E05. Provide a brief outline of key stakeholders e.g. who they are and how they will be engaged	<ul style="list-style-type: none"> Existing tenants (where applicable): Direct approach by rehousing team Other key stakeholders: Direct approach / negotiation Wider community: Series of public consultation events prior to / during planning process
E06. Will any public consultations be required? If so, provide a brief outline	Yes. As follows: <ul style="list-style-type: none"> Existing tenants – Re home loss / relocation/ assistance with move General public / wider community: Pursuant to planning process
E07. How will the project be evaluated post implementation?	<ul style="list-style-type: none"> Project delivery to time, cost and quality expectations Review of contractor performance Resident satisfaction – ease of letting

E08. Outline any expected formal Council / Committee / Board decisions or consultations and expected timescales.

Committee / Board	Type of Decision	Expected Date
Council	Budget approval	Feb 2019
Executive	HRA Budget & Business Plan	Jan 2019
Borough, Economy and Infrastructure Executive Advisory		
Society, Environment and Council Development Executive Advisory		
Overview and Scrutiny		
Planning	Planning approval	Various
Licensing		
Corporate Governance and Scrutiny		