



## Capital projects bid form

<b>Section 1</b>	<b>Introduction</b>
Service	Parking Services/Property Services
<b>Name of project</b>	Urgent Repairs and Maintenance – Causeway Car Park (Bishop’s Stortford)
<b>Project Manager</b>	D Kingsbury/S Whinnett
<b>Ref no.</b>	<i>Leave blank</i>
<b>Section 2</b>	<b>Project description</b>
<b>Description of project</b>	Essential repairs and maintenance to the Causeway Car Park in Bishop’s Stortford, including: <ul style="list-style-type: none"> <li>i) Resurfacing of defective areas and repairs to potholes/loose surface/speed humps.</li> <li>ii) Drainage repairs</li> <li>iii) Re-lining</li> <li>iv) Lighting maintenance</li> <li>v) Repairs to planted areas</li> </ul>
<b>Target start date</b>	November 2014
<b>Target end date</b>	November 2014 (NB – some aspects are weather dependant and Christmas also needs to be avoided. If full programme of works cannot be completed in November, some may have to be deferred to Spring 2015).
<b>Section 3</b>	<b>Service objectives and outcomes</b>
<b>Project objectives</b>	To return the condition of the car park to a safe and acceptable standard.
<b>Project benefits</b>	<ul style="list-style-type: none"> <li>i) Public safety</li> <li>ii) Council reputation</li> </ul>
<b>Strategic priority level</b>	<i>Level 2</i>
<b>Project type</b>	<i>Health and safety</i>
<b>Key project outputs</b>	A safe and conducive environment for public use. Reduction/prevention of accident claims (primarily slips and trips)

Project	Milestones	Dates
	Repairs to defective areas and drainage	By end November 2014
	Re-lining of parking bays	By end November 2014
	Maintenance of lighting	T/B/C
	Repairs to planting	T/B/C
<b>State how the project links to the corporate Strategy</b>	Links to Corporate Priorities 1 & 5 in particular.	

<b>Section 4</b>	<b>Costs and Funding</b>
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This section sets out the whole life costs of the project i.e. capital and revenue costs (if applicable). There is a maximum of 4 sections to complete (4a to 4c)

Section 4a – capital costs	2014/15 £	2015/16 £	2016/17 £	2017/18 £	Total £
Works	30,000	0	0	0	30,000
Fees	0	0	0	0	0
Furniture	0	0	0	0	0
Other	0	0	0	0	0
<b>Total</b>	<b>30,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

4b Funding source	Details	£
Match funding	<i>Funding source</i>	
Grants – specify name	<i>Name of funder</i>	
S106	<i>Name of contributor</i>	
Other	In-year capital growth	£30,000
<b>TOTAL</b>		<b>£30,000</b>

Are there any ongoing revenue costs or savings arising from this project. If yes, please complete section 4c.

Section 4c– Revenue costs / savings	2015/16 £	2016/17 £	2017/18 £	2018/19 £	Total £
<b>Operating expenses</b>					
Salaries					
IT licences					
<b>Savings (if applicable)</b>					
<b>Income</b>					
<b>Other</b>					
<b>Total net spend/ (savings)</b>					

<b>Total Revenue costs</b>					
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<b>Section 5</b>	<b>VFM assessment – have alternative means of providing this output been considered e.g. leasing of assets</b>
<p>The car park has been consigned to Henderson as part of the deal for the redevelopment for residential and commercial use of a wider site of which the car park is an element. Having anticipated the prompt commencement of these developments and mindful of the need to make appropriate use of public funds, officers reduced to a minimum their investment into the maintenance and repair of this very busy facility.</p> <p>That lack of maintenance is now starting to manifest itself in a number of areas. The Council’s Risk Assurance Officer has advised that the type and number of defects exceeds the tolerance levels agreed by ORMG in August 2014. The Council’s Property Services and Parking Services concur that the standard of the car park is below that which paying customers have a reasonable right to expect.</p> <p>The poor standard of bay marking in some areas is creating confusion for some motorists and is hampering the Council’s ability to properly manage and enforce the car park under its Traffic Management Act powers.</p> <p>There is currently no alternative means of providing the repairs and maintenance now required.</p>	

<b>Section 6</b>	<b>Identify project risks and mitigation plan</b>
<b>Risk</b>	<b>Mitigation</b>
<p>The greatest risk to the Council arises if these remedial works are <i>not</i> undertaken. These risks include customer injury leading to claims, vehicle damage leading to claims and the inability of the Council to enforce its car parks under its Traffic Management Act powers.</p>	

<b>Section 7</b>	<b>Approval</b>		
	<b>Name</b>	<b>Signature</b>	<b>Date</b>
<b>Head of Service</b>			
<b>Head of Finance</b>			