

Appendix C

2015/16 Capital Investment Appraisals

Ref	Scheme Description	Lead Officer	Bid £'000
2015-01	Grant for Kingston View Play Area, Yeovil	Rob Parr	10
2015-02	Private sector grants bid	Alasdair Bell	200
2015-03	Capital works to Council Portfolio	Garry Green	92
2015-04	Replacement Sweepers	Chris Cooper	70
2015-05	Grant to Ilminster Town FC	Lynda Pincombe	50
Total			422



South Somerset District Council

Capital Grant or Contribution Investment Appraisal Form

Approved Budget within Service Plan? **Yes/ No**

Project Number: 2015-01

Project Name: Kingston View Play Area

Date Created 18th August 2014

Document Version: 1.2

Author: Robert Parr

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0 Document Control

0.1 Document Approval

Name	Organisation	Role	Approval	Date

0.2 Revision History

Version	Author	Review	Reason For Issue	Date
1.1	Robert Parr	Nicola Hix	Initial review of form	19.08.14
1.2	Nicola Hix	Rob Parr	Insertion Green Team comments	13.11.14

0.3 Document Distribution

Name	Organisation	Role

0.4 Document References

Section Reference	Document Referred	Document Title

1 Project Outline

This project aims to refurbish the Kingston View Play Area in Yeovil, in partnership with Yeovil Town Council. The play area was created in 2002 and after 12 years' service the infrastructure is in need of improvement to ensure it meets public expectations.

A project budget of £20,000 is estimated to be required to bring the play area back into a good condition and Yeovil Town Council (YTC) are expected to provide £10,000 with the expectation the remaining £10,000 will be provided by SSDC.

No site specific public consultation has yet taken place as until funding is secured it would not be correct to raise public expectations. However, extensive public consultation has taken place in development of our formally adopted Play Policy, various MORI surveys carried out by this council and these support the principle of providing good quality local equipped play areas.

1.1 Authority Responsible

Yeovil Town Council is seeking match funding from SSDC to carry out this project. SSDC manages YTC's play areas on their behalf although many of these play areas are actually owned by SSDC. As YTC invests significant sums in SSDC owned play areas the principle of equal funding from both parties was established some years ago and is therefore expected by YTC.

1.2 Project Objectives & Outcomes

- Where practically possible the play area will comply with BS EN1176 and 1177.
- The play area will be improved to ensure it meets SSDC adopted quality standards, set out in the Local Development Framework evidence base.
- Provide a play area that improves the quality of play opportunities in the local area and as a result contributes to the Council Plan - Focus Four – Health & Communities, and critical activity to Maintain and enhance the South Somerset network of leisure and cultural facilities, optimising opportunities for external funding to promotes health living.
- Provide a play area which ensures our health and safety obligations are fulfilled.

1.3 Quality Expectations

Both SSDC and YTC use a Play Area Audit system that assesses the overall quality of play areas. The finished play area will be expected to achieve at least a 'good' condition when re-audited after the project is complete.

1.4 Anticipated Benefits

- Providing a good quality play area to local residents will provide them with valuable play opportunities that are well documented to improve both physical and mental wellbeing.
- Ensuring the play area is in an up to date good condition will reduce officer time spent fixing or maintaining a play area in decline. These time savings will be minimal and not enough to offer up any cashable savings.
- Completing this project is essential to ensure our responsibilities under Health & Safety Legislation continue to be fulfilled.
- The Play & Youth Facilities Team has extensive experience and successful track record in delivering projects of this nature. The necessary procurement processes will be followed to ensure value for money is achieved.

1.5 Options

Option One – Develop the play area within existing revenue budgets. This option is discounted as the cost of works to the play area would exceed the funds available within revenue budgets that are already under pressure.

Option Two – Remove play area. This option would be contrary to policy and our Council Plan. There would still be a demolition cost and in addition to the policy argument this option is discounted.

Option Three – Refurbish the play area as detailed in this investment appraisal form. This option is the recommended approach.

1.6 Key Project Information Summary

1.6.1	Expected Duration Of Project			
	Start date:	April 2015		
	Other Key Milestones with Dates:	Local Consultation – April 2015 Final Design – May 2015 Procurement – June 2015 Construction Start – July 2015		
	Expected Completion Date:	July 2015		
1.6.2	Estimate of Officer Time Required: -			
	Officer's Name	Estimate of officer hrs	Officer available? Y/N	Agreement of Officer? Y/N
	Robert Parr – Senior Play & Youth Facilities Officer	110	Yes	Yes
	Comment by Property Services:	N/A		
	Comment by Information Systems:	N/A		
	Comment by Green Team:	Need to use sustainable materials (if possible) <ul style="list-style-type: none"> • Paints • Locally sourced materials • Use of FSC sourced softwoods and hardwoods Try to use environmentally aware contractors if external ones used. Would be nice to see more landscaping and an all ability pathway linked to the existing outer pathway.		
	Comment by Equalities Officer:	If funding is secured ensure consultation is carried out with South Somerset Disability Forum (SSDF) Access Review to be carried out by SSDF Improving the quality of play opportunities for all obliges us to be mindful of access issues e.g. all abilities pathways.		
NOTE: YTC make a financial contribution towards SSDC Officer costs each year to enable projects to be supported.				

1.6.3	Risk Assessment	
	Risk	Steps taken to mitigate Risk
	The risk of SSDC not supporting this grant is that YTC could withdraw their financial support for the maintenance and management of 15 play areas in Yeovil. Project costs rise	The best way to mitigate this risk is to support the grant. Officers are experienced in working within agreed budgets and would make necessary adjustments to ensure cost over runs do not occur.

2 Financial Investment – Capital Projects

2.1 Total Costs and Funding							
		Funding Body		£'000			
	SSDC Capital: -	District Executive		10			
	Other Sources: -	Yeovil Town Council		10			
	Total Capital Cost			20			
2.2 Breakdown of main areas of Capital cost							
		2014/15 £'000	2015/16 £'000	2016/17 £'000	2017/18 £'000	2018/19 £'000	
	Supply & Install New Street Furniture		3				
	Supply & Install New Landscaping		2				
	Create New Footpaths to Improve Access		10				
	Supply & Install Agility Trail Play Equipment		5				
	Totals		20				
2.3 External funds to be received							
		Secured ? Y/N	2014/15 £'000	2015/16 £'000	2016/17 £'000	2017/18 £'000	2018/19 £'000
	Yeovil Town Council	Yes		10			
	Totals			10			
2.4 Revenue Implications of Capital scheme							
		Cost Centre	2014/15 £'000	2015/16 £'000	2016/17 £'000	2017/18 £'000	2018/19 £'000
	Loss of interest @ 3.0% (PWL B 10yr rate 22.7.14)	FT922		0.3			
	(Savings in expenditure)						
	Revenue Costs by Individual Budget: (List)						
	Revenue Income						
	Total Revenue Expenditure / (Net saving)			0.3			
	Cumulative			0.3			

2.5 VAT Implications		
	Based on the current information provided, VAT is recoverable on this project.	
2.6 Impact on Band D		
	Additional spend	£10,000
	Lost interest at 3.0%	£300
	Divided by tax base	£56,141
	Cost per band D tax payer	-

3 Interested Parties

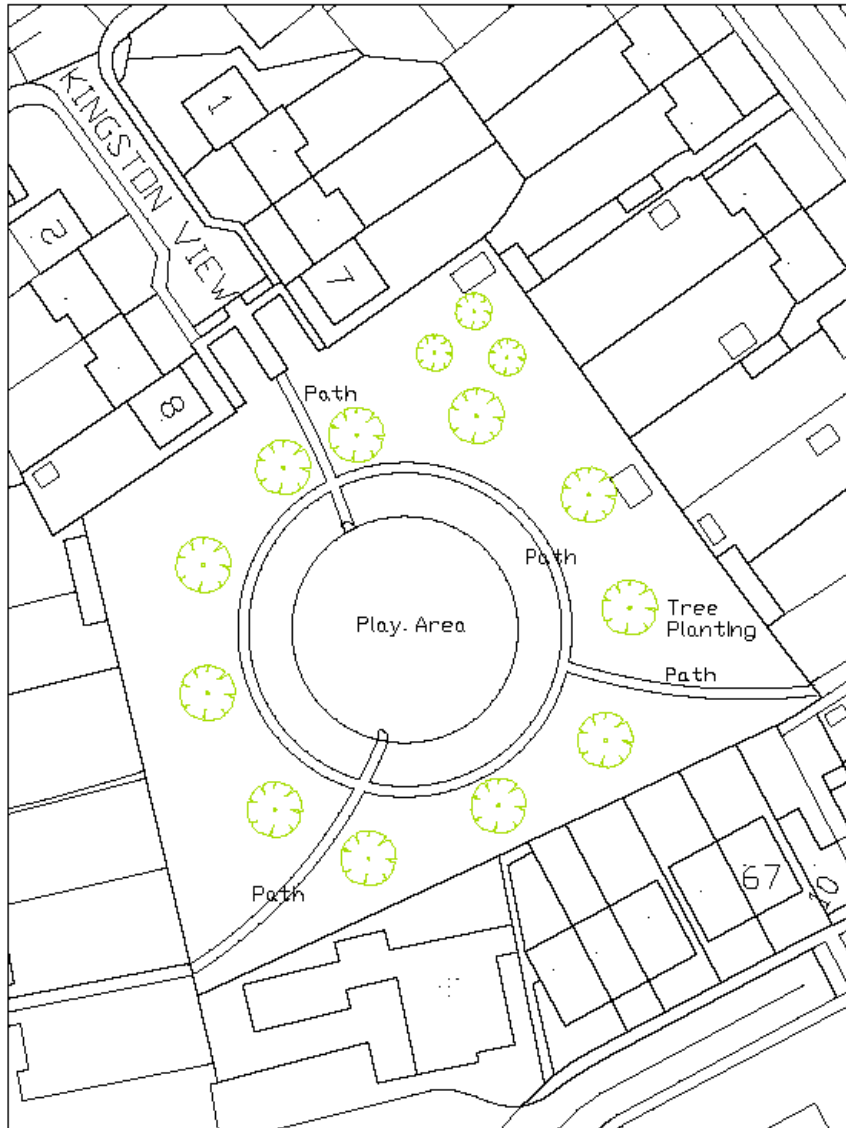
Name	Reason	Action required
Yeovil Town Council	Site Managers	Secure their approval before placing orders or starting work.

4 Other Useful Information

Picture of existing play area:



Sketch of proposed landscaping:





South Somerset District Council

Capital Grant or Contribution Investment Appraisal Form

Approved Budget within Service Plan? **Yes/ No**

Project Number: 2015- 02

Project Name: Private Sector Housing Grants

Date Created 30.08.2014

Document Version: 1.0

Author: Alasdair Bell

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0 Document Control

0.1 Document Approval

Name	Organisation	Role	Approval	Date

0.2 Revision History

Version	Author	Review	Reason For Issue	Date
1.0	Alasdair Bell	Nicola Hix	First Draft	27/08/14

0.3 Document Distribution

Name	Organisation	Role
Donna Parham	SSDC	Assistant Director(Finance & Corporate Services)
Vega Sturgess	SSDC	Strategic Director(Operations & Customer Focus)
Laurence Willis	SSDC	Assistant Director(Environment)

0.4 Document References

Section Reference	Document Referred	Document Title

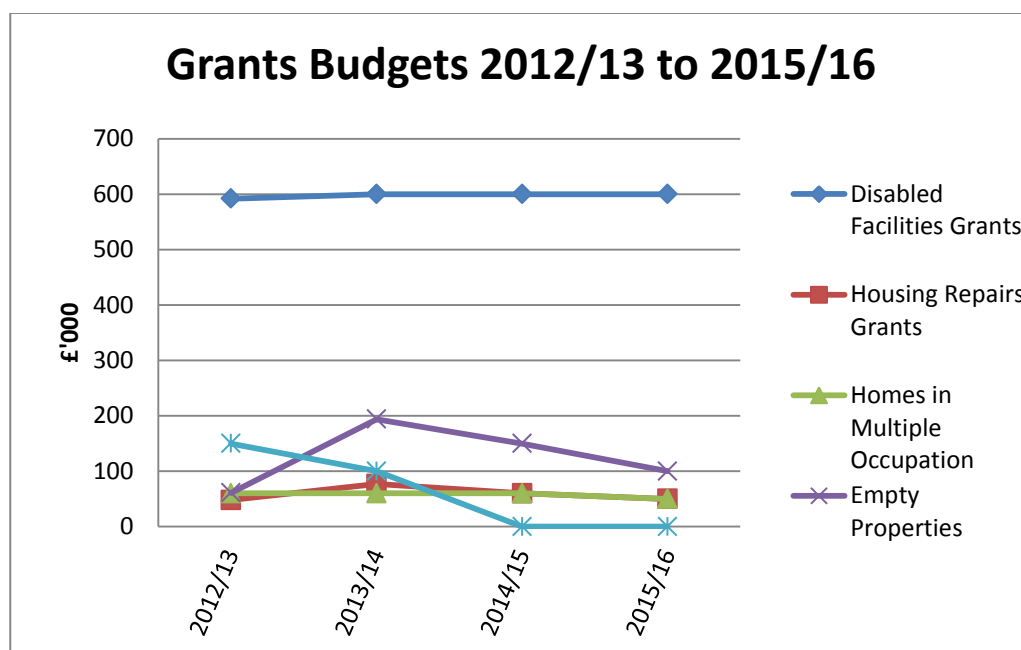
1 Project Outline

To seek funding of £200,000 to pay for Private Sector Housing Grants in 2015/16 across the District. This helps achieve both the aims in the council's Housing Strategy and Focus Three of the Corporate Plan which seeks to provide decent housing that matches the income of all our residents.

1.1 Authority Responsible

Private Sector Housing Grants are discretionary although the council has responsibility for ensuring that satisfactory housing conditions exist in the district across all tenures. The council also has responsibility for dealing with homelessness and tackling fuel poverty, both of which can be affected by the amount of financial resources provided. The council has an overall Housing Strategy and a Private Sector Housing Strategy (both currently under review) that require funding in order for their aims to be met.

The provision of Private Sector Housing Grants has always comprised a major part of the council's capital programme and this bid is for £200,000 to fund this area of expenditure. If agreed, £50,000 will go towards expenditure on Home Repairs Assistance grants, £50,000 will go towards expenditure on Houses in Multiple Occupation (HMO) grants and £100,000 will go toward expenditure on Empty Properties. Section 1.4 below describes how this money is spent under each of these headings.



The graph above shows the budgets for grants over the past three years and the proposed budget for 2015/16.

1.2 Project Objectives & Outcomes

- To meet the aim in Focus Three of the Corporate Plan to provide decent housing across all tenures for our residents that match their income.
- To meet one of the key aims of the Somerset Health & Wellbeing Board in improving poor housing to improve the health of local residents.
- To comply with the aims of the council's Empty Homes Strategy
- To bring at least 25 empty properties back into occupation each year, securing nomination rights for local residents from the Housing Needs Register.
- To meet the aims of the council's Housing Strategy and Private Sector Housing Strategy in dealing with substandard rented property, including houses in multiple occupation.

- To secure repair and improvement of substandard property owned by low income and vulnerable home owners.
- To tackle Fuel Poverty
- To maximise council tax income and New Homes Bonus by bringing empty properties back in to use.

1.3 Quality Expectations

All grant aided work is regularly monitored to ensure value for money and good workmanship. All expenditure is routinely monitored by our auditors.

1.4 Anticipated Benefits

The purposes to which the type of funding described in the bid will be put is as follows:

- **Home Repairs Assistance Grants (HRAs) - £50,000**

These grants are to provide for the essential wind and weather proofing of properties and to deal with significant disrepair issues in private houses. This funding is also to pay towards home insulation schemes in order to tackle fuel poverty. HRAs are means tested and are allocated up to a maximum of £1,000 each. If a client needs works costing more than this then they are referred to Wessex Home Improvement Loans (WHIL) for a loan. WHIL will not process loans for less than £1,000 as it is not cost effective to do so. Most of the clients who receive HRAs are elderly pensioners who typically own their own home but have little income.

The thinking behind providing HRAs is that by doing so, it keeps clients homes warm and weather proof and stops them falling into disrepair and becoming unfit. If this were to happen then it is likely that the Council would have to rehouse them which would cost more in the long term. There is also a clear and well established link between poor housing and ill health and the availability of HRAs helps to address this issue and reduce costs to the NHS/Social services. Action 7 of the draft Health & Wellbeing Strategy of the Health & Wellbeing Board is specifically concerned with tackling poor housing and fuel poverty

- **Houses in Multiple Occupation Grants (HMOs) - £50,000**

These grants are for providing amenities and upgrading the means of escape in case of fire in shared housing. This type of tenure has traditionally been the worst form of housing that requires strict regulation by the local authority. With increased housing pressure the number of HMOs is increasing year by year. These houses are normally occupied by the young and immigrant community. Many young people move from villages to our towns such as Yeovil and Chard to find cheap shared accommodation as housing costs in many of our villages has become prohibitively expensive.

The recent changes announced by the Coalition Government to housing benefit regulations, whereby people under 35 will only be able to claim a "single room allowance" will mean that a lot more HMOs will need to be formed as the people affected will not be able to afford to rent accommodation on their own.

In order to regulate HMOs we have an annual inspection programme and various categories of HMO require a licence. It is in our interest to work in partnership with landlords to ensure such accommodation is developed to meet local needs and is then kept up to standard. This is also relevant because our homelessness team place many of young people with private sector landlords. We have a Landlords Forum and regularly meet with landlords to discuss housing demand, changes to housing/benefit regulations etc.

In dealing with the enforcement of standards in HMOs we use a “carrot and stick” approach by offering small grants to encourage landlords to bring the properties up to a good standard. It can be argued that as landlords are businessmen they should pay all the costs of upgrading their HMOs themselves. However in South Somerset we have always found that by providing small HMO grants landlords are encouraged to come forward and bring their properties up to standard.

HMO grants usually only pay for a small percentage of the overall costs of works. HMO landlords can also apply for WHIL loans but take-up has been poor. If we did away with HMO grants, enforcement would be much more difficult, with the council having to serve more legal notices and undertake work in default etc. and this is costly in itself. In addition, if there are not sufficient HMOs to meet demand as the effects of the new housing benefit regulations are felt, the homelessness team may be forced to spend more on Bed & Breakfast costs.

- **Empty Homes Strategy - £100,000**

Two years ago the council published an Empty Homes Strategy in partnership with Mendip District Council. This was in response to the mounting accommodation crisis and the need to get all available housing occupied. At that time in South Somerset, there were over 2,500 homes registered as empty on the council tax database of which 1,000 had been empty for 6 months or more. Since then the council has appointed an Empty Property Officer whose job it is, is to bring as much empty property back in to use as possible.

In order to bring empty property back into occupation it has been necessary, in certain circumstances, to provide grant aid. Grants of up to £11,000 are given to renovate houses and create flats from empty and derelict buildings. This programme has been very successful with a number of ‘eyesore’ buildings being brought back into use. As part of our empty property strategy we have been working in partnership with Somerset Care & Repair (SC&R) who secured, with our assistance, £1.4million in funding from the Government to renovate empty property. Working with S C & R we have put together funding packages to deal with empty property. The cost of renovating some property is very high and SC&R are limited as to how much funding they can provide. In such cases we may need to provide top up funding. In other cases the property will not meet SC&R’s funding criteria and we may need to fund the scheme entirely ourselves. Where grants are offered the council secures nomination rights on the property for five years and the property is let at Local Housing Allowance(LHA) rates.

By bringing empty homes back into occupation we can generate both New Homes Bonus funds and increase council tax revenue. Recent work on bringing empty homes back into occupation has generated over £200,000 in New Homes bonus.

- **Wessex Home Improvement Loans (WHIL) Loans- (no funds applied for – budget of £300,000 in place)**

The Council currently funds the WHIL Loan scheme. Wessex Resolutions that manages WHIL is a not for profit company that works on behalf of the majority of councils in the South West providing low interest loans to vulnerable clients. By using WHIL the Council’s funds are recycled and used over and over again to deal with poor housing.

WHIL loans can be used for a variety of purposes including dealing with disrepair, making home improvements, paying for disabled facilities, empty properties, funding improvements of HMOs and for upgrading traveller sites. The Housing Minister recently said that loans were the way forward and he wanted to encourage Councils to make maximum use of them.

1.5 Options

To achieve the outcomes required in our Private Sector Housing Strategy will require funding of grants and the use of loans. We are making maximum use of loans and partnership working with joint bids successfully made for extra funding. Without continued funding however we would struggle to meet our aims.

1.6 Key Project Information Summary

1.6.1	Expected Duration Of Project			
	Start date:	April 2015		
	Other Key Milestones with Dates:			
	Expected Completion Date:	March 2016		
1.6.2	Estimate of Officer Time Required: -			
	Officer's Name	Estimate of officer hrs	Officer available? Y/N	Agreement of Officer? Y/N
	Alasdair Bell	Spilt between all the officers 3.0 FTE per year	Y	Y
	Paul Rees		Y	Y
	Martin Chapman		Y	Y
	Emma Baker		Y	Y
	Chris Malcolmson		Y	Y
	Aly Thornton		Y	Y
	Trudy Norton		Y	Y
	Comment by Property Services:	N/A		
	Comment by Green Team (Officer Advisory Group):	<p><u>Where possible can grant conditions specify:</u></p> <p>Need to use sustainable materials (if possible)</p> <ul style="list-style-type: none"> • Paints • Locally sourced materials • Use of FSC sourced softwoods and hardwoods <p>Try to use environmentally aware contractors</p> <p>Aim to reduce energy consumption by using:</p> <ul style="list-style-type: none"> • Light fittings which are low energy • Increased levels of insulation (with sustainable materials) • Greater efficiency for all new plant and equipment specified if possible. <p>Ensure that they keep in line with all environmental legislation, including testing for 'air tightness' when completing a new build / extension.</p>		
	Comment by Information System:	N/A		

	Comment by Equalities Officer:	Poor quality accommodation particularly in relation to shared HMO properties can significantly impact on those from protected characteristic groups. Improving substandard housing, will improve conditions for all, but especially for the most vulnerable.
1.6.3	Risk Assessment	
	Risk	Steps taken to mitigate Risk
	The only real risk associated with this area of expenditure is that the building contractors fail to finish the work on time and the funding allocated is not spent as planned. This has been a problem in the past.	All schemes are closely monitored to try and ensure that this does not happen.

2 Financial Investment – Capital Projects

2.1 Total Costs and Funding							
			Funding Body			£'000	
	SSDC Capital: -		District Executive			200	
	Total Capital Cost					200	
2.2 Breakdown of main areas of Capital cost							
			2014/15 £'000	2015/16 £'000	2016/17 £'000	2017/18 £'000	2018/19 £'000
	HMO Grants			50			
	Home Repair Assistance Grants			50			
	Empty Property Grants			100			
	Totals			200			
2.3 External funds to be received							
		Secured ? Y/N	2014/15 £'000	2015/16 £'000	2016/17 £'000	2017/18 £'000	2018/19 £'000
	N/A						
	Totals						
2.4 Revenue Implications of Capital scheme							
		Cost Centre	2014/15 £'000	2015/16 £'000	2016/17 £'000	2017/18 £'000	2018/19 £'000
	Loss of interest @ 3.0% (PWL 10yr rate 22.7.14)	FT922		6			
	(Savings in expenditure)						
	Revenue Costs by Individual Budget: (List)						
	Revenue Income						
	Total Revenue Expenditure / (Net saving)			6			
	Cumulative						

2.5 VAT Implications	
	Based on the current information provided, VAT is recoverable on this project.
2.6 Impact on Band D	
	Additional spend £200,000
	Lost interest at 3% £6,000
	Divided by tax base £56,141
	Cost per band D tax payer £0.11

3 Interested Parties

Name	Reason	Action required

4 Other Useful Information



South Somerset District Council Project Brief

Approved Budget within Service Plan? No

Project Number: 2015-03

Project Name: Capital Works to The Council's Property Portfolio

Date Created 28/08/14

Document Version: 1.2

Author: Garry Green

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0 Document Control

0.1 Document Approval

Name	Organisation	Role	Approval	Date
	SSDC			

0.2 Revision History

Version	Author	Review	Reason For Issue	Date
1.0	Garry Green	Nicola Hix	First Draft – Financials updated	28/08/14
1.1	Nicola Hix	Garry Green	Amendments following PRG Mtg	14/10/14
1.2	Nicola Hix		Insertion of Green Team comments	20/10/14

0.3 Document Distribution

Name	Organisation	Role

0.4 Document References

Section Reference	Document Referred	Document Title
	2015-2016 Capital Works Summary Spreadsheet attached	Initial Condition Reports prepared by Kirkham Board Associates – priority rating C and B only (reviewed by Property Services)
	2015-2016 Crematorium and Cemetery Capital Works spreadsheets attached	Required works as prepared by consultants survey reports and follow up investigations.

1 Purpose

To ensure the continuance of funding for planned capital work to Council owned and leased buildings, to ensure that 'fully serviced' buildings are provided in accordance with Service Plan and Corporate Plan objectives.

2 Project Outline

The continuation of capital funding, for the period 2011/12 to 2015/16, to support the planned rolling programme of work for the next five year period, prepared from Survey Inspections, carried out by in-house surveyors and some external consultancy. The work is prioritised in accordance with the Property Repair and Maintenance Policy.

Details submitted are for 2015/16 financial year and are in general priority rating C. C1 is classified as poor condition – urgent attention required and C2 is classified as poor condition – repair or replacement within 2 years. B2 is classified as satisfactory condition but can include minor defects – repair or replacement within 2 years.

2.1 Authority Responsible

Garry Green - Property & Engineering Services Manager

Crematorium - Crematorium and Cemetery, Joint Burial Committee

2.2 Background

The Council have had in place for the previous ten years prepared programmes of planned capital works. These programmes had operated for a five-year period at a time for all of the Councils owned and leased properties. Surveyors have carried out visual inspections of our buildings and have prepared programmes of work on this basis. Detailed inspections of the majority of our principle buildings have also been carried out by consultants to show the full extent of the planned maintenance/enhancement work which needs to be carried out for the five-year period. These costs have been incorporated with the visual surveys of the remainder of our buildings to show the total investment need for the next five years from 2011/12 through to 2015/16. The costs of all of the identified work have been spilt into Capital (for enhancement work), and Revenue for the remainder.

The purpose of this bid is to cover the Capital works (enhancement element of the identified work) for 2015/16 within the programme. It is agreed to review this on an annual basis rather than over a five year period due to changing economic and financial circumstances.

2.3 Project Objectives

The project objectives link to the following Corporate Themes:

Corporate Pan Focus 2: Environment,

- Reduce CO2 from SSDC operations; and Address & Adapt to Climate Change
- Maintain an attractive environment to live in.

Corporate Plan: Deliver well managed, cost effective services valued by our residents

- Increase overall / general satisfaction with local area which includes the appearance of the Council's portfolio of properties

In addition the project will combine with other objectives as listed below;

Service Plan Objectives:

- To deliver the process for planned maintenance as listed in the Property and Engineering Services Service Plan

Asset Management Plan:

- To deliver the process for planned maintenance as listed in the Corporate Strategy.

Audit Recommendation:

- To ensure delivery of planned maintenance to ensure compliance with District Audit.

To continue to provide fully service buildings for service managers and commercial users. This further bid, if successful, is to enable continuation of the enhancement programme.

2.4 Scope

Inclusions

Appointment and co-ordination of a major contractual works programme to deliver the rolling programme, through the use of Partnering Contractors or contractors (selected through Constructionline). The works will cover:

Improvements achieved through a capital works process for:

- Work to Building Structures
- Work to Building Envelope
- Internal Building Works
- External Works
- Mechanical and Electrical Work
- Boilers and Ventilation Systems
- Fire and Intruder Alarms
- Door Access Controls and CCTV
- Specialist Engineering, i.e. Lift Improvements

The works will involve:

- Liaison with Service Managers to explain the programme
- Discussions on operational challenges in carrying out the work
- Interim Site management of projects
- Appropriate discussion with stakeholders
- Developing the rolling programme, in agreement with Strategic Director
- Obtaining any necessary permissions and consents for the programme

Exclusions

The rolling programme of planned maintenance does not include:

- Work to buildings, which are covered by, specified 5, 10 or 30-year plans; for instance the capital works element of the Goldenstones and Octagon ten-year plans, and the same at Wincanton Sports Centre.
- Work for capital works at Yeovil Innovation Centre.
- Work to capital works for Castle Cary Market House

Constraints and Decisions

These would fall into the following categories:

- Inability to resource programme due to other commitments
- Need to programme the works within Service Manager commitments
- Legislative requirement e.g. Planning Permission, Listed Building Consent or Building Regulation Requirements.

Interfaces

These would arise from any change to the Property Portfolio, any change in building features or any change in policy:

- Disposal of Property
- Acquisition of Property
- Major refurbishment of a property including carbon reduction measures.
- Accommodation or Building function Reviews

Any one of these would cause a review of the items listed for Improvement or change in the rolling programme of work.

2.5 Quality Expectations

Contract would be monitored through the usual SSDC contract process by:

- Choice of accredited contractors through Financial Regulations and Procurement Policy
- Contracts Manager administration of contracts to ensure Contract compliance
- Use of Partnering Contractors who work to agreed standards
- Compliance with SSDC Health and Safety requirements.

2.6 Carbon Management

The rolling programme of work will contribute to the carbon management process by:

- Using sustainable materials as far as possible
- Using locally sourced materials as available
- Employing energy saving equipment in Electrical and Mechanical Work

These features will be developed as the detailed specifications for the works are evolved.

3 Initial Business Case

3.1 Reasons

This bid will ensure the delivery of Service Objectives, namely;

To have in place a planned maintenance/capital works programme to ensure:

- Protection of the Council's Investment in the Property Portfolio
- Buildings continue to meet the needs of users and service providers
- Buildings are kept in good repair and maintained to an appropriate standard
- Over time there is less demand for reactive repairs
- Maintenance is undertaken in a planned and co-ordinated manner
- Opportunities are taken to combine capital works with improvements in energy use/efficiency where practicable
- Sustainable products and systems are introduced where practicable

The project will also assist in Asset Management Planning by:

- Providing the Strategic Asset Management Board with key information on building conditions in order for their informed decisions to be made on future asset strategy.
- Providing service managers with fully serviced buildings.

3.2 Anticipated Benefits

In carrying out the project this will result in the following benefits and outcomes:

- Health and Safety Standards are maintained for Staff and the Public
- Buildings are well maintained and remain capable of securing market value
- Buildings are available for public access for the published opening hours
- Expenditure is levelled out to improve budgeting
- Environmental benefits arise from energy efficiency and sustainable improvements
- Allows for continued funding to extend the five year maintenance programme (allowing this to become a rolling programme)
- Continued funding to allow for maintenance backlog
- Adequate funding to ensure a 75% -25% split in expenditure is achieved for planned maintenance v's reactive maintenance in accordance with District Audit best practice recommendations.

To ensure the continued effectiveness of the programme there will be:

- Consultations with service providers to ensure buildings continue to meet their requirements for service delivery
- Buildings will be monitored through surveys to ensure that they are maintained to an appropriate standard
- Property Valuations can reflect the Councils investment in planned capital works.
- No adverse reports from Regulatory Bodies on Health and Safety
Fire Risk or similar issues as a consequence of lack of building or system upgrades
- Less likelihood of public or employee liability claims arising through lack of building or system enhancements

3.3 Options

The preferred option here is to delivery this rolling programme through Partnering contractors. Using the SSDC agreed schedule of rates. Other options would be to:

- Employing Contactors and consultants on a Competitive Tender/Quotation basis.
- The use of SSDC Framework agreements, or,
- Using Framework agreement employed by other Councils in accordance with
- Procurement Procedures

3.4 Key Project Information Summary

3.4.1	Expected Duration Of Project	
	Start date:	April 2015
	Other Key Milestones with Dates:	Approval of funding - Feb 2015 Review Property Surveys – Sept 2014 to April 2015 but generally on-going Agree priorities and consult service managers if necessary – April/May 2015 Prepare programme of works – May 2015 Review progress - December 2015 Review Programme for 2016/17 in August 2015 and as necessary
	Expected Completion Date:	March 2016

3.4.2	Estimate of Officer Time Required: -			
	Officer's Name	Estimate of Officer hrs	Officer available? Y/N	Agreement of Officer? Y/N
	Garry Green David Coombs Rachel Heather Malcolm Ham Peter Biggenden Nicola Drew	4+ per month 6+ per month 3+ per month 3+ per month 5+ per month 4 +per month	Yes Yes Yes Yes Yes Yes	Yes Yes Yes Yes Yes Yes
	Comment by Property Services: A Property Services project and there are adequate resources to develop this project.			
	Comment by Information Systems: N/A			
	Comment by Green Team: (Officer Advisory Group): Need to use sustainable materials (if possible) <ul style="list-style-type: none"> • Paints • Locally sourced materials • Use of FSC sourced softwoods and hardwoods Try to use environmentally aware contractors Aim to reduce energy consumption by using: <ul style="list-style-type: none"> • Light fittings which are low energy • Increased levels of insulation (with sustainable materials) • Greater efficiency for all new plant and equipment specified if possible. Ensure that we keep in line with all relevant legislation on the use of chemicals such as refrigerants. Specifically to the fish pond, please consider use of a pond liner; ensure replacement aquatic plants, ladders for frogs etc. & any replacement fish being of a native species. For water consumption consideration, use of a downpipe.			
	Comment by Equalities Officer: Ensure that equalities and building regulation legislation are adhered to.			
	Comment by Other Services requiring significant input: N/A			

3.4.3 Risk Assessment	
Risk	Steps taken to mitigate Risk
Unable to deliver programme due to rising cost of building materials	Ensure that competitive or negotiated tender for work to achieve best value, are employed
Major system or building failures result in funds being switched	Build flexibility into original 5 year programme to ensure that a revised programme can be implemented if necessary annually
Unable to deliver programme because of staff/resources shortfall	Able to employ Consultant employed on a schedule of rates if necessary
Unable to deliver programme because of Contractor difficulties or market forces.	Use of fully accredited companies to ensure Technical, financial and H & S compliance.
Increase in property portfolio without the additional funds	Seek adequate funding from DX before Purchase.
Cost over-runs on individual contracts	Effective Project management by Property Services or use of Consultants.
Reduction in planned maintenance to urgent works only may have Corporate liability issues if problems arise	Ensure monitoring/maintenance of buildings is ongoing to identify unexpected necessary repairs and action. Seek additional funding from DX
Reputational risk of building fabrics not being updated for customers and staff	Ensure monitoring/maintenance of buildings is ongoing to identify unexpected necessary repairs and action. Seek additional funding from DX
Reduced business continuity plan for building portfolio by reducing planned enhancements.	Ensure monitoring/maintenance of buildings is ongoing to identify unexpected necessary repairs and action. Seek additional funding from DX.

4 Financial Investment

4.1 Financial Investment – Capital Projects

4.1.1 Total Costs and Funding – Capital Project					
	Funding Body	£' 000			
SSDC Future funding:	District Executive	92			
Other Sources: e.g. Grants	Yeovil Without Parish Council (11% of Crematorium costs)	3			
Total Capital Cost		95			
4.1.2 Breakdown of main areas of cost					
	2014/15 £'000	2015/16 £'000	2016/17 £'000	2017/18 £'000	2018/19 £'000
Per Schedules Attached		95			
Totals		95			

4.1.3 External funds to be received		2014/15 £'000	2015/16 £'000	2016/17 £'000	2017/18 £'000	2018/19 £'000	
	Yeovil Without Parish Council (for Crematorium)		3				
	Totals		3				
4.1.4 Revenue Implications of Capital scheme		Cost Centre	2014/15 £'000	2015/16 £'000	2016/17 £'000	2017/18 £'000	2018/19 £'000
	Loss of interest @ 3.0% (PWL 10yr rate)	FT922		2.7			
	(Savings in expenditure)						
	Revenue Costs by Individual Budget: (List)						
	Revenue Income						
	Total Revenue Expenditure / (Net saving)			2.7			
	Cumulative						
4.1.5 Whole Life Costing							
	Estimated useful life of asset (years)	Perpetuity					
	Total Revenue Costs Year 1 to 5	Costs met from within existing revenue budgets					
	Annual Revenue Cost after Year 5	Costs met from within revenue budgets					
	Total cost over whole life of asset	N/A (at present)					
4.1.6 VAT Implications							
	<p>SSDC Capital Works</p> <p>Based on the current information provided to us, the VAT is recoverable on this project, however the future activity/use will have some exempt supplies and will therefore have an adverse effect on the Council's Partial Exemption Calculation. However, due to the size of the project it is hoped that the VAT could be accommodated within this Council's 5% Limit.</p> <p>Crematorium/Cemetery Capital Works</p> <p>As the Crematorium and Cemetery Committee are on a separate VAT Registration Number to SSDC we need to look at this capital project in isolation.</p> <p>The VAT attributable to the works carried out at the crematorium will have to be paid back to HMRC via the Crematorium and Cemetery Partial Exemption. On this project SSDC would have to pay HMRC approx £4,200 VAT.</p>						
4.1.7 Impact on Band D							
	Additional spend					£92,000	
	Lost interest at 3%					£2,760	
	Divided by tax base					£56,141	
	Cost per band D tax payer					£0.04	

5 Project Organisation

5.1 Provisional Project Management Team

Name	Role/ Title
Laurence Willis	Project Sponsor
Garry Green	Project Manager
Burial Committee (for Crematorium)	User Representative
ADM	Supplier Representative

5.2 Interested Parties

Name	Reason	Action required
Service Managers	Work may affect their facilities	Co-ordinate contracts with service users own needs

6 Other Useful Information

There may be possible revenue savings on energy costs as some aspects of the individual enhancement works are to provide energy and efficiency measures such as insulation, double glazing, and roof repairs.

Revenue savings have not been quantified at present time.

Spreadsheets are attached summarising both the enhancement works to the buildings and the Crematorium and Cemetery.

Due to a number of long term sickness issues within the Property Services team from February 2014 through to September 2014, and the retirement of one officer at the end of March 2014 who had not been replaced in full by July 2014, there has been slippage in the delivery of last years' capital programme. This coupled with works required for the shared accommodation project has meant that some identified works will slip into 15/16

There are minimal capital works identified for 15/16 so this will allow the backlog of projects to be completed in 15/16 and the capital works projects to be brought back on programme.

CAPITAL SUMMARY 2015-2016

Version 1: 28th August 2014

Element	Priority Rating	2015/16 £	Comments
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BRYMPTON WAY

Air Handling	Coolers to the Red Floor	C1/C2	10,000	Additional coolers to temporary assist air handling system
Fire and Intruder Alarms	Upgrade of panel and some detectors	C2	12,000	Required to meet changes in legislation
CCTV	Upgrade of some existing cameras and extension to cover SCC occupation	C2	16,000	Improvements needed for quality images for evidential purposes
TOTAL			38,000	

CHURCHFIELDS

Fire and Intruder Alarms	Upgrade of panel and some detectors	C1/2	10,000	Required to meet changes in legislation
TOTAL			10,000	

LACE MILL, CHARD

Access system	Upgrade access system	C2	8,000	System outdated and will need replacing if intention to remain in this building
TOTAL			8,000	

LUFTON

Fire and Intruder Alarms	Upgrade of panel and some detectors	C1/2	8,000	Required to meet changes in legislation and present system failing
TOTAL			8,000	

CREMATORIUM

Crematory	Replacement Parts	C2	10,000	
Garden of Remembrance	Fishpond replacement	C2	8,500	
Rear Service Yard	Electric Roller Doors to large garage	C2	2,500	
Unclaimable VAT			4,200	
TOTAL			22,428	Total x SSDC's 89% Share of Total Cost

CONTINGENCY

	5,000	
	91,428	

KEY	B	C
1	Generally satisfactory condition but minor defects need urgent attention.	Poor condition. Urgent attention required.
2	Satisfactory condition. Can include minor defects. Repair or replacement in 2 years.	Poor condition. Repair or replacement in 2 years.
3	Satisfactory condition. Can include minor defects. Repair or replacement in 5 years.	Poor condition. Repair or replacement in 2 years.



South Somerset District Council Project Brief

Approved Budget within Service Plan? **Yes/ No**

Project Number: 2015-04

Project Name: Replacement Pavement Sweepers

Date Created 28/08/2014

Document Version: 1.3

Author: Chris Cooper

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0 Document Control

0.1 Document Approval

Name	Organisation	Role	Approval	Date

0.2 Revision History

Version	Author	Review	Reason For Issue	Date
1.1	Chris Cooper	Nicola Hix	First draft – financials added	29/08/14
1.2	Chris Cooper	Catherine Hood	Financial details updated	24/09/14
1.3	Nicola Hix	Chris Cooper	Insert Green Team comments	20/11/14

0.3 Document Distribution

Name	Organisation	Role

0.4 Document References

Section Reference	Document Referred	Document Title

1 Purpose

The purpose of this submission is to acquire funding to replace essential machinery required to deliver the street cleaning service through the capital budget.

2 Project Outline

The Streetscene Service currently operates two pavement sweepers as part of the cleansing service across the district. The original machines were funded from capital budgets approximately seven years ago when the organisation was aiming to improve performance on BVPI 199. This was achieved, partially due to the acquisition of the pavement sweeping machines which target difficult to access areas that otherwise simply cannot be accessed using traditional cleansing methods.

2.1 Authority Responsible

The Streetscene manager is requesting the grant on behalf of the service.

2.2 Background

Along with the sweepers, two Landrovers and trailers were provided which have proven themselves to be of great value not only with use transferring the sweepers around the district, but also when dealing with flooding. The vehicles and trailers are still in good working condition, however the sweepers are proving to be more and more unreliable and in need of replacement.

There are no funds available in the service routine budgets to replace and lease any replacement machines.

2.3 Project Objectives

- The key objective of the project is to replace old machinery to enable the service to work reliably and efficiently & continue to improve the standards of cleansing that are provided across the district.
- The key objective of this project is to 'Maintain street cleaning high performance across the district' in line with focus two of the council plan
- The project would deliver reliable machinery that will enable the service to operate at a good level.

2.4 Project Scope

Inclusions

The purchase of two pavement sweeping vehicles.

Constraints and Decisions

Officer time is available to progress this project and no constraints are expected nor will this time affect other projects.

2.5 Quality Expectations

Success will be measured by the new machinery being delivered and allocated to work in the district. There are no other groups involved in this bid.

2.6 Carbon Management

The proposed vehicles offer improved fuel efficiency, being up to 20% more fuel efficient than those currently being operated

3 Initial Business Case

3.1 Reasons

The reason for this project is simply to replace old used machinery, which has become expensive to run and is becoming unreliable, with modern efficient equipment that will enable the team to deliver a more reliable service to the public in line with the aims of the council plan and our statutory duties.

This links to the council plan 2012-2015 in the following ways:

- Environment – *“We want an attractive environment to live in with increased recycling and lower energy use”*

The sweeper is a central piece of equipment in delivering a clean environment, these specific machines will be used to help sweep across the district. With its more efficient engine it is much more fuel efficient.

- The council plan also states that we aim to “Maintain street cleaning high performance across the district.”
- In order to deliver this, we need to have modern, reliable machinery and the replacement sweepers are central to this aim.
- And finally, the council plan states that we will “Continue to support communities to minimise flood water risks.”

The sweeping program that we deliver maximises the amount of rainwater that can disperse through the road drainage system (in conjunction with County Highways drain maintenance programs)

3.2 Anticipated Benefits

The outcomes of this project will be:

- A more reliable street cleaning service
- Improved fuel efficiencies
- Reduced carbon outputs by using the most modern ‘clean’ engine technologies
- Improved quality of sweeping operations

3.3 Options

The options available to us are:

- Run the existing sweepers until they are uneconomical to use
- Sell them and stop this aspect of the service
- Replace one this year and the other machine later, cannibalising the old one to keep the older machine operating longer
- Replace the machines and continue to focus on providing a high quality service in conjunction with town and parish councils.
- Capital funding is not used and revenue funding is increased to allow the replacement machines to be leased. A lease v purchase comparison has been carried out, which showed there was not a large financial difference between the two options. These workings are available should they wish to be analysed in detail.

3.4 Key Project Information Summary

3.4.1	Expected Duration Of Project			
	Start date:	Sept 2014		
	Other Key Milestones with Dates:	Review the market – Nov 14 Identify a shortlist of machinery and arrange demonstrations – Jan 15 If funding is agreed place order – April 15 Take delivery of new machines - July 15 Sign and register vehicles – Aug 15 Dispose of existing vehicles and return funds from sale – Oct 15		
	Expected Completion Date:	October 2015		
3.4.2	Estimate of Officer Time Required: -			
	Officer's Name	Estimate of Officer hrs	Officer available? Y/N	Agreement of Officer? Y/N
	Chris Cooper	20	Y	Y
	Chris Holley	20	Y	Y
	Niki Atkins	35	Y	Y
	Operational Staff.	20	Y	Y
	Comment by Property Services:	N/A		
	Comment by Information Systems (if new IT system):	N/A		
	Comment by Green Team:	Discussions held regarding use of electric sweepers, and although they are available, the weight of the batteries on them makes them unsuitable for this purpose. Clean environment is welcomed & them being 20% more fuel efficient than current ones good.		
	Comment by Equalities Officer:	No impact on equality		
3.4.3	Risk Assessment			
	Risk	Steps taken to mitigate Risk		
	The highest risk is that the cost of machinery will increase while the bid is either considered or if refused, rises before an alternative bid could be submitted.	The bid is being submitted immediately and a fixed price will be obtained from the supplier to ensure that inflation is not an issue		

4 Financial Investment

4.1 Financial Investment – Capital Projects

4.1.1	Total Costs and Funding – Capital Project						
		Funding Body				£' 000	
	SSDC Capital: -	District Executive				70	
	Other Sources: - - Sale of old sweeper					10	
	Total Capital Cost					80	
4.1.2	Breakdown of main areas of cost						
		2014/15 £'000	2015/16 £'000	2016/17 £'000	2017/18 £'000	2018/19 £'000	
	Purchase of Pavement Sweepers		80				
	Totals		80				
4.1.3	External funds to be received						
		Secured? Y/N	2014/15 £'000	2015/16 £'000	2016/17 £'000	2017/18 £'000	2018/19 £'000
	Sale of old sweepers			(10)			
	Totals			(10)			
4.1.4	Revenue Implications of Capital scheme						
		Cost Centre	2014/15 £'000	2015/16 £'000	2016/17 £'000	2017/18 £'000	2018/19 £'000
	Loss of interest @ 3% (PWL 10yr rate 10.7.14)	FT922		2.1			
	(Savings in expenditure)						
	Revenue Costs by Individual Budget: (List)						
	Revenue Income						
	Total Revenue Expenditure / (Net saving)			2.1			
	Cumulative			2.1			
4.1.5	Whole Life Costing						
	Estimated useful life of asset (years)						5 Years
	Total Revenue Costs Year 1 to 5						£40,000 Inc. fuel
	Annual Revenue Cost after year 5						
	Total cost over whole life of asset						£40,000
4.1.6	VAT Implications						

	Based on the current information provided to us there are no VAT implications	
4.1.7	Impact on Band D	
	Additional spend	£70,000
	Lost interest at 3%	£2,100
	Divided by tax base	£56,141
	Cost per band D tax payer	£0.04

5 Project Organisation

5.1 Provisional Project Management Team

Name	Role/ Title
Chris Cooper	Project Sponsor
Niki Atkins	Project Manager
Rich Murphy, Nick Allen	User Representative
N/a	Supplier Representative

5.2 Interested Parties

Name	Reason	Action required
Chard Town Council	Partnership working	Keep informed of developments
Martock Parish Council	Partnership working	Keep informed of developments
Somerton Town Council	Partnership working	Keep informed of developments

6 Other Useful Information

The street cleaning service impacts on many aspects of life in the district, from tourism through to commercial development and maintaining property values. The effective use of machinery, alongside well managed staff resources is essential in meeting public demands. The replacement and effective use of this equipment will enable the service to maintain and even at times improve the service to the public.



South Somerset District Council

Capital Grant or Contribution Investment Appraisal Form

Approved Budget within Service Plan? **Yes/ No**

Project Number: 2015-05

Project Name: Grant to Ilminster Town Council/Town Football Club – New Football Changing Rooms and Community Facility

Date Created 03/09/2014
Document Version: 0.5
Author: Lynda Pincombe

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0 Document Control

0.1 Document Approval

Name	Organisation	Role	Approval	Date
Steve Joel	SSDC	Assistant Director		

0.2 Revision History

Version	Author	Review	Reason For Issue	Date
0.1	Lynda Pincombe	Nicola Hix	First draft	03/09/14
0.2	Lynda Pincombe	Nicola Hix	Updated figures	7/10/14
0.3	Lynda Pincombe	Nicola Hix	Updated costs	29/10/14
0.4	Lynda Pincombe		Updated costs	3/12/14
0.5	Lynda Pincombe	Nicola Hix	Updated costs	5/12/14

0.3 Document Distribution

Name	Organisation	Role

0.4 Document References

Section Reference	Document Referred	Document Title

1 Project Outline

Ilminster Town Football Club and Ilminster Town Council are seeking to build a new 4 team pavilion with additional community function room and parking on Britdens Field, adjacent to Ilminster Recreation Ground.

The current changing facilities were originally built in the 1950s with the last major updating in 1982; the officials' room doubles as a store room. The existing facilities fall well short of Football Association standards as the shower and toilet facilities are inadequate and a number of players have moved to other clubs citing the extremely poor standard of the changing areas as a major factor in their decision.

To ease the situation, the Football Club hire changing facilities from the Cricket Club for the mens' teams but these also fail to meet the FA standards.

The Football Clubs have sixteen teams including two womens teams and a disability team and youth section. In total there are just under 600 playing and social club members who will directly benefit from this project. The wider community will benefit through the delivery of a new modern community facility for Ilminster.

The project vision is to create a well-used pavilion, primarily for football, for Ilminster and the surrounding area. This facility will assist local people to enjoy sporting, leisure and community events and provide opportunities for health and well being activities for all, thus contributing to a strong and active community.

The Town Council, will own the building and Ilminster Town Football Club will be the leaseholder. Both parties are working closely together on this project to ensure it is suitable for local residents and meets the standards of football's national governing body. The Football Club, as the main project beneficiary, is taking a lead on compiling the building specification and fundraising for the project.

The net estimated cost of the facility is £585,200 (if built in one phase) and the applicants are hoping to secure in the region of £336,300 of external funding for the project. The total contribution being sought from SSDC is £163,776 (28%) of which £50,000 (8.5%) is requested from the Capital Programme and £113,776 (19.4%) from S106 contributions.

This project is a key element of Ilminster Town Council's approved master plan to improve Ilminster Recreation Ground as a whole. The master plan also includes a significant upgrade of the play facilities, a new refreshment kiosk, improved access, pathways and landscaping and the removal of redundant buildings. SSDC officers have provided significant support to date to guide Ilminster Town Council through this process.

1.1 Authority Responsible

Ilminster Town Council will be responsible delivery the project and own the building which will be leased on a long term basis to Ilminster Town Football Club.

1.2 Project Objectives & Outcomes

- To deliver a new pavilion and improved pitches which are fit for purpose and meet national governing body standards for competitive play.
- To create a new community space within the pavilion which will be available for use by the wider community.
- To deliver a new facility that will generate sufficient income to pay for future repairs and renewals of the facility.

- To increase participation in sport and physical activity, with a view to reducing health inequalities in the local community.
- To address the quantitative deficiency identified by South Somerset District Council in its last assessment of playing pitches and ancillary facilities
- To address the quantitative and qualitative deficiency identified by South Somerset District Council's needs assessment for community halls.

The new building will provide:

- 4 changing rooms each with showers and toilets approximately 6m X 5M
- 2 referee changing rooms each with shower and toilet approximately 2M X 5M
- General User toilets (ladies, gents and disabled)
- Food prep and bar area
- First aid / physiotherapy room approximately 3M X 2M
- Kit, training and equipment store
- Machine equipment store approximately 3M x 4M
- Function room approximately 14m X 8M

The pavilion itself has the potential to take a photo voltaic panel to reduce the future running costs of the building. The Council's Climate Change officer has estimated that the benefit to the football club would be savings in energy cost in the region of £500 per annum.

Outside there will be:

- 3 full size football pitches
- 4 youth football pitches
- 1 mini pitch
- An improved 2nd team cricket square
- 48 space car park
- The infrastructure to floodlight a senior pitch at a future date

The overall dimensions of the single storey building are approximately 37M long X 14 M wide.

The site layout and architect's drawings for the proposed facility are detailed within Appendices 1 and 2.

The project objectives specifically contribute to the delivery of **Focus Four, Health and Communities, within the Council Plan 2012 – 2015**. The project will specifically help to deliver in the following areas:

- Ensure that the strategic priorities of the Somerset Health and Wellbeing Board reflect local needs and align council resources to deliver projects to address those needs (this project helps to address priorities 1 and 2 within the draft Somerset Health and Wellbeing Strategy).
- Maintain and enhance the South Somerset network of leisure and cultural facilities, optimising opportunities for external funding to promote healthy living.

The Council's **facility/playing pitch facility assessments** support the need for quantitative and qualitative improvements to playing pitches, changing facilities and community hall facilities within Ilminster.

This is also a priority project for the County Football Association who has indicated that they will support a bid for Football Foundation Funding to enable this project to be delivered.

1.3 Quality Expectations

- That this facility will be delivered to the standards required by the Football Association and Football Foundation and Building Regulations.

Proposed Grant Conditions (in addition to SSDC standard terms and conditions for community grants)

- Provide design specifications for the new facility prior to the tender process for approval for the council's Community Health and Leisure team.
- Community usage and sports development programmes to be agreed and approved by the council's Community Health and Leisure team.
- KPI's regarding usage over 5 years are agreed with the Ilminster Town Council/Ilminster Town FC – in order to ensure that usage of the facility is maximised
- A mutually agreeable lease is established between Ilminster Town Football Club and Ilminster Town Council.
- Funding is conditional on securing full funding to deliver at least the pavilion element of the project in its entirety.
- If the actual costs of the project are less than those projected, then SSDC's capital contribution will reduce proportionally.

Relevant Standard Terms and Conditions for Community Grants are as follows:

- Funding is awarded based on the information provided on the applicant's application form and business plan.
- SSDC is acknowledged on any publicity and on any permanent acknowledgement of assistance towards the project.
- The applicant will work in conjunction with SSDC officers to monitor the success of the scheme and the benefits to the community resulting from SSDC's contribution to the project.
- Capital grants are on a one-off basis.
- Capital grant applications should include a strategy for maintenance of equipment to applicable standards, and a strategy for replacement (or otherwise).
- Proper signage to buildings/facilities is provided

Ilminster Town Council is aware of the likely conditions of funding.

1.4 Anticipated Benefits

- Provision of an additional community facility within Ilminster
- Addressing the quality deficiency in changing facilities that currently exists within Ilminster
- Increasing physical activity levels.
- A reduction parking congestion along Canal Way and improved accessibility to the formal sports facilities at Ilminster recreation ground.
- Contributes to Council Plan priorities (see 1.2).
- Delivery of a key element of the Ilminster Recreation Ground master plan.
- Subject to a detailed proposal being worked up, a photo voltaic panel is provided by SSDC that will reduce the future running costs of the building, with SSDC benefiting from the feed in tariff over a 20 year period. SSDC's potential additional capital investment in providing a PV panel is likely to payback in 7-8 years.

1.5 Options

In 2008 the results of a community survey undertaken by the Ilminster Forum showed Ilminster to be lacking in suitable meeting space for recreation, learning and training for small local groups.

Previous Town Council research (2007) identified that a key community priority was to create, develop and maintain a wide range of sport and leisure facilities and activities.

The Steering Committee in a previous attempt to provide a Sports and Community Centre in the town undertook a survey which found:

- Having local facilities means easier access to club meetings and trainings and an increase in participating membership.
- An identity with place is important to our personal identities and this is particularly important for team sports.
- The local community needs a local focus. Sporting facilities are particularly strong in creating community bonding and bridging between generations and social groups. The spin-off is improved social networks, people more willing to help each other, greater civic pride and participation and it becomes a safer place to live.
- The lack of facilities leads to a loss of local opportunities for volunteering which are important to individual value, community cohesion and increasingly as a stepping stone to employment.

This project now forms part of an approved masterplan for Ilminster's recreation ground; completed during 2014 with the assistance of Community Health and Leisure officers.

Completing the masterplan has involved considerable input for Ilminster Town Council including a survey/questionnaire delivered to each household in Ilminster (June 2013) and a consultation evening with initial suggestions for comment on display (over 270 people signed the attendance register (November 2013)). A landscape architect was used to help complete the master planning process and Ilminster Town Council now has a clear direction for the future development of the site.

Potential Phasing

If full funding can be secured for the project, then Ilminster Town Council/Football Club would like to build the Pavilion and community facility at the same time as this would be the most cost effective way to deliver the project.

Given the urgent need to replace the existing changing facilities at the site, if necessary it would be possible to phase the project to allow the changing room element to be delivered in 2015. This would enable the applicant to take advantage of the significant external funding that Ilminster Town Football Club look likely to attract to the project which otherwise might be lost.

1.6 Key Project Information Summary

1.6.1	Expected Duration Of Project	
	Start date:	<ul style="list-style-type: none"> • Spring 2015
	Other Key Milestones with Dates:	<ul style="list-style-type: none"> • Planning application submitted October 2014 • Planning permission secured by end December 2014 • Sport England/Football Foundation Funding secured – January 2015 • SSDC funding decision February 2015 • Tenders – February/March 2015 • Start construction April/May 2015 • Completion of pavilion autumn 2015
	Expected Completion Date:	By end of 2015

1.6.2	Estimate of Officer Time Required: -			
	Officer's Name	Estimate of officer hrs	Officer available? Y/N	Agreement of Officer? Y/N
	Officer support already provided. Further significant officer support not anticipated at this time.	N/A	N/A	N/A
	Comment by Property Services:	N/A		
	Comment by Green Team (Officer Advisory Group):	<p>Although funding is for a grant to the football club, would ideally like to see:</p> <p>Use of sustainable materials (if possible)</p> <ul style="list-style-type: none"> • Paints • Locally sourced materials • Use of FSC sourced softwoods and hardwoods <p>Try to use environmentally aware contractors</p> <p>Aim to reduce energy consumption by using:</p> <ul style="list-style-type: none"> • Light fittings which are low energy • Increased levels of insulation (with sustainable materials) • Greater efficiency for all new plant and equipment specified if possible. 		
	Comment by Equalities Officer:	<p>Any new community space will need to adhere to equalities legislation, as well as BS388.</p> <p>If funding is secured ensure consultation and an Access Review are carried out by South Somerset Disability Forum (SSDF)</p> <p>Improving the quality of sport and leisure opportunities for all, obliges us to be mindful of accessibility issues e.g. toilets, changing rooms etc.</p>		
1.6.3	Risk Assessment			
	Risk	Steps taken to mitigate Risk		
	Failure to obtain full funding.	<p>Build the Community space in phase 2 if necessary. If self-build is necessary, the club have the expertise within their own organisation to do this.</p> <p>The club is also continuing to seek funding from other sources, but these are likely to be relatively small amounts.</p> <p>Iminster Town Council will consider taking a loan to cover any shortfall.</p> <p>Consideration has also been given to potential amendments to the project specification that could reduce costs.</p>		

Building costs exceed budget estimates. Not all VAT recoverable	Contingency funding has been identified within the project budget Ilminster Town Council to take expert advice on VAT implications.
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2 Financial Investment – Capital Projects

Delivery of Football Pavilion, 48 space car park with Community Facility - Delivered in 1 phase

2.1 Total Costs and Funding							
		Funding Body			£'000		
	SSDC Capital: -	District Executive			50		
	Other Sources: - e.g. - Grants	Ilminster Town Council			11.2		
		Ilminster Senior football teams			5		
		Ilminster Junior football teams			5		
		S106 funding			113.8		
		External Funds (detailed in 2.3)			336.3		
		Potential shortfall			63.9		
	Total Capital Cost				585.2		
2.2 Breakdown of main areas of Capital cost (net)							
		2015/16	2016/17	2017/18	2018/19	2019/20	
		£'000	£'000	£'000	£'000	£'000	
	Topographical survey	2.2					
	Pavilion/Function Room Substructure						
	Pavilion/Function Room superstructures	52.6					
	48 Space Car Park External works	224					
	Provisional Sums*	78.5					
	Preliminaries	99.3					
	Professional Fees including project management	69.9					
	Floodlight/other Groundworks	8					
	Contingency 5% of gross capital costs	17.9					
		32.8					
	Totals	585.2					
*Includes provisional costs for items such as ground investigation, mechanical installation, plumbing, furniture, incoming services and site abnormalities							
2.3 External funds to be received							
		Secured ? Y/N	2015/16	2016/17	2017/18	2018/19	2019/20
			£'000	£'000	£'000	£'000	£'000
	Gooch Trust	Y	40				
	Clarks Foundation	Y	20				
	Football Foundation	N	200				
	Sport England	N	75				
	Other	N	1.3				
	Totals		336.3				

2.4 Revenue Implications of Capital scheme							
		Cost Centre	2015/16 £'000	2016/17 £'000	2017/18 £'000	2018/19 £'000	2019/20 £'000
	Loss of interest @ 3.0% (PWL B 10yr rate 20.7.14)	FT922	1.5				
	(Savings in expenditure)						
	Revenue Costs						
	Revenue Income						
	Total Revenue Expenditure / (Net saving)		1.5				
	Cumulative						
2.5 Whole Life Costing							
	Estimated useful life of asset (years)						50 years+.
	Total Revenue Costs Year 1 to 5						Not our asset
	Annual revenue cost after year 5						Not our asset
	Total cost over whole life of asset						
2.6 VAT Implications							
	At present it has been assumed that there will be no VAT payable on this project. However, it looks likely that Ilminster Town Council may need to register for VAT in order to reclaim 100% of VAT on the build. This issue is likely to be debated at their Full Council meeting in December 2014. The Town Clerk is seeking professional advice on this matter.						
2.7 Impact on Band D							
	Additional spend						£50,000
	Lost interest at 3%						£1,500
	Divided by tax base						£56,141
	Cost per band D tax payer						£0.02

Additional information regarding costs/funding

A further revision to project capital costs is expected (December 2014) as a result of the possible installation of a photo voltaic panel on the roof. This may in fact reduce the shortfall a little.

However, the VAT liability for this project still needs to be confirmed by Ilminster Town Council and this could increase costs significantly.

While there currently is no policy on the percentage of partnership funding required from town/parish councils in relation to Capital Programme grants, Ilminster Town Council is conscious that they have only been able to commit a relatively modest cash sum into this project to date. However, at a later date they will need to cover the cost of the demolition of the existing changing rooms to complete this project, which is expected to cost in the region of a further £5,000.

It should also be noted that their auditor advised during 2014 that the Town Council holds a low level of general reserves and should consider whether there is a need to increase the level of reserve in future years. The Town Council therefore need to consider this advice during the

current precept process as well as setting money aside in the future for the delivery of the wider master plan for Ilminster Recreation Ground; which it is estimated will cost a further £650,000 over a period of years.

It should be noted that the Town Council is committed to oversee the delivery of the project and is willing to consider taking a loan to cover the shortfall either in part or its entirety. This is due to be discussed at their full council meeting in December 2014.

Other Options to Address the anticipated funding shortfall

There is further S106 funding that is likely to be received by the mid 2015 that could cover all or part of the remaining shortfall or enable part of the project to be delivered in a later phase subject to planning/legal approval.

Ilminster Town FC are also going to approach funders to ascertain whether further money may be made available to deliver the project in one phase.

Cost reduction options

Other options that could be considered to reduce costs include the self-build of the community function room which would save in the region of £15,500.

In addition the car parking could be reduced to 25 spaces and this would deliver a saving in the region of £27,000.

If the ground works for floodlighting were to be eliminated then this would reduce the project cost by £18,000 although the cost to do these works at a later date would be significantly higher.

If the community function room were to be eliminated in its entirety from the project then there would be a saving of around £20,000.

There is almost certainly some additional value engineering that could also be done to reduce build costs somewhat too.

3 Interested Parties

Name	Reason	Action required
Football Club	Project beneficiaries	SSDC to provide support with securing funding/taking project forward.
SSDC	Has identified quality deficiency in facility provision in Ilminster. Has also provided some officer support to progress the project.	N/a
Football Association	Provide technical guidance on design.	Keep informed
Sport England	Key Funding Partner	Keep informed.
Football Foundation	Key Funding Partner	Keep informed.

4 Other Useful Information

Capital cost figures contained within the report have been provided to Ilminster Town Football club by a qualified Quantity Surveyor (QS). The QS has advised including a 5% contingency for this project.

This project is a priority project for Somerset FA and therefore is likely to attract Football Foundation Funding of £200,000, subject to planning permission being secured in December 2015. An application to the Football Foundation has been submitted with a funding decision expected at the end of 2014 or early in 2015.

Sport England have confirmed interest in funding the project and require confirmation of ownership/security of tenure and confirmation of partnership funding and will take a final decision on funding in January 2015.

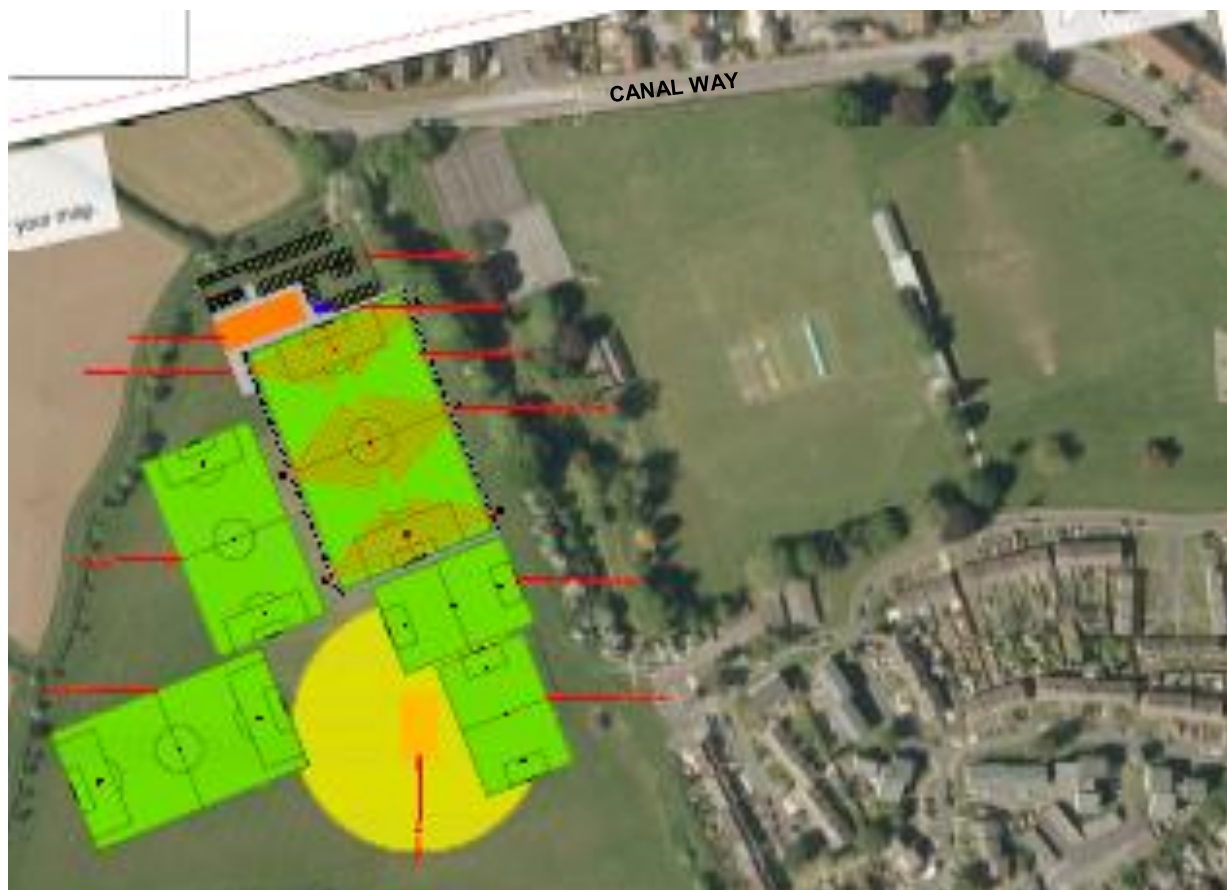
There is £20,845 of S106 money held by SSDC for playing pitch/changing room enhancement in Ilminster that needs to be spend by July 2015. Therefore if this project does not proceed in 2015, this money may need to be returned to the developer.

The Football Club and Town Council have a detailed business plan for this project which has been examined by officers.

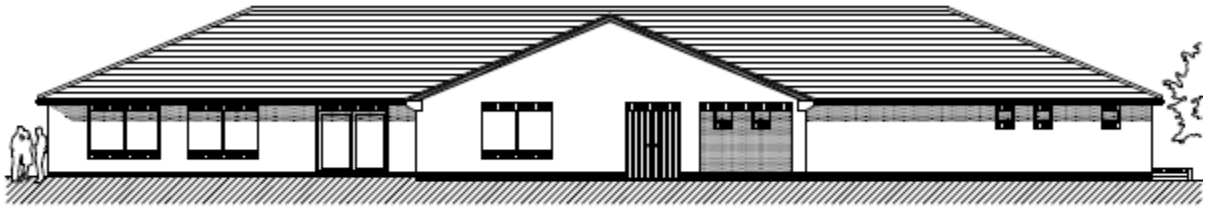
Pre-application advice on the design and location of the proposed building has been sought and valid planning application (14/04748/FUL) submitted on 23 October 2014.

If the applicant is successful in securing all funding to proceed with the project, a project manager will be appointed to oversee the delivery of the project on behalf of Ilminster Town Council and Ilminster Town Football Club.

Appendix 1 – Site Location Plan, Britten Field, Ilminster Recreation Ground, off Canal Way



Appendix 2 - Building Elevations (front and rear) and internal layout



SOUTH EAST ELEVATION AS PROPOSED @ 1:100 SCALE

