

# Public Document Pack



## District Executive - Tuesday 18th April 2017

Agenda No	Item
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7.	<b><u>Capital Programme 2017/18 to 2021/22</u></b> (Pages 2 - 65)
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Appendix D – Capital Investment Appraisals

This appendix remains unchanged from the previously published version which was to have been presented to the Executive on 6<sup>th</sup> April 2017.

# Agenda Item 7

APPENDIX D

## 2017/18 Capital Investment Appraisals

Ref	Scheme Description	Lead Officer	Bid £'000	Page
2017-02	Access all Areas Footpaths on Open Spaces	Ceri Owen / Stephen Fox	150	2
2017-03	Lyde Road Pedestrian & Cycle Way	Nigel Collins	250	15
2017-04	Private Sector Grants	Alasdair Bell	200	31
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2017-06	Car Park Enhancements	Ian Case	150	48
2017-07	Purchase of a Road Sweeper	Chris Cooper	145	57
	Areas top up funding	ADM's	100	



# South Somerset District Council Project Brief

Approved Budget within Service Plan? <b>Yes/ No</b>
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<b>Project Number:</b>	<b>2017-02</b>
<b>Project Name:</b>	<b>Access for all footpaths within various open spaces</b>
<b>Date Created</b>	<b>24/08/2016</b>
<b>Document Version:</b>	<b>1.2</b>
<b>Author:</b>	<b>Stephen Fox &amp; Ceri Owen</b>

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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	Ceri Owen	Nicola Hix	First Draft	28/08/16
1.1	Nicola Hix	Ceri Owen	Financial information updated	18/10/16
1.2	Ceri Owen	Nicola Hix	Final sections completed	02/11/16

### 0.3 Document Distribution

Name	Organisation	Role
Project Resource Group	SSDC	Asset, Property, Procurement, IT Review
Equalities Officer	SSDC	Completion of equalities section

### 0.4 Document References

Section Reference	Document Referred	Document Title

## 1 Purpose

To seek approval for funding to install a selection of 'Access for All' compliant hard surfaced footpaths within various open spaces across the district and to improve their pedestrian access for all user groups.

## 2 Project Outline

The project involves the installation of approximately 1,904 metres of tarmacadam surfaced footpaths at a variety of open spaces across the district and improvements to the access points to ensure 'Access for All' compliancy.

The following corporate objective & policies apply:

- Ensure, safe, sustainable and cohesive communities
- Promote a balanced natural and built environment
- Streetscene service plan 2014/15
- Open Space strategy 2011/15
- Council plan 2012/15 : Health & communities
- SSDC access strategy
- SSDC health & well-being strategy

### 2.1 Authority Responsible

The installation and upgrading of these paths and entranceways falls under the responsibility of the District Council; the Open Spaces identified as part of this project do not have any suitable pathways.

### 2.2 Background

Many of our older Open Spaces were traditionally designed simply as large green areas for informal activities and as such, little consideration was given to access and movement through these Open Spaces and to their longer term use.

Following an accessibility assessment of our key Open Spaces (as part of the evidence gathering for the Open Space Strategy) it was identified that many of our key Open Spaces were in need of improvement to meet current legislation and to increase their usability.

All of these sites are situated within the urban environment and serve a significant function for the local community; certain groups, however, within the community find it difficult, or are limited, in their ability to use these facilities.

These improvements are aimed to address this shortfall in provision, and to safeguard the usage of these Open Spaces for future generations.

Consultation and guidance has been undertaken with the Somerset Disability Forum (Access for All) and SSDC's Equalities Officer.

### 2.3 Project Objectives

The key objectives of this project are to:

- ensure that key SSDC Open Spaces are 'Access for All' compliant
- improve the infrastructure of the park
- 'prolong' the seasonable usability of these Open Spaces.
- react in a responsible manner to changes in user demands
- react in a responsible manner to changes in user demographics
- increase the effective usability of these key Open Spaces and its impact on the health benefits for its users
- enable key Open Spaces to become complaint with current legislation
- remove health & safety issues (trip hazards and soft surfaces)

## 2.4 Project Scope

### Inclusions

- Installation of new tarmacadam paths
- Installation/alteration of several gates and entrances
- Removal of trip hazards
- Reinstatement of grass areas as required

### Exclusions

None

### Constraints and Decisions

If it is decided not to fund this project it is possible that the reputation of the council could be damaged due to certain groups of users being unable to access our facilities in line with current legislation. Initial feedback from local residents and users of the paths that were put in last year has been very positive and in fact we received many queries as to when they were going to be completed as some users were keen to use it, whilst no firm survey has taken place ad hoc visits by officers have noticed a significant increase in users.

### Interfaces

None

## 2.5 Quality Expectations

Success will be measured by means of a site accessibility and risk assessment upon completion of the works and by the removal of potential trip hazards. We would expect to see a significant increase in not only user benefits, but a potential increase in the amount of users visiting the parks.

## 2.6 Carbon Management

It is envisaged that the installation of these paths will increase the ability for users to walk to work rather than drive; also two of the proposed paths are on direct school routes so it is hoped that these paths would enable parents to take a shorter journey to school thereby negating the use of a vehicle.

## 3 Initial Business Case

### 3.1 Reasons

As part of the evidence gathering exercise for the Open Space strategy, all of our owned Open Spaces over 400m<sup>2</sup> were accessed for their accessibility. It became apparent following this exercise that several of our key Open Spaces were either lacking in compliant hard surfaced pathways and suitable entrances or they had existing paths that were no longer compliant or safe.

In brief the sites that are lacking in surfaced pathway are:

- **Alvington Open Space, Yeovil**

This is the primary Open Space situated within the Bluebell Road development; there is currently a single pathway installed running from north to south. The site is quite large and features a centrally located SUD's feature, at the moment a large part of the site is inaccessible all year round to users with mobility issues and inaccessible to all users during inclement weather. We would like to install a circular path around the back of the SUD's

linking in to the existing path. The installation of a new path is desirable to enable users with mobility issues access to portions of this site and to enable all users to easily traverse from one side to the other.

- **Grass Royal Recreation Ground, Yeovil**

A large, heavily used space which forms part of a school route situated within a busy development next to Grass Royal School. There are two entrances; one on Matthews Road and another on Grass Royal. To increase the usability and benefits of this open space we seek to install a path around the periphery of the site, linking the existing northern entrance with the exit to the south onto Matthews Road. Users with mobility issues are extremely limited in their ability to access this site and during inclement weather significant portions of the site are inaccessible for long periods.

- **Hills Lane Recreation Ground, Martock**

A large heavily used space situated within a modern development; in order to increase the usability and benefits of this space we aim to install a new path linking with the existing path with the gateway in the fence to the eastern edge of the development. Users with mobility issues are limited in their ability to access portions of this site due to the rough nature of the 'hoggin' type path and during inclement weather areas of the site are inaccessible for long periods.

- **Mitchell Gardens, Chard**

This is a significantly large open space that is heavily used by both the residents of the neighbouring developments and users on their way to Snowdon Park; there are currently no hard surfaced pathways through the open space and we wish to increase the usability and benefits of this open space by installing a path from Crowshute link through the rear of the open space to Mitchell gardens. This area hangs wet for much of the year and severely restricts all user access but users with mobility issues are limited in their ability to access significant portions of this site even during dry periods.

- **Old Station Gardens, Henstridge**

This is a recently adopted area of open space within the town that forms a link between the development and a network of Rights of ways; there are currently no hard surfaced pathways within the public open space. Users (particularly those with mobility issues) are severely restricted in their ability to use the site, especially during inclement weather when the site can become boggy - we would aim to install a linking and looping path through the site, as well as levelling the land at the same time to help drain water into the culvert along the northern boundary of the open space.

### 3.2 Anticipated Benefits

The anticipated benefits are:

- significant improvement in access & usability of the parks and play facilities
- compliance with Equality Act and Building Regs BS:3800 part M
- removal of health & safety risk (trip hazards)
- improvement in opportunities for users to undertake activities which will have health benefits for them

### 3.3 Options

It is possible to use external contractors for these works however we would then need to add in the cost of labour which we do not have the budget for.



### 3.4 Key Project Information Summary

<b>3.4.1</b>	<b>Expected Duration Of Project</b>			
	Start date:	April 2017		
	Other Key Milestones with Dates:			
	Expected Completion Date:	March 2018		
<b>3.4.2</b>	<b>Estimate of Officer Time Required: -</b>			
	<b>Officer's Name</b>	<b>Estimate of Officer hrs</b>	<b>Officer available? Y/N</b>	<b>Agreement of Officer? Y/N</b>
	Principal Horticultural Officer	50	Y	Y
	Horticultural Technician	50	Y	Y
	Streetscene Supervisor	20	Y	Y
	<b>Comment by Property Services:</b> - Engineers	If successful would like to ensure designs and position of new footpaths are mindful of tree roots within the parks but are encouraged by the improvement to accessibility in Open Spaces.		
	<b>Comment by Green Team:</b>	<p>If successful would like to see use of:</p> <ul style="list-style-type: none"> <li>- Sustainable materials</li> <li>- Locally sourced materials</li> </ul> <p>Would like to see improved links to walking and cycling routes. We are positive about the increase of walking and cycling to the site.</p> <p>Encourage some native tree and shrub planting to compensate for removal of grass area.</p>		
	<b>Comment by Equalities Officer:</b>	<p>Provision of tarmacked hard surfaces for sections of footpaths within a range of open spaces will greatly improve access for all communities; particularly those with disabilities, mobility problems, sight loss, mobility scooters, and parent/carers with pushchairs. Provision of a hard surface will also allow for usage during all weathers. Currently a number of the mentioned sites are completely inaccessible and more so following inclement weather. Consultation has been undertaken with access for All and this has informed the proposals. Materials and surfaces to comply with equalities requirements.</p>		
	<b>Comment by Other Services requiring significant input:</b> - Leisure Team	<p>If successful would like to liaise and consult on best design and position for the new footpaths to best serve existing play areas, improving accessibility and potential future development of said play areas.</p>		

3.4.3 Risk Assessment		
	Risk	Steps taken to mitigate Risk
	Cost increases on raw materials hence increase in quotation prices	Quotations are fixed in price for 30 days; regularly updated quotations are sourced to ensure the best price is achieved
	Physical implementation of project, risk to public safety	Risk assessment to be undertaken prior to commencement of works. SSDC Streetscene staff will undertake the installation
	Project is not delivered or is delayed due to outside/contractual issues	All works will be undertaken by SSDC Streetscene staff and will be programmed in accordingly.

## 4 Financial Investment

### 4.1 Financial Investment – Capital Projects

4.2.1 Total Costs and Funding – Capital Project							
		Funding Body	£' 000				
	SSDC Capital: -	District Executive	150				
	<b>Total Capital Cost</b>		<b>150</b>				
4.2.2 Breakdown of main areas of cost							
		2017/18 £'000	2018/19 £'000	2019/20 £'000	2020/21 £'000	2021/22 £'000	
	Alvington		13				
	Grass Royal		35				
	Old Station Gardens		33				
	Mitchell Gardens		34				
	Hills Lane		35				
	<b>Totals</b>		<b>150</b>				
4.2.3 External funds to be received							
	Secured? Y/N	2017/18 £'000	2018/19 £'000	2019/20 £'000	2020/21 £'000	2021/22 £'000	
	None						
	<b>Totals</b>						
4.2.4 Revenue Implications of Capital scheme							
	Cost Centre	2017/18 £'000	2018/19 £'000	2019/20 £'000	2020/21 £'000	2021/22 £'000	
	Loss of interest @ 1.60% (PWLB 10yr rate 18.10.16)	FT922	2.4				
	(Savings in expenditure)						
	Revenue Costs by Individual Budget: (List)						
	Revenue Income						
	<b>Total Revenue Expenditure / (Net saving)</b>		<b>2.4</b>				

<b>4.2.5</b>	<b>Whole Life Costing</b>	
	Estimated useful life of asset (years)	Perpetuity
	Total Revenue Costs Year 1 to 5	None
	Annual Revenue Cost after year 5	None
	<b>Total cost over whole life of asset</b>	<b>N/A (at present)</b>
<b>4.2.6</b>	<b>VAT Implications</b>	
	Based on the current information provided to us there are no VAT implications.	
<b>4.2.7</b>	<b>Impact on Band D</b>	
		<b>£</b>
	Additional spend	150,000
	Lost interest at 2.60%	2,400
	Divided by tax base	58,543
	<b>Cost per band D tax payer</b>	<b>0.04</b>

## 5 Project Organisation

### 5.1 Provisional Project Management Team

Name	Role/ Title
Assistant Director – Environment	Project Sponsor
Streetscene Manager	Service Manager
Principal Horticultural Officer	Project Manager
Horticultural Technician	Project Manager

### 5.2 Interested Parties

Name	Reason	Action required
Play & Leisure	Future development of play areas in relevant Open Spaces	Liaison and consultation on design and positioning of new footpaths
Liz James, Brympton Parish Council	Location of Alvington Open Space is within Brympton Parish – acts as a contact to residents in the area	Liaison with dates, time scale and progress updates
Martock Town Council	Popular park within the town – acts as liaison with local residents	Liaison with dates, time scale and progress updates
St Michaels Academy	Grass Royal Recreation Ground is a popular route into the school	Liaison with dates and time scale
Old Station Gardens	Common walking route	Liaison with dates, time scale

Residents	for the residents on this small estate as it leads onto further rights of way	and progress updates
Chard Town Council	Popular park within the town – acts as liaison with local residents	Liaison with dates, time scale and progress updates
Yeovil Town Council	Grass Royal Recreation Ground is within the town – can act as a liaison with residents	Liaison with dates, time scale and progress updates

## 6 Other Useful Information

### Alvington Open Space, Yeovil





Grass Royal Recreation Ground, Yeovil



Existing path leading into the park is not wide enough creating muddy strips on either side



Existing path stops abruptly once into the park – ground is worn and becomes muddy from use off of the path



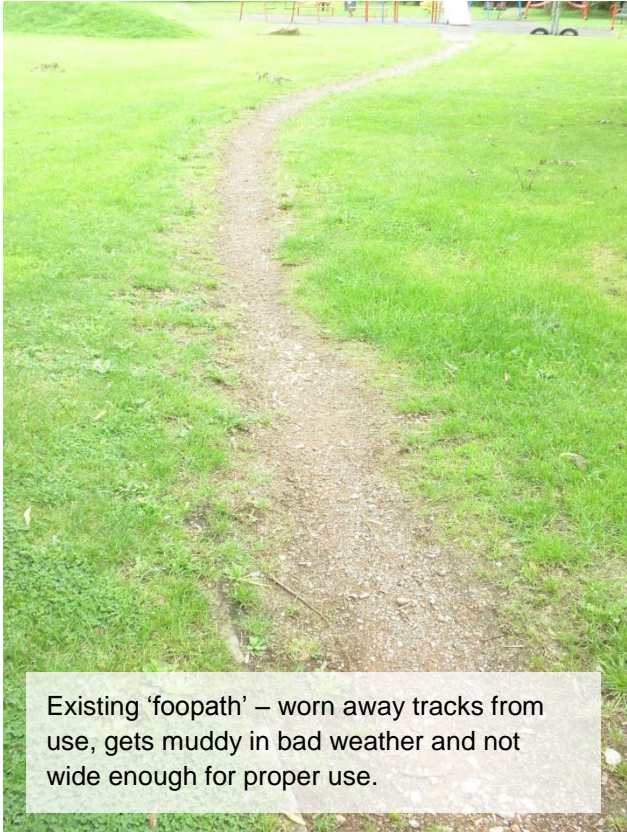
Majority of the park is not accessible from the footpath – the area is boggy and becomes inaccessible during wet weather



Hills Lane Recreation Ground, Martock



Existing gateways – inaccessible for wheelchair users, bicycles & pushchairs



Existing 'foopath' – worn away tracks from use, gets muddy in bad weather and not wide enough for proper use.



Existing broken gateway leading onto rough narrow path within park

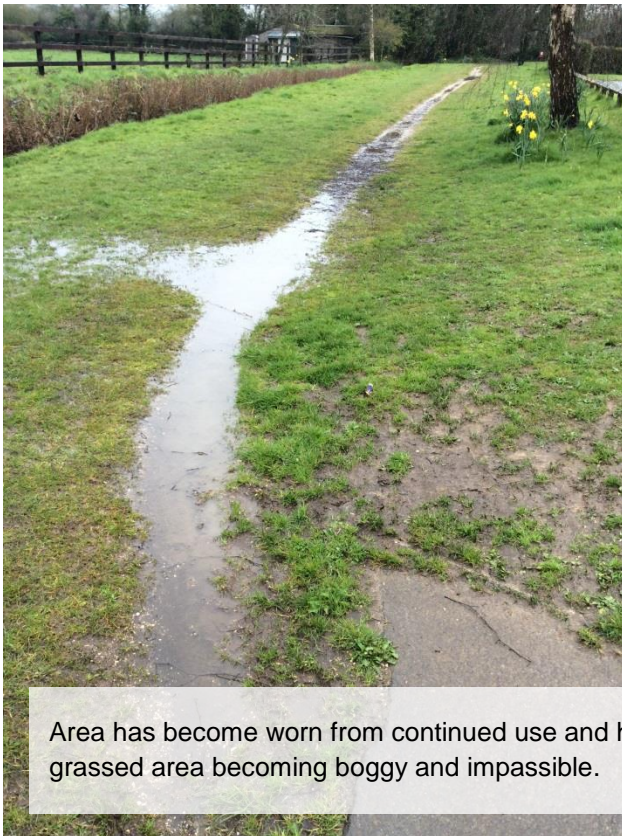


**Mitchell Gardens, Chard**



Large areas of the park become inaccessible during bad weather leaving muddy, worn patches.

**Old Station Gardens, Henstridge**



Area has become worn from continued use and holds water during wet weather, with the whole grassed area becoming boggy and impassible.





## South Somerset District Council

# Capital Grant or Contribution Investment Appraisal Form

Approved Budget within Service Plan? **No**

**Project Number:** 2017-03

**Project Name:** Lyde Road Pedestrian and Cycle Way

**Date Created** 05/07/2016

**Document Version:** 1.2

**Author:** Nigel Collins



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## 0 Document Control

### 0.5 Document Approval

Name	Organisation	Role	Approval	Date

### 0.6 Revision History

Version	Author	Review	Reason For Issue	Date
1.0	Paul Wheatley / Nigel Collins	Paul Wheatley	Issue to Finance for first review	06/09/16
1.1	Nicola Hix	Paul Wheatley / Nigel Collins	Financial sections updated	18/10/16
1.2	Paul Wheatley	Nicola Hix	Issue back to finance to complete tables 2.4/2.5/2.6	01/11/16

### 0.7 Document Distribution

Name	Organisation	Role

### 0.8 Document References

Section Reference	Document Referred	Document Title

# 1 Project Outline

This application seeks a contribution from SSDC to enable the completion of a shared use pedestrian and cycleway running alongside Lyde Road, Yeovil.

Completion of this route will greatly improve accessibility for existing neighbourhoods in Yeovil, including areas suffering from multiple deprivations. It will also bolster the take-up of sustainable travel from the North-East Sustainable Urban Extension by allowing journeys to be safely made either on foot or bicycle. This will also help the Council to deliver on its policy objective set out in the South Somerset Local Plan (2006 – 2028) (Policy YV5) to realise “30% of travel originating from the Yeovil SUEs by non-car mode”.

The project to be funded by the Capital Bid is part of a larger “Lyde Road Pedestrian and Cycle Way” scheme (the full route is shown in Appendix 4). Part of the larger scheme has already been built, specifically, the section which runs between St John’s Road to Romsey Road. This work was carried out in 2010 and was undertaken by Barratt Homes as part of their planning obligations.

As such, the Capital Bid is to fund and facilitate the provision of the remaining sections, and to complete the pedestrian/cycle route for the eastern part of Yeovil. The project is expected to be delivered by a third-party – either Somerset County Council, through the commissioning / sustainable transport and highways departments; or, some other responsible contractor with specialisms in sustainable transport solutions, for example: Sustrans.

The remaining part of the route has been split into sections, and is an explanation of route is summarised below:

Section	Location	Infrastructure
A	<b>Yeovil Pen Mill Station to Camborne Street; and Camborne Street to Buckland Road</b>	<ul style="list-style-type: none"> <li>Remove central island on Lyde Road opposite entrance to Camborne Street.</li> <li>Reduce road width / increase footpath width by 0.5m along Lyde Road in two locations.</li> <li>Mark out new central reservation to suit reduced width to maintain existing lane widths as at present.</li> <li>Create shared use raised platform on Lyde Road / highway entrance to Lidl.</li> <li>Existing pelican crossing to be modified; and</li> <li>Alter location of any gullies to new kerb line.</li> <li>Length along Camborne Street, Camborne Place and to Yeovil Pen Mill to remain as existing on-street cycle route through quiet side roads.</li> </ul>
B	<b>Buckland Road to Howard Road</b>	<ul style="list-style-type: none"> <li>Install new Toucan Crossing to transfer cycle/footpath to northern side.</li> <li>Widen existing footpath adjacent to highway from 2m to 3m.</li> <li>Create shared use raised platforms at Buckland Road, Sandringham Road and Howard Road junctions.</li> <li>Relocate 2 x lighting columns.</li> </ul>
C	<b>Howard Road to St John’s Road</b> <i>(N.B. St John’s Road to Romsey Road is section of route already built)</i>	<ul style="list-style-type: none"> <li>Widen existing 1.5m wide footpath to 3m wide.</li> <li>Create shared use raised platforms at Meadow Road and St John’s Road Junctions.</li> <li>Assume no lighting required.</li> </ul>

Section	Location	Infrastructure
D	<b>Romsey Road to Cavalier Way (N) junction with Lyde Road</b>	<ul style="list-style-type: none"> <li>• Construct new shared use 3m wide pedestrian/cycleway along entire section.</li> <li>• 8 x lighting columns to relocate.</li> <li>• Create shared use raised platforms at Romsey Road and Redwood Road junctions.</li> <li>• Minor diversion to avoid control boxes.</li> </ul>
E	<b>From Cavalier Way (N) junction with Lyde Road to Mudford Road Junction A359</b>	<ul style="list-style-type: none"> <li>• Construct new shared use 3m wide pedestrian/cycleway to run into western side of Primrose Lane.</li> <li>• Widen existing footway from the end (western) of Primrose Lane to Mudford Rad junction with A359.</li> <li>• Create shared use raised platforms at entrance into NEYSUE and Primrose Lane junctions.</li> <li>• New lighting and supply.</li> <li>• Move Stay Wire.</li> <li>• Extra over for cutting.</li> </ul>
Project Management Costs		<ul style="list-style-type: none"> <li>• Further feasibility work</li> <li>• Overall project management work necessary to procure work, liaise with relevant stakeholders, ensure delivery.</li> </ul>

\* The funding required for Section A is linked to a £50,000 funding bid currently being considered by Great Western Railway through their Customer and Communities Improvement Fund.

\*\* The funding for Section D is being secured through the planning obligations for the North East Yeovil Sustainable Urban Extension. Discussions are subject to viability.

\*\*\* Section E is currently subject to discussion as part of the planning mitigation for the North East Yeovil Sustainable Urban Extension. Discussions are subject to viability.

As shown in the table above, a significant proportion of the overall project cost will be funded via developer contributions linked to the proposed North-East Yeovil Sustainable Urban Extension. This is being progressed through discussions with the developer on the necessary mitigation and planning obligations for the scheme.

In addition, the part of the project labelled 'Section A' is currently the subject of a bid for complementary funding from Great Western Railway's Customer and Communities Improvement Fund (CCIF). It may be that the capital funding requested in this bid could reduce if the funding is achieved from Great Western Railway. However, being able to demonstrate to Great Western Railway that match funding is forthcoming from the Council itself, would be very persuasive in securing the third-party funding. If funding is secured from Great Western Railway, under the terms of their funding allocations, the project would need to commence in 2017/2018.

'Section A', 'Section B' and 'Section C' cannot be achieved solely through developer contributions given they are located some distance from the proposed development and so would be unlikely to pass the tests for seeking planning obligations. However, they are critical to ensuring the full route is realised and provides the end-to-end journey that will encourage active use of the new pedestrian/cycleway.

Generally, looking at the overall project, securing a capital contribution would demonstrate a commitment by SSDC, which would significantly enhance our forthcoming negotiating position with third-party funders and those planning developments nearby.

Whilst the overall project is required, it can be divided in to sections. There are also considerable operational advantages in delivering 'Section A' first. Delivery of a pedestrian and cycleway along this lower section would remove current barriers, offer real choice in terms of travel options, and unlock the latent potential for this area with improved links to the town centre facilities and Yeovil Pen Mill Railway Station.

With the completion of 'Section A' it would also mean that longer cycling journeys could commence as the more planned residential developments build out – thereby establishing a cycling habit from the earliest opportunity.

Overall the larger “*Lyde Road Pedestrian and Cycleway*” will create a comprehensive sustainable transport route improving connections:

- between new, proposed and existing residential areas with Yeovil Pen Mill Railway Station;
- for existing and new residents to their place of work; and
- to recreational facilities such as Birchfield Park, the bike facilities at Birchfield Park East (and the proposed expansion of these), the Country Park, and the Town Centre.

It will give residents the choice of being able to more easily walk or cycle to key destinations reducing reliance on the private car. The route will also offer easy connections from Yeovil East and Central wards, two of the most deprived neighbourhoods in England.

### **Public Consultation**

Public consultation has taken place over a period years with feedback that demonstrates the need for improved walking and cycling infrastructure in Yeovil, including the Lyde Road area. The work has included:

- The Yeovil Transport Strategy Review 1 (YTSR 1)[see reference in Chapter 4] and initial consultation work undertaken by Somerset County Council on YTSR 2 set out a requirement for a cycling route alongside Lyde Road.
- The University of the West of England (UWE) undertook a Yeovil Sustainable Transport Study (2010) on behalf of the Department of Health South West. This study commenced with a 'Brainstorming Workshop' that involved a wide range of stakeholders from Yeovil and the wider area. The feedback from this workshop noted that “*some routes were identified as being poorly designed for walkers and cyclists, with certain junctions having been designed with the motorist in mind to the detriment of other road users*”. The UWE work also identified the need for a “*network of well-signposted, convenient, attractive, and traffic free/traffic calmed routes for promoting walking and cycling and providing effective links to public transport*”. Lyde Road is included in this network.
- The development of the South Somerset Local Plan (2006 – 2028) followed a series of statutory consultation processes, which involved significant public participation and scrutiny. This has resulted in two clear policies that help justify this capital bid:
  - Policy TA3 (Sustainable Travel in Chard & Yeovil) of the South Somerset Local Plan (2006 – 2028) supports the need to provide cycling and pedestrian routes and facilitate links to the wider network.
  - Policy YV5 (Delivering Sustainable Travel at the Yeovil Sustainable Urban Extensions) of the South Somerset Local Plan (2006 – 2028) supports the provision of “*intrinsically linked well-designed infrastructure for footpaths and cycle ways ensuring filtered permeability that delivers journey times that are better or more comparable to those by car*”.
- Public consultation has also taken place in relation to the planned North-East Yeovil Sustainable Urban Extension. Feedback has shown that enhanced walking and cycling facilities will be highly valued in this development and that subject to viability, the scheme should include this type of infrastructure provision.
- The South Somerset Infrastructure Delivery Plan (IDP) (2016) likewise followed the procedural consultation process and recognises the need for the ‘*Lyde Road Pedestrian and Cycleway*’ to facilitate development and identifies the section between Howard Road and Camborne Street as ‘Priority 1 [see reference in Chapter 4].

- An open day was held at Wyndham Park on 4<sup>th</sup> June 2016. Significant verbal support for better cycling links to the various amenities in the town was given to Officers.
- More specific feedback was obtained at Yeovil Bike Fest at Birchfield Park on 17<sup>th</sup> August 2016 where 42 visitors responded to a survey on the proposed route. All 42 indicated clear support for the principle of a 'Lyde Road Pedestrian and Cycle way'. When asked what currently deters them from cycling 31 indicated that not feeling safe amongst other road traffic was the most likely deterrent with a further 6 respondents signifying that this was either likely or very likely to deter. This is considerably more than any other reason cited and underscores the significance of having good safe cycling infrastructure in place to actually deliver modal shift.
- The survey also indicated that people would use this link to access a diverse range of destinations including the Country Park (33), Yeo Leisure Park (33), Golden Stones (31), Local Shops (29), Family & Friends (27), Pen Mill Railway Station (27) and the Town Centre (25). The responses came from a wide age range although the majority were aged either between 25 & 35 or 36 & 50 with females outnumbering males by 2:1. 41 respondents indicated that they would be happy with the Council making a contribution to this scheme.

In exploring third-party funding options applications linked to this project have been made to external organisations (Great Western Railway and the Heart of the South West Local Enterprise Partnership). Each has received positive feedback in terms of the merits of the proposal.

### 1.1 Authority Responsible

The original premise for the project stems from internal dialogue within the Council, led by the Planning and Spatial Policy teams, utilising knowledge and experience from Area South, Community Health & Leisure, Economic Development, Property & Engineering, and Street Scene.

The Council has been involved in discussions with various external stakeholders for a considerable period of time, in order to scope and define this project – this includes: Somerset County Council Highways, landowners and developers, GWR, Heart of the South West LEP.

Given the nature of the project and the potential for it to become split up and delivered in a piecemeal fashion it has been beholden on the Council to work with all these partners to advocate the total project and ensure the sum is greater than the total of the individual sections. In taking this approach the Council has been able to build a partnership arrangement with developers and third-parties, to the extent that the impetus provided by securing capital funding will mean the project can be realised quickly and efficiently.

In terms of delivery, it is expected that the work will be carried out by Somerset County Council (commissioning a contractor to undertake the physical works); or, that the work is carried out by an external third-party with specialisms in constructing sustainable transport infrastructure, for example, Sustrans.

The land required for the delivery of the project is under the control of either South Somerset District Council, or Somerset County Council. No land purchases required. Works are able to be carried out under the permitted development rights conferred to Somerset County Council as the Highways Authority.

### 1.2 Project Objectives & Outcomes

The project meets the overall vision set out in the SSDC Council Plan (2016 – 2021) to make South Somerset *“a place where businesses flourish, communities are safe, vibrant and healthy; where residents enjoy good housing and cultural, leisure and sporting activities”*.

The primary reasons for seeking funding for this project are to enable completion of the overall route to realise:

- benefits to the local economy;
- health improvements to residents;
- safety improvements for pedestrians and cyclists;
- the easing of congestion; and
- and reduction of vehicles emissions.

More specifically increasing the levels of walking and cycling can assist in the delivery of our Corporate aims to:

- Increase the focus on jobs and economic development – by improving access to employment, leisure, recreation, retail and other services and facilities. Making it more equitable to all members of the community especially for those without access to the private car;
- Protect and enhance the quality of our environment – by easing congestion and reducing vehicle emissions thereby aiding an overall improvement in air quality; and
- Improve health and reduce health inequalities – by increasing the ability to factor in physical activity into people’s daily routines that’s ‘open to all’ and at low or no cost. The project can assist in tackling the growing levels of child obesity by offering safe and easy access to recreational facilities including both the Birchfield and Countryside Parks.

Enabling the whole community to have greater choice in how and when they travel also supports our values to:

- Put the customer and community first when developing plans and services.
- Support people and communities, enabling them to help themselves.
- Work with partners to improve services, efficiencies, resilience and influence.
- Empower a confident, flexible workforce (in the wider community sense of the latter).

Research has shown that the establishment of good cycling infrastructure can establish a significant take up in the number of people cycling when good designs cater for:

- All ages - Encourages children, the elderly, and families;
- All skill levels - Children can accompany parents, older and inexperienced riders can cycle confidently;
- Men and women - Enhances the participation of women in particular; and
- Improving health and well-being and promoting a more active lifestyle.

In areas where good well designed walking and cycling infrastructure has been implemented it has been shown that significant increases in the levels of use can be achieved. Currently on Lyde Road cyclists number less than 1% of all journeys, whereas the average level of cycling in the UK on well-designed cycleways regularly show a mode share of around 6%. It is proposed that usage counts would be carried out before and after the project to measure the take-up and to measure the number and type of journeys that are undertaken either on foot or by bicycle.

Section 1.4 expands in more detail how this project can help in delivering our aims, meet our values, and make a significant difference to the economy, environment and health of our communities.

Parts of Yeovil East and Yeovil Central Wards are designated as within the most deprived 20% in England [see reference in Chapter 4]. The project offers the opportunity to realise significant health and economic benefits for both these areas.

### 1.3 Quality Expectations

The Lyde Road Pedestrian and Cycleway will be a shared use scheme designed to meet the highest possible standards as set in DfT guidance and following best practice and exemplar schemes proven by such organisations as Cyclenation and Sustrans. Such quality of design is important as it has been demonstrated elsewhere to have significant impact of the degree of modal shift. This can have an appreciable and significant positive effect in reducing the number of car journeys especially for shorter trips.

A well-designed and implemented scheme in this instance should, once the whole route has been completed, achieve levels of cycling in the region of 6-8% (as against <1% at present). Walking for short journeys (i.e. up to around 400m) is likely to be substantially higher than cycling .

Delivery of the scheme will therefore be apparent 'on the ground' and before and after counts and follow up counts/surveys (especially when whole route is complete) will be used to monitor.

Over time the health and economic benefits will also become more apparent. It is proposed that discussion take place with Public Health England (via SCC) and Yeovil District Hospital take place to understand what metrics can be used to monitor whether healthier lifestyle choices are being made.

### 1.4 Anticipated Benefits

Section 1 and Section 1.5 summarise the feasibility and background work that has been completed thus far.

In line with best practice set out by the Department for Transport (DfT), a more detailed "Benefit-to-Cost Ratio (BCR)" has been undertaken for the complete Lyde Road Pedestrian and Cycle Way.

This shows a BCR of 11.39:1, which well exceeds the 4:1 threshold deemed by the DfT to be a worthwhile scheme. The BCR was calculated using the DfT's Active Mode Appraisal Toolkit (TAG Unit A5.1 – Active Mode Appraisal [see reference in Chapter 4]. Using this toolkit the project is projected to achieve benefits to Health (64%), Journey Quality (24%) and mode shift to both cycling and walking (13%) [see reference in Chapter 4].

Whilst the BCR provides a guideline quantitative figure there are additional qualitative benefits to the local community that are extremely difficult to clarify on a purely fiscal basis. For example increased access to employment opportunities can have a significant impact both on the individuals and also on the community as an individual's ability to spend increases.

Such improvements to access are likely to have a positive impact in both the Yeovil East and Yeovil Central wards (parts of which are in the 20% most deprived areas in England).along with wider cost savings such as reductions in Job Seekers Allowance and Income support.

Yeovil East Ward and Yeovil Central Ward are home to over 30% of the town's population and such targeted investment will stimulate more sustainable, healthier journeys for residents of these wards and the town as a whole, boosting economic activity by giving greater accessibility to employment, recreation and increased opportunities for life-style choices providing a vital boost to productivity and contributing to economic growth.

The project will also unlock the potential for further growth particularly by facilitating longer cycling journeys from the North-East Sustainable Urban Extension.

There are tangible benefits in cycling for the individual. A bicycle:

- is cheap to own and maintain;



- is easy for all ages to use (modern bikes especially so and the rapidly emerging technology and cost reductions in respect of electrically assisted bikes means this is increasingly ever more the case)
- is mechanically reliable;
- has journey time reliability – generally only +/- 1%;
- contributes to reducing congestion;
- with the right infrastructure is safe convenient & practical;
- allows for safe and convenient parking next to your destination;
- improves air quality and reduces carbon and nitrous oxide emissions;
- improves health and well-being and promotes a more active-lifestyle;
- reduces morbidity and mortality; and
- by improving accessibility can boost the local economy.

Many, if not all, of these benefits are also attributable to walking.

## 1.5 Options

The project is predicated on delivering the whole route. However, delivery could come forward in sections if a more cautious approach to funding is required.

Obviously in respect of benefits – the sum of the whole is greater than the individual parts. Efficiencies in terms of procuring and using contractors may be lost if the project is carried out in separate discreet phases. Inevitably, progressing section by section will also result in time delays whilst the next section is agreed and commences.

Furthermore, there are ad hoc improvements taking place along this route – for example, the St John's Road to Romsey Road section has already been built; and a pedestrian crossing at Meadow Road/Pembroke Close is planned. Delivering the total project allows for a more coherent approach to be taken to implementing the range of planned infrastructure investment.

There is a rationale to proceed with Section A first, as this can be done quickly and with relatively little new infrastructure. Prioritising Section A also ensures that the prospective funding from GWR is more likely to be secured, and importantly, will be able to be spent and completed within the necessary timeframe (by March 2018).

Evidence from elsewhere indicates that it is better to achieve a good overall design that will be widely accepted by the majority of users. Compromising the design can actually result in a sub-optimal route which in turn is not attractive to potential users, which results in limited take-up. A poorly designed pedestrian and cycleway without sufficient width over significant lengths for example could jeopardise use by pedestrians and cyclists.

Initial feasibility work has been carried out with internal staff from Engineering and Property Services, and with SCC's Highways engineers. The costs associated with the proposal have been scoped out based upon an initial engineering appraisal of infrastructure improvements, which includes:

- Reducing road widths;
- Increasing footpath widths;
- Removing central islands on existing highway;
- Creating sections of new central reservation in highway;
- Creating the new shared use surfaces;
- Modifying existing pelican and toucan crossings;
- Altering the location of existing gullies to align with new kerb lines; and
- Relocating lighting columns.

As can be seen, the works required are technical in nature. Further, more detailed highway designs and drawings, along a full technical specification, will be required before the project could proceed. The Council expects that this can be done once the project is approved in principle.

The idea is to grant the money to a third party (most likely a consultancy team procured through SCC's normal mechanisms). This would allow the project to be finessed and finalised. The necessary funding for this additional feasibility and design work has been factored into the costs.

The overall scheme has received widespread support from residents, the landowner/developer, SCC, and GWR.

## 1.6 Key Project Information Summary

<b>1.6.1</b>	<b>Expected Duration Of Project</b>			
	Start date:	Section A to commence in March 2017 (in order to run concurrent with GWR CCIF bid).		
	Other Key Milestones with Dates:	Section B, Section C, and Section D to commence in March 2018.		
	Expected Completion Date:	Section A to be completed by March 2018. Section B, Section C, and 'Section D to be completed by March 2020.		
<b>1.6.2</b>	<b>Estimate of Officer Time Required: -</b>			
	<b>Officer's Name</b>	<b>Estimate of officer hrs</b>	<b>Officer available? Y/N</b>	<b>Agreement of Officer? Y/N</b>
	Transport Strategy Officer Engineering & Property Services Team	120 30	Yes Yes	Yes Yes
	Area Development Lead - South	30	Yes	Yes
	<b>Comment by Property Services:</b>	Ad hoc support by Property Services required refining designs and validating drawings. The 30hrs is based on the assumption that SCC (and/or other procured third party) will finalise design, contract and supervise.		
	<b>Comment by Information Systems:</b>	No IT support required.		
	<b>Comment by Other Services requiring significant input:</b>	<p>The Area Development Lead (ADL) will advise on final designs to reflect local aspirations and views. The ADL will also ensure that residents are kept informed as the scheme progresses and promote the route as sections are completed. The ADL will also give some Project Management support to ensure that local needs are considered.</p> <p>On-going support from other officers is expected to be minimal. There may be a requirement to help finalise designs and general specification (See Section 3 Interested Parties), but this will be minor given the involvement of a third-party project manager and consultancy team.</p>		
	<b>Comment by Equalities Officer:</b>	Scheme would be beneficial from an equalities perspective especially given that 2 areas of deprivation would benefit for increased accessibility. In terms of physical infrastructure the scheme would meet modern design guidance and that in turn would		

	<b>Comment by Equalities Officer:</b>	benefit wheelchair & mobility scooter users, and more vulnerable cyclists (e.g. older & younger or less able/confident).
<b>1.6.3 Risk Assessment</b>		
	<b>Risk</b>	<b>Steps taken to mitigate Risk</b>
	<p>Failure to gain funding from GWR CCIF</p> <p>Sections of the overall Lyde Road Pedestrian and Cycleway not commencing</p> <p>Developer contributions from the Up Mudford SUE not coming forward to the level anticipated</p>	<p>The project will be strengthened by the receipt of the funding from GWR. However, the Capital Bid includes the required amount of money to complete Section A. As such, if the GWR bid is successful, the team can report back to the Capital Bid Board to discuss how best to reutilise (or even give back) the amount requested.</p> <p>Partnership working with GWR, SCC, and landowners/developers has significantly reduced the possibility that this scheme does not occur. Funding is allocated from the North East Yeovil Sustainable Urban Extension, so that particular section will occur. The funding secured from the Capital Bid will serve to strengthen the Council's negotiating position, and also ensure that the full route is realised.</p> <p>The proposed route is a clear requirement in the Council's adopted South Somerset Local Plan and Section A is identified as a 'Priority 1' piece of infrastructure in the South Somerset Infrastructure Delivery Plan (2016).</p> <p>The Council will be seeking the necessary development contributions because the infrastructure requirement is long established in adopted Local Plan policy. Policy YV5 requires the delivery of 30% of travel originating from the two proposed Sustainable Urban Extensions (SUEs) to be by non-car modes. This is to be achieved by ensuring the SUEs facilitate "intrinsically linked well-designed infrastructure for footpaths and cycle ways" and that "sustainable transport links shall be designed to enable easy access from the Yeovil Sustainable Urbans Extensions to the town centre, main employment sites, transport interchanges, health and interchanges, health and educational establishments and other community facilities".</p> <p>Elsewhere the SUEs policy states that "Planning Obligations will be used to ensure proper phasing of transport provision.....". The proposed cycle link is therefore inherent in the policy requirements for the two SUEs and the build out of the cycleway will reflect the general build out and phasing of the SUE.</p>

	A Highway Issue meaning that part of the scheme as devised is not deliverable.	Discussions have been on-going between SSDC & SCC as the Highways Authority and much of the proposed 'Lyde Road Pedestrian and Cycleway' is off highway on SSDC/SCC land. However on the Buckland Road to Camborne Street section there will be a need for some highway realignment, relocation of some street lighting and the installation of a 'Shared use crossing platform'. Our discussions to date including a site visit by an SCC Highways Engineer indicate that the proposed alterations are entirely feasible and these discussions also signify that other options/alternatives are available should any issue emerge.
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## 2 Financial Investment – Capital Projects

2.1 Total Costs and Funding							
		Funding Body		£'000			
	SSDC Capital: -	SSDC		250			
	Other Sources: - e.g. - Grants	GWR (unconfirmed) S106 / Planning Obligations		50 330			
	<b>Total Capital Cost</b>			<b>630</b>			
2.2 Breakdown of main areas of capital cost							
Section	Location	2017/18 £'000	2018/19 £'000	2019/20 £'000	2020/21 £'000	2021/22 £'000	
A	Yeovil Pen Mill Station to Camborne Street; and Camborne Street to Buckland Road	75					
B	Buckland Road to Howard Road	80	85				
C	Howard Road to St John's Road <i>To be completed as future schemes</i> <i>(N.B. St John's Road to Romsey Road is the section of route already built)</i>						
D	Romsey Road to Cavalier Way (N)		100	100			
E	From Cavalier Way (N) junction with Lyde Road to Mudford Road Junction A359		60	70			
	Project Management	20	20	20			
	<b>Totals</b>	<b>175</b>	<b>265</b>	<b>190</b>			
2.3 External funds to be received							
		Secured ? Y/N	2017/18 £'000	2018/19 £'000	2019/20 £'000	2020/21 £'000	2021/22 £'000
	Planning Obligations	Y		165	165		
	GWR	N	50				
	<b>Totals</b>		<b>50</b>	<b>165</b>	<b>165</b>		
2.4 Revenue Implications of Capital scheme							
		Cost Centre	2017/18 £'000	2018/19 £'000	2019/20 £'000	2020/21 £'000	2021/22 £'000

Loss of interest @ 1.60% (PWL 10yr rate 18.10.16)	FT922	2	1.6	0.4		
(Savings in expenditure)						
<b>Revenue Costs by Individual Budget: (List)</b>						
Revenue Income						
<b>Total Revenue Expenditure / (Net saving)</b>		<b>2</b>	<b>1.6</b>	<b>0.4</b>		
<b>Cumulative</b>		<b>2</b>	<b>3.6</b>	<b>4</b>		

## 2.5 VAT Implications

If SSDC pass the funding money to SCC to deliver the project I believe it would be a supply of works in return for consideration and therefore would expect VAT to be added. SSDC would be able to recover this VAT so it would not have an adverse effect on the project. Ultimately it is up to SCC (as the recipient of the funding) to establish the VAT liability.

Is this a VAT exempt activity? No

## 2.6 Impact on Band D

		£
Additional spend		250,000
<b>Lost interest at 2.60%</b>		4,000
Divided by tax base		58,543
<b>Cost per band D tax payer</b>		<b>0.07</b>

## 3 Interested Parties

Name	Reason	Action required
David Mitchell, SCC	Possible Project Management support	Keep involved as project proceeds.
Richard Needs, SCC	Highways and Design advice	Keep involved as project proceeds. Assistance in third-party contractor commissioning
Abbey Manor Group	Landowner / Developer and provider of planning obligation funds to pay for part of route	Keep involved as project proceeds. On-going discussion on planning obligation liabilities if Capital Bid is confirmed.
Community Health & Leisure, SSDC	Design advice	Keep involved as project proceeds. Assistance in third-party contractor commissioning
Transport Strategy Officer, SSDC	Design advice	Keep involved as project proceeds. Assistance in third-party contractor commissioning
Property Services, SSDC	Design advice	Keep involved as project proceeds. Assistance in third-party contractor commissioning
Street Scene, SSDC	Design advice	Keep involved as project proceeds.

		Assistance in third-party contractor commissioning
Economic Development, SSDC	Possible Project Management support	Keep involved as project proceeds. Assistance in third-party contractor commissioning
Area Development Lead - South, SSDC	Ensure local ownership and engagement. Possible Project Management support	Keep involved as project proceeds to ensure designs to reflect local aspirations and ensure that residents are kept informed as the scheme progresses. Assistance in third-party contractor commissioning.
Principal Environmental Protection Officer, SSDC	Air Quality Improvement advice	Keep involved as project proceeds. Assistance in third-party contractor commissioning
Climate Change Officer	Carbon reduction advice	Keep involved as project proceeds. Assistance in third-party contractor commissioning
Communications Officer, SSDC	Public Interest Advice	Keep involved as project proceeds. Assistance in publicising and raising awareness as required as the scheme progresses
Jo Morgan	Equalities Officer	Keep involved as project proceeds. Assistance in third-party contractor commissioning.

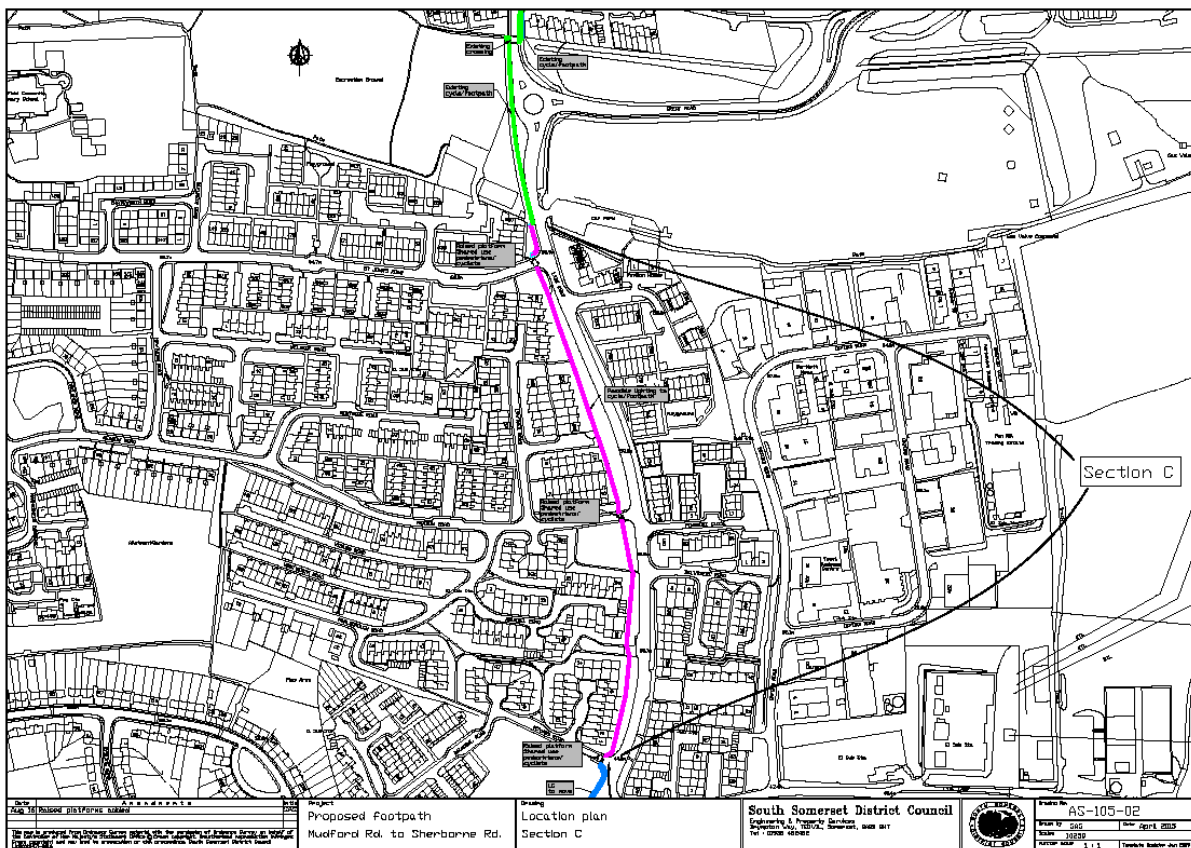
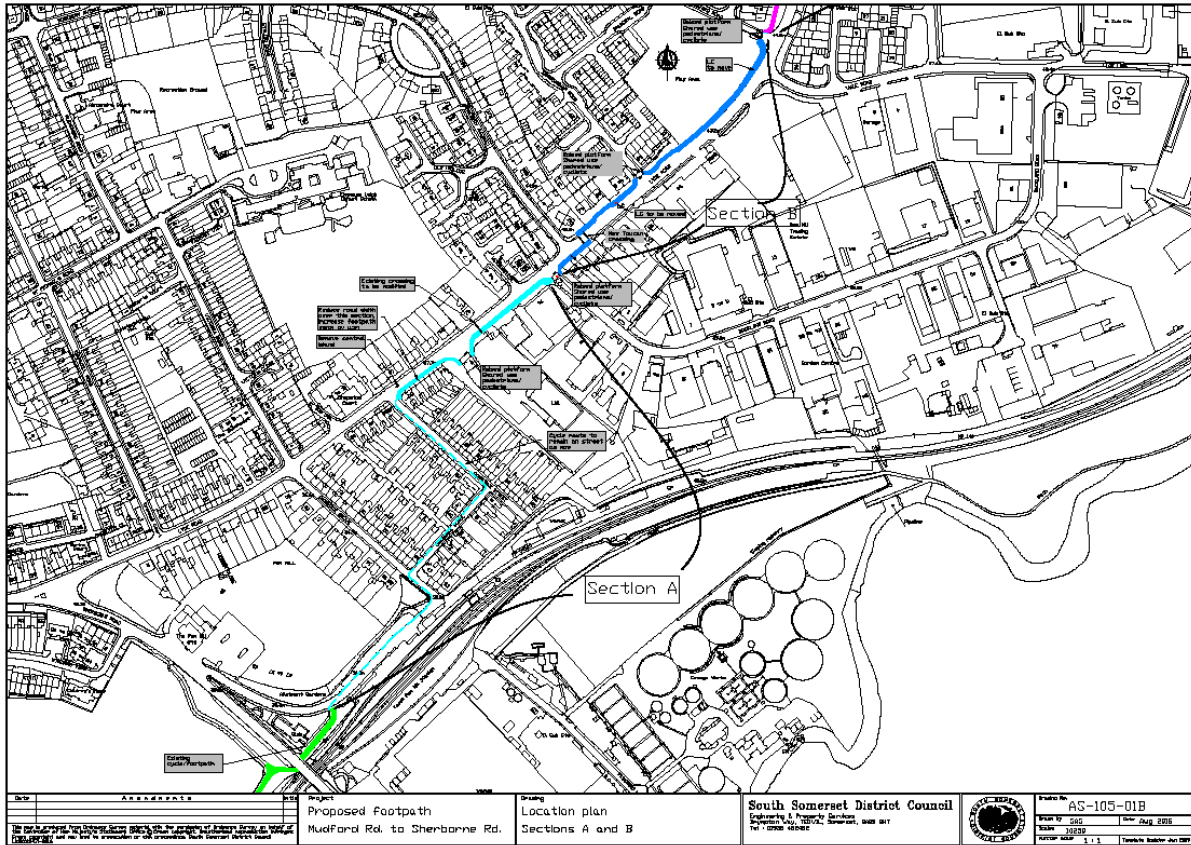
## 4 Other Useful Information

The project would fill a gap between existing, currently being undertaken (e.g. Western Corridor cycling improvements) and proposed. It would also ensure that areas currently designated as deprived become fully connected. Completion of such a network would raise Yeovil's profile in terms of enabling cycling and sustainable transport choices and better place us in terms of applications for future funding streams and walking and cycling initiatives as they come forward.

Further information and references can be found from the following links:

- Yeovil Transport Strategy Review 1 (YTSR 1): <http://www.somerset.gov.uk/policies-and-plans/strategies/transport-strategy/>
- South Somerset Infrastructure Delivery Plan (2016) - Priority 1 = designated in the Infrastructure Delivery Plan as "infrastructure that is fundamental to the delivery of development proposed in the Local Plan".
- Index of Multiple Deprivation (IMD) 2015 in Yeovil – Source English Indices of Deprivation 2015 – Somerset
- Benefit-Cost Ratio was calculated using the DfT's Active Mode Appraisal Toolkit (TAG Unit A5.1 – Active Mode Appraisal (DfT January 2014).
- Journey Quality for cyclists and walkers is appraised using the toolkit. It includes an assessment of fear of potential accidents (and therefore the majority of concerns about safety) and environmental quality on a particular route.







# South Somerset District Council

## Capital Grant or Contribution Investment Appraisal Form

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

**Project Number:** 2017-04  
**Project Name:** Private Sector Housing Grants

**Date Created** 10.08.2016  
**Document Version:** 1.0  
**Author:** Alasdair Bell



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## 0 Document Control

### 1.1 Document Approval

Name	Organisation	Role	Approval	Date

### 1.2 Revision History

Version	Author	Review	Reason For Issue	Date
1.0	Alasdair Bell	Nicola Hix	First Draft	10/08/16
1.1	Nicola Hix	Alasdair Bell	Financial sections updated	18/10/16

### 1.3 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)

### 1.4 Document References

Section Reference	Document Referred	Document Title

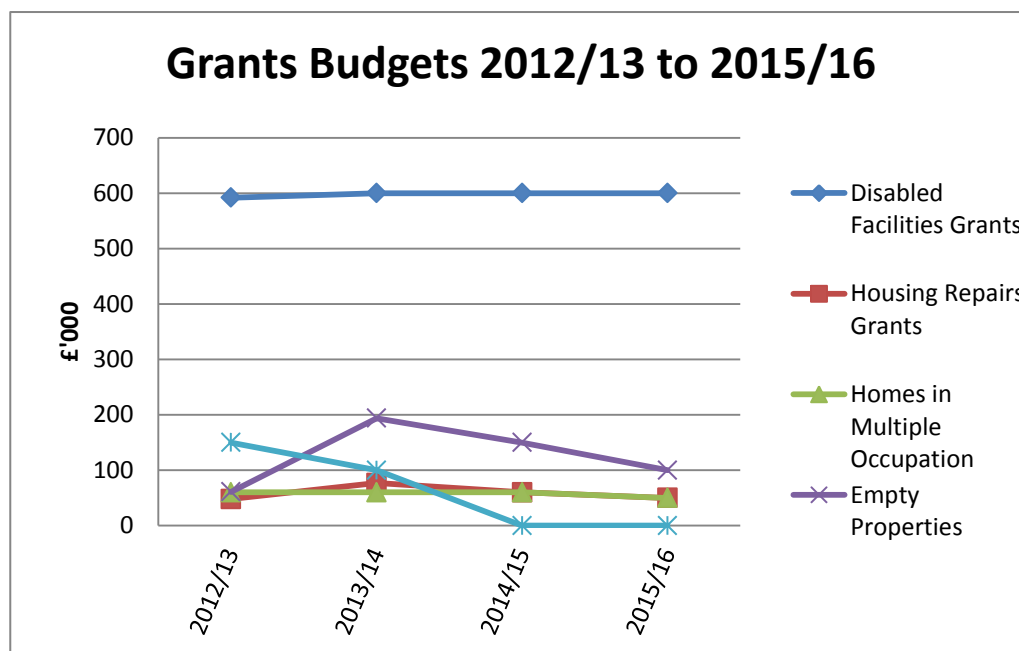
# 1 Project Outline

To seek funding of £200,000 to pay for Private Sector Housing Grants in 2017/18 across the District. This helps achieve both the aims in the council’s Housing Strategy and the Housing priority of the Council Plan 2016-2021 which seeks to enable the provision of housing that meets the future and existing needs of residents and employers.

## 1.7 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 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 2017/18

## 1.8 Project Objectives & Outcomes

To address the Housing priority in our Council Plan 2016-2021 we have agreed to work with partners to enable the provision of housing that meets the future and existing needs of residents and employers. We have committed to;

- Minimise homelessness and rough sleeping.
- Work with the private rented sector to improve the standard and availability of rented accommodation.
- Tackle fuel poverty.
- Enable people to live independently for as long as they are able.

Separate to our Council Plan priorities we also have the following aims:

- To meet one of the key objectives of the Somerset Health & Wellbeing Board of improving poor housing to improve the health of local residents.
- To comply with the aims of the council's Empty Homes Strategy that include bringing back 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 maximise council tax income and New Homes Bonus by bringing empty properties back in to use.

## 1.9 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.

## 1.10 Anticipated Benefits

The purposes to which the type of funding described in the bid will be allocated 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 Health & Wellbeing Strategy of the Somerset 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 changes introduced last year by the Government to housing benefit regulations, whereby people under 35 are only be able to claim a “single room allowance” 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 Housing Options team may be forced to spend more on Bed & Breakfast costs.

- **Empty Homes Strategy - £100,000**

The council has a well established Empty Homes Strategy and has achieved notable success in recent years in bringing empty property back into use. Three years ago we appointed an Empty Property Officer whose job it was to bring as much empty property back in to use as possible. In the last three years over 250 empty homes have been brought back into use creating affordable housing for local residents.

In order to bring empty property back into occupation it has been necessary, in certain circumstances, to provide grant aid. Grants of up to £12,000 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 £900,000 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 CIC 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. Last year the Government said that loans were the way forward and that they wanted to encourage Councils to make maximum use of them.

## 1.11 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 to achieve results. Without continued funding however we would struggle to meet our aims.

## 1.12 Key Project Information Summary

<b>1.6.1</b>	<b>Expected Duration Of Project</b>			
	Start date:	April 2017		
	Other Key Milestones with Dates:			
	Expected Completion Date:	March 2018		
<b>1.6.2</b>	<b>Estimate of Officer Time Required: -</b>			
	<b>Officer's Name</b>	<b>Estimate of officer hrs</b>	<b>Officer available? Y/N</b>	<b>Agreement of Officer? Y/N</b>
	Environmental Health Manager Principal Housing Standards Officer Housing Standards Officer Senior Technical Officer Environmental Health Officer Specialist Support Assistant	Spilt between all the officers 3.0 FTE per year	Y Y Y Y Y Y	Y Y Y Y Y Y
	<b>Comment by Property Services:</b>	N/A		
	<b>Comment by Information System:</b>	N/A		
	<b>Comment by Green Team:</b>	<p>Where possible can grant conditions specify:</p> <p>Need to use sustainable materials (if possible)</p> <ul style="list-style-type: none"> <li>• Paints</li> <li>• Locally sourced materials</li> <li>• Use of FSC sourced softwoods and hardwoods</li> </ul> <p>Try to use environmentally aware contractors</p> <p>Aim to reduce energy consumption by using:</p> <ul style="list-style-type: none"> <li>• Light fittings which are low energy</li> </ul>		

	<b>Comment by Green Team:</b>	<ul style="list-style-type: none"> <li>Increased levels of insulation (with sustainable materials)</li> <li>Greater efficiency for all new plant and equipment specified if possible.</li> </ul> <p>Ensure that they keep in line with all environmental legislation, including testing for 'air tightness' when completing a new build / extension.</p>
	<b>Comment by Equalities Officer:</b>	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.
	<b>Comment by Other Services requiring significant input:</b>	
<b>1.6.3 Risk Assessment</b>		
	<b>Risk</b>	<b>Steps taken to mitigate Risk</b>
	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

<b>2.1 Total Costs and Funding</b>							
			<b>Funding Body</b>		<b>£'000</b>		
	SSDC Capital: -		District Executive		200		
	<b>Total Capital Cost</b>				<b>200</b>		
<b>2.2 Breakdown of main areas of Capital cost</b>							
			<b>2017/18 £'000</b>	<b>2018/19 £'000</b>	<b>2019/20 £'000</b>	<b>2020/21 £'000</b>	<b>2021/22 £'000</b>
	HMO Grants		50				
	Home Repair Assistance Grants		50				
	Empty Property Grants		100				
	<b>Totals</b>		<b>200</b>				
<b>2.3 External funds to be received</b>							
		<b>Secured ? Y/N</b>	<b>2017/18 £'000</b>	<b>2018/19 £'000</b>	<b>2019/20 £'000</b>	<b>2020/21 £'000</b>	<b>2021/22 £'000</b>
	N/A						
	<b>Totals</b>						

2.4 Revenue Implications of Capital scheme							
		Cost Centre	2017/18 £'000	2018/19 £'000	2019/20 £'000	2020/21 £'000	2021/22 £'000
	Loss of interest @ 1.60% (PWLB 10yr rate 18.10.16)	FT922	3.2				
	Savings in expenditure						
	<b>Revenue Costs by Individual Budget: (List)</b>						
	Revenue Income						
	<b>Total Revenue Expenditure / (Net saving)</b>		<b>3.2</b>				
	<b>Cumulative</b>						
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
	<b>Lost interest at 2.60%</b>						3,200
	Divided by tax base						58,543
	<b>Cost per band D tax payer</b>						<b>0.05</b>

### 3 Interested Parties

Name	Reason	Action required

### 4 Other Useful Information





# South Somerset District Council Project Brief

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

**Project Number:** 2017-05

**Project Name:** ICT Infrastructure Replacement 2017/18

**Date Created** 27/08/2016

**Document Version:** 1.2

**Author:** Dave Chubb

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### 1.5 Document Approval

Name	Organisation	Role	Approval	Date

### 1.6 Revision History

Version	Author	Review	Reason For Issue	Date
1.0	Dave Chubb		Document creation	27/08/16
1.1	Nicola Hix	Dave Chubb	Financial sections updated	18/10/16
1.2	Dave Chubb	Nicola Hix	Equalities section updated	02/11/16

### 1.7 Document Distribution

Name	Organisation	Role
Ben Warman	SSDC	Project Manager
Roger Brown	SSDC	Project Sponsor

### 1.8 Document References

Section Reference	Document Referred	Document Title

## 1 Purpose

The purpose of this document is to secure capital funding to enable the replacement and upgrade of various parts of the ICT infrastructure which will reach the end of their life in the financial year 2017/18.

## 2 Project Outline

This project will replace three ICT infrastructure assets which are fundamental to SSDC's ICT service delivery. These assets will have reached the end of their life at the time it is proposed to replace them.

### 2.7 Authority Responsible

SSDC is responsible for its own IT systems. The Assistant Director (Finance and Corporate Services) and the ICT Manager wish to ensure that the ICT infrastructure is fully supported and maintained to ensure downtime is minimised and performance is maximised.

### 2.8 Background

This infrastructure replacement is required in order to keep ICT infrastructure up to date, reliable and to reduce the risk of running old equipment for which maintenance support contracts are either expensive or cannot be obtained.

### 2.9 Project Objectives

- Reduce the risk that ICT equipment will fail and cannot be quickly repaired
- To underpin the Council Plan by providing the core systems and infrastructure that enable service delivery
- Yield tangible assets that SSDC own in the form of hardware
- Give ICT the opportunity to continue to adopt improved technologies that enable further efficiencies in terms of licencing, carbon and flexible working

### 2.10 Project Scope

#### Inclusions

The ICT Infrastructure assets listed below are included within this project.

Infrastructure Asset	Provides
Virtual PC Blade Servers	The computing power for 350 users / thin clients
Storage Area Network	Centralised storage (Hard Disks) for 120 virtual servers and 350 user desktops.
Virtual Server Hosts 1-3	Computing power for virtual servers.

#### Exclusions

This project does not include the replacement or upgrade of any software or operating systems.

#### Constraints and Decisions

Disruption to staff and public facing systems is always kept to a minimum. Project time periods may on occasions be influenced by peaks in demand such as end of year activities in order to reduce disruption.

The detailed specification of the technology purchased will be reviewed and agreed by the Project Board at the time of purchase as the technology available and the cost will change.

## Interfaces

The infrastructure being proposed to be replaced hosts all of SSDC's IT services.

### 2.11 Quality Expectations

Quality expectation will be met by the individual elements within the project and will consider the relative functionality of the old and new technologies and take into account any issues that we are aware of or where improvements have been requested.

### 2.12 Carbon Management

It is expected that the carbon footprint of the new infrastructure will be lower due to equipment and technologies becoming more efficient. None of the replacements are specifically aimed at reducing our carbon footprint however it will always be a factor in product choice alongside the technical specification and price.

Asset disposal will be through Stone Group. The following is a link to the sustainability pages on their web site. <http://www.stonegroup.co.uk/sustainability.aspx>

Assets are purchased from a range of suppliers all of whom will be checked for sustainability commitments.

## 3 Initial Business Case

### 3.1 Reasons

This project will enable the replacement of hardware and infrastructure before it becomes unreliable and expensive to maintain.

The project will ensure downtime is minimised due to failures caused by age of equipment and performance is maximised by taking advantage of improvements in technology.

### 3.5 Anticipated Benefits

The ICT infrastructure on which the Council depends to deliver services will be up to date and under support and maintenance agreements.

Although difficult to quantify benefits in the performance of most systems and virtual desktops will be seen, as a result of the hardware replacement as it will use faster and more efficient technology.

### 3.6 Options

The options around the technology and exact specification to be purchased will be reviewed at the time. The technology available and the cost will change between now and the time of purchase.

### 3.7 Key Project Information Summary

3.4.1	Expected Duration Of Project	
	Start date:	April 17
	Virtual PC Blade Servers replaced	May 17
	Storage Area Network replaced	June 17

	Virtual Server Hosts 1-3 replaced	March 18		
	Expected Completion Date:	March 18		
<b>3.4.2</b>	<b>Estimate of Officer Time Required</b>			
	<b>Officer's Name</b>	<b>Estimate of Officer hrs</b>	<b>Officer available? Y/N</b>	<b>Agreement of Officer? Y/N</b>
	System Support Officer	200	Y	Y
	Infrastructure Support & Ops Team Leader	120	Y	Y
	<b>Comment by Property Services:</b>	N/A		
	<b>Comment by Information Systems (if new IT system):</b>	Not applicable ICT bid		
	<b>Comment by Green Team:</b>	Try to use environmentally aware suppliers. Aim to reduce energy consumption. Ensure that they keep in line with all environmental legislation.		
	<b>Comment by Equalities Officer:</b>	No comments from the Equalities Officer as this project is purely technical infrastructure.		
<b>3.4.3</b>	<b>Risk Assessment</b>			
	<b>Risk</b>	<b>Steps taken to mitigate Risk</b>		
	A generic risk is that the technology or a supplier could change within the lifetime of this bid to such an extent that the original estimate is no longer representative either in terms of the delivered technology or the cost of the project.  The new infrastructure fails to perform as expected.	The risk has to be accepted, however it would be mitigated, if not fully addressed by: <ul style="list-style-type: none"> <li>• sourcing infrastructure from well know suppliers with a stable business model</li> <li>• a supplementary report to management board with appropriate options.</li> </ul> Technical consultancy from the vendor has been included within the budget to carry out the initial configuration and commissioning.		

## 4 Financial Investment

### 4.2 Financial Investment – Capital Projects

<b>4.2.1</b>	<b>Total Costs and Funding – Capital Project</b>		
		<b>Funding Body</b>	<b>£' 000</b>
	SSDC Capital: -	ICT Replacement Reserve	171
	<b>Total Capital Cost</b>		<b>171</b>
<b>4.2.2</b>	<b>Breakdown of main areas of cost</b>		

		2017/18 £'000	2018/19 £'000	2019/20 £'000	2020/21 £'000	2021/22 £'000
	Virtual PC Blade Servers	70				
	Storage Area Network	80				
	Virtual Server Hosts 1-3	21				
	<b>Totals</b>	<b>171</b>				
<b>4.2.3</b>	<b>External funds to be received</b>					
	Secured? Y/N	2017/18 £'000	2018/19 £'000	2019/20 £'000	2020/21 £'000	2021/22 £'000
	None					
	<b>Totals</b>					
<b>4.2.4</b>	<b>Revenue Implications of Capital scheme</b>					
	Cost Centre	2017/18 £'000	2018/19 £'000	2019/20 £'000	2020/21 £'000	2021/22 £'000
	Loss of interest @ 1.60% (PWLB 10yr rate 18.10.16)	2.7				
	(Savings in expenditure)					
	Revenue Costs by Individual Budget					
	Revenue Income					
	<b>Total Revenue Expenditure / (Net saving)</b>	<b>2.7</b>				
	<b>Cumulative</b>					
<b>4.2.5</b>	<b>Whole Life Costing</b>					
	Estimated useful life of asset (years)					5
	Total Revenue Costs Year 1 to 5					
	Annual Revenue Cost after year 5					-
	<b>Total cost over whole life of asset</b>					<b>No additional cost than present</b>
<b>4.2.6</b>	<b>VAT Implications</b>					
	Based on the current information provided to us there are no VAT implications					
<b>4.2.7</b>	<b>Impact on Band D</b>					
						<b>£</b>
	Additional spend					171,000
	Lost interest at 2.6%					2,736
	Divided by tax base					58,543
	<b>Cost per band D tax payer</b>					<b>0.04</b>

## 5 Project Organisation

### 5.3 Provisional Project Management Team

Name	Role/ Title
ICT Board :- Ass't Director Finance & Corporate Services ICT Manager Procurement & Risk Manager Infrastructure Support & Op Team Leader Desktop Support & Helpdesk Team Leader	Project Board
ICT Manager	Project Sponsor
Infrastructure Support & Op Team Leader	Project Manager

### 5.4 Interested Parties

Most service areas of the Council will be affected directly or indirectly by the projects contained in the capital programme. Any disruption to ICT services will be planned and kept to a minimum. It should of course be noted that if this programme is not in place then the consequential reliability issues could lead to unplanned and indeterminate disruption.





## South Somerset District Council Project Brief

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

<b>Project Number:</b>	<b>2017-06</b>
<b>Project Name:</b>	<b>Enhancement and Refurbishment of Car Parks</b>
<b>Date Created</b>	<b>21/09/16</b>
<b>Document Version:</b>	<b>1.1</b>
<b>Author:</b>	<b>Ian Case/Garry Green</b>

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## 0 Document Control

### 1.9 Document Approval

Name	Organisation	Role	Approval	Date

### 1.10 Revision History

Version	Author	Review	Reason For Issue	Date
1.1	Ian Case	Nicola Hix	First draft of document	21/09/16
1.2	Nicola Hix	Ian Case	Financial sections updated	18/10/16

### 1.11 Document Distribution

Name	Organisation	Role

### 1.12 Document References

Section Reference	Document Referred	Document Title

## 2 Purpose

This purpose of this document is to seek capital funding to undertake enhancement works to Council owned car parks at various locations within South Somerset.

## 3 Project Outline

Previously there has been a rolling programme of improvements to our car parks which form a major part of our asset portfolio. It is believed that a rolling programme over a number of years is the most efficient way of planning works and fits in with our inspection regime which highlights issues.

Car parks in various towns have been identified as being in need of major improvement and these are indicated on the schedule below:.

### Year 1 (2017/18)

- West Hendford Car Park, Yeovil - general enhancement, anti pigeon works, security, painting scheme & works to improve security
- Essex Close Car Park, Chard – improved drainage works

### Year 2 (2018/19)

- Petters Way Car Park, Yeovil - wall & steps rebuild and improvements
- Petters Way Car Park to Octagon - widen and improve camber to path
- West Street, Ilminster - resurfacing works

### Year 3 (2019/20)

- Huish Car Park, Yeovil - Resurfacing works

This further bid, if successful, is to enable continuation of the enhancement programme and minimises the potential for claims.

This links in with:

- Corporate Plan: Focus 2; Environment - 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 car parks
  - Enhancement works can assist in gaining Park Mark safer parking status for car parks

### 3.1 Authority Responsible

Property & Engineering Services are requesting funding for the project, spread over a three year period, to continue the enhancement programme for the car parks.

Council and District Executive in approving the District Wide Parking Strategy supported further works to improve our car parking assets.

### 3.2 Background

The Council owns or manages over 50 public car parks across the District.

A successful bid of £50,000 for each of the last 3 years commencing 2014/15 was used to improve the car parks and deal with some drainage improvements identified as a result of our assessments for the winter maintenance programme. The condition surveys are updated by regularly through our car park inspections and these have identified a need to continue with the rolling programme of improvements and to maintain health and safety standards for the public.

The recent inspections have identified a number of stone and brick walls related to the car parks which are in need of rebuilding or significant enhancements. Some of these are retaining walls and we are currently carrying out an ongoing assessment in conjunction with Legal to establish responsibilities. The reputational risk to the Council if any walls collapse and injuries are sustained to third parties would be severe not only in terms of H & S issues and enquiries but also insurance and claims in general. Managing these risks and programming the works required will also result in reducing any loss of income within the pay and display car parks where works are necessary. Having identified the issues we have a duty of care to keep observed and action any defects that may cause a risk to others using our public car parks as appropriate. Under the revenue budget we carry out repairs and urgent work to make the wall safe should the need arise.

Revenue funding is used for routine repairs and maintenance but capital is required to deliver major or significant improvement and enhancement schemes at individual sites. Once complete this generally either removes the need for any significant maintenance or enables more efficient maintenance for many years and has proved to be a cost effective way of managing the Council's assets.

### 3.3 Project Objectives

- To protect the Council's long term investment in the car park stock.
- To ensure that car parks provide a safe and welcoming environment for the public, thereby encouraging use and maintaining the strategic revenue stream.
- Where practical to revise layouts and provide additional spaces where possible as agreed in the District Wide Parking Strategy.
- To maintain and improve customer satisfaction levels with the quality of public car parks in the annual Streetscene survey.
- To achieve where practical more car parks to be awarded the Park Mark under the Police safer parking scheme.

This will help to achieve the aims and objectives as outlined under the 'Project Outline' section above

### 3.4 Project Scope

#### Inclusions

- Design to maximise capacity, improve layout and accessibility where appropriate.
- Organising works and letting contracts for the construction and related site works.

#### Exclusions

- Extension of car parks that require the purchase of additional land, unless already approved.
- Works to adjacent footpaths and public highway which are not the responsibility of SSDC
- Works to car parks that are likely to feature in redevelopment or regeneration schemes.

## Constraints and Decisions

There are no constraints on the project as the works and officer time have already been identified as part of the ongoing improvement programme.

## Interfaces

Discussion will take place with Economic Development, ADM's and Property and Engineering Services Manager to ensure sites are not identified for redevelopment or regeneration projects.

### 3.5 Quality Expectations

- Success is measured on visual impact of the finished scheme
- No claims against the Council for health and safety issues.
- Retaining or gaining the Park Mark status - secure car park award.

### 3.6 Carbon Management

Well managed and maintained car parks will encourage the public to park with confidence and reduce traffic movements and congestion in finding more suitable areas to park elsewhere.

## 3.0 Initial Business Case

### 3.1 Reasons

- Improving the structural integrity and appearance of the Council's car parks is protecting the Council's major investment in land assets.
- Car parking charges are a major source of the Council's strategic income and sites must be safe, user friendly, accessible and attractive to customers.
- Car parks contribute to the economic vibrancy of the South Somerset towns and it is essential they are maintained and improved to support local economies.
- Enhancement and improvement schemes to individual sites through a rolling programme of works are the cost effective way of delivering good quality car parking.

### 3.8 Anticipated Benefits

- It creates a better visual appearance of the area and contributes significantly to the public's perception of safer communities and overall wellbeing.
- Although there is a move toward less reliance on the car for personal transport for environmental reasons this is a rural area and the car is still largely an essential requirement. Therefore car parks are expected to be available.
- Reduce the risk of claims against the Council for negligence or health and safety penalties.
- Reduces significant maintenance for many years and officer time in dealing with intermediate repairs and organising contractors
- Maintaining the 'Safe Mark' award for various car parks in the Yeovil town centre
- Well maintained and presented car parks contribute to the regeneration, viability and appearance of market towns and the Yeovil Vision.
- Protection of the capital investment in Council assets.

### 3.9 Options

- Do nothing – but this will lead to a decline in appearance and income as well as potentially increase the risk to health and safety. Revenue funding for maintenance does not extend to the enhancement and improvement schemes required under the rolling programme.



- Transfer car parks to town or parish councils – strategic income to SSDC and sites have redevelopment potential.

### 3.10 Key Project Information Summary

<b>3.4.1</b>	<b>Expected Duration Of Project</b>		
	Start Date:	April 2017	
	Other Key Milestones with Dates:		
	Expected Completion Date:	March 2020	
<b>3.4.2</b>	<b>Estimate of Officer Time Required: -</b>		
	<b>Officer's Name</b>	<b>No. Of Hours</b>	<b>Is officer available?</b>
	Engineering & Property Services Manager	20	Yes
	Principal Engineer	50	Yes
	Senior Technician	80	Yes
	<b>Comment by Property Services:</b>	Engineers will be available to proceed & commit resource to the project.	
	<b>Comment by Information Systems (if new IT system):</b>	N/A	
	<b>Comment by Green Team:</b>	<p>Need to use sustainable materials (if possible)</p> <ul style="list-style-type: none"> <li>• Paints</li> <li>• Locally sourced materials</li> <li>• Use of FSC sourced softwoods and hardwoods</li> </ul> <p>Try to use environmentally aware contractors</p>	
	<b>Comment by Equalities Officer:</b>	If the surfaces are repaired and maintained everyone benefits, but especially those with mobility/sight problems, wheelchair users, parent/carers with buggies, and disabled blue badge holders etc.	
	<b>Comment by Other Services requiring significant input:</b>	The communications officer will be available to advise on any PR issues.	
<b>3.4.3</b>	<b>Risk Assessment</b>		
	<b>Risk</b>	<b>Steps taken to mitigate Risk</b>	
	Funding bid not successful.	Continue with minor repairs and maintenance from revenue budget to minimise risk to public safety. No improvements or enhancements. Potential that revenue budget needs to increase to maintain minimal requirements.	

Deterioration of sites over period of time.	As above but resources to be found from other budgets within revenue stream, which require cutbacks. More frequent inspections to monitor and identify problem areas.
Poor image of Council service provision.	Achieve minimum legal requirements within revenue budgets.
Possible claims for injury made against the Council.	Insurance cover. Potential risk of not maintaining minimum standards.
Loss of potential car park revenue due to the public parking elsewhere if car parks are in a poor condition.	Achieve minimum legal requirements within revenue budgets.
Negative impact on local economy.	Maintain minimum standards only.
Contractor failure.	Use approved contractors to minimise risk.
Funding inadequate on tendering works.	Contract not awarded or specification revised.

## 4 Financial Investment

### 4.3 Financial Investment – Capital Projects

<b>4.1.1</b>	<b>Total Costs and Funding – Capital Project</b>					
		<b>Funding Body</b>				<b>£' 000</b>
	SSDC Capital: -	District Executive				150
	<b>Total Capital Cost</b>					<b>150</b>
<b>4.1.2</b>	<b>Breakdown of main areas of cost</b>					
		<b>2017/18 £'000</b>	<b>2018/19 £'000</b>	<b>2019/20 £'000</b>	<b>2020/21 £'000</b>	<b>2021/22 £'000</b>
	West Hendford	25				
	Essex Close Car Park	25				
	Petters Way		35			
	West Street, Ilminster		15			
	Huish Car Park			50		
	<b>Totals</b>	<b>50</b>	<b>50</b>	<b>50</b>		
<b>4.1.3</b>	<b>External funds to be received</b>					
		<b>2017/18 £'000</b>	<b>2018/19 £'000</b>	<b>2019/20 £'000</b>	<b>2020/21 £'000</b>	<b>2021/22 £'000</b>
	None					
	<b>Totals</b>					
<b>4.1.4</b>	<b>Revenue Implications of Capital scheme</b>					
	<b>Cost Centre</b>	<b>2017/18 £'000</b>	<b>2018/19 £'000</b>	<b>2019/20 £'000</b>	<b>2020/21 £'000</b>	<b>2021/22 £'000</b>

	Loss of interest @ 1.60% (PWL B 10yr rate 18.10.16)	FT922	0.8	0.8	0.8		
	(Savings in expenditure)						
	Revenue Costs by Individual Budget						
	Revenue Income						
	<b>Total Revenue Expenditure / (Net saving)</b>		<b>0.8</b>	<b>0.8</b>	<b>0.8</b>		
	<b>Cumulative</b>		<b>0.8</b>	<b>1.6</b>	<b>2.4</b>		
<b>4.1.5</b>	<b>Whole Life Costing</b>						
	Estimated useful life of asset (years)						10 plus
	Total Revenue Costs Year 1 to 5						No additional
	Annual revenue cost after year 5						No additional
	<b>Total cost over whole life of asset</b>						<b>0</b>
<b>4.1.6</b>	<b>VAT Implications</b>						
	Based on the current information provided to us, VAT is recoverable on this project.						
<b>4.1.7</b>	<b>Impact on Band D</b>						
							<b>£</b>
	Additional spend						160,000
	Lost interest at 2.6%						2,400
	Divided by tax base						58,543
	<b>Cost per band D tax payer</b>						<b>0.04</b>

## 5 Project Organisation

### 5.5 Project Management Team

Name	Role/ Title
Laurence Willis	Project Sponsor
Garry Green	Project Manager
N/A	User Representative
N/A	Supplier Representative

### 5.6 Interested Parties

Name	Reason	Action required
ADM's	Development in their area – regeneration aspects.	Communication
Town/Parish Councils	As above	As above

## 6 Other Useful Information

None applicable



# South Somerset District Council Project Brief

Approved Budget within Service Plan? **No**

**Project Number:** 2017-07  
**Project Name:** Road Sweeper Replacement

**Date Created:** 28/09/2016  
**Document Version:** 1.1  
**Author:** Chris Cooper

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## 0 Document Control

### 2.1 Document Approval

Name	Organisation	Role	Approval	Date

### 2.2 Revision History

Version	Author	Review	Reason For Issue	Date
1.0	Chris Cooper	Nicola Hix	First draft issued	28/09/2016
1.1	Nicola Hix	Chris Cooper	Financial sections updated	

### 2.3 Document Distribution

Name	Organisation	Role

### 2.4 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 application is submitted to acquire a road sweeper vehicle used on a day-to-day basis cleaning roads across South Somerset.

The service operates three road sweepers, which have been replaced through capital funding. These machines sweep the 1500 miles of public highway in South Somerset.

This bid is to replace one of the sweepers which now 6 years old and in need of replacement as it will have done 7 years work when replaced if this bid is successful.

In previous financial years bids have been approved to fund the purchase of a road sweeper however negotiations with suppliers enabled us to acquire ex-demonstrator vehicles with considerable savings on the quoted prices.

The current purchase price of a road sweeper is £145,000 for a new machine, or less if an ex-demonstration model is available.

The road sweeping operation is essential to delivering the core street cleaning service.

### 3.7 Authority Responsible

The Streetscene Manager has requested this investment in order to replace essential machinery.

### 3.8 Background

The vehicle was purchased in 2010 and has provided excellent service since then, however it now requires replacement due to normal wear and tear. The two sweepers which have been purchased through the capital progress in recent years are providing excellent service.

### 3.9 Project Objectives

The objective of this project is to acquire replacement machinery. This will become a physical asset for the Council. The revenue costs associated with the running of this equipment are held within existing budgets.

### 3.10 Project Scope

#### Inclusions

The purchase of a road sweeping vehicle.

#### Exclusions

#### Constraints and Decisions

None

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

#### Interfaces

None

### 3.11 Quality Expectations

The machinery being purchased will be researched in the same way that all other vehicles & plant are. A vehicle specification is produced for each piece of equipment and on receiving the vehicle; it will be checked against the specification.

### 3.12 Carbon Management

The current vehicle operates using a Euro 5 engine. In its day, this was the most environmentally friendly emission related engine, however it is now outdated, and the proposed replacement would operate a Euro 6 compliant engine.

These changes will reduce the carbon and particulate outputs associated with the road sweeping delivered by this vehicle.

## 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 corporate plan and our statutory duties.

This links to the corporate plan in the following ways:

- To provide quality cost effective services
- To achieve this, modern machinery is required to maximise efficiency.

The corporate plan also states that we aim to “To keep South Somerset clean, green and attractive.” In order to deliver this, we need to have modern, reliable machinery and the replacement sweeper is central to this aim.

And finally, the corporate plan states that we will “to build healthy, self-reliant active communities.” The sweeping program directly affects this target as it is central to ensuring a clean healthy environment is delivered for residents.

### 3.11 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

### 3.12 Options

The alternative option available to the service is to continue to use the existing vehicle and bear the growing maintenance; repair and replacement hire costs until the vehicle terminally expires. This approach will seriously threaten the delivery of the service.

The second option would be to hire in equipment to deliver the service provided by this machine – this option would create an additional cost to the revenue budget which is not budgeted for.

The last option is to simply reduce the amount of road sweeping that the service provides, however this will reduce the standard of cleanliness across the district and may lead to a lack of satisfaction among the public.

### 3.13 Key Project Information Summary

<b>3.4.1</b>	<b>Expected Duration Of Project</b>			
	Start date:	November 2016		
	Other Key Milestones with Dates:	Development of vehicle specification – April 17 Assess various options on the market – May 17 Obtain quotations on vehicles – July 17 Capital funding awarded – TBD Order vehicles – TBD Receive delivery of completed vehicle – TBD Prepare vehicle for road use – TBD		
	Expected Completion Date:	April 2018		
<b>3.4.2</b>	<b>Estimate of Officer Time Required: -</b>			
	<b>Officer's Name</b>	<b>Estimate of Officer hrs</b>	<b>Officer available? Y/N</b>	<b>Agreement of Officer? Y/N</b>
	Streetscene Manager	25	Y	Not required as all officers are employed by Streetscene
	Fleet Management Supervisor	45	Y	
	Streetscene Co-ordinator	8	Y	
	Mechanical Sweeper Driver	18	Y	
	Workshop Supervisor	8	Y	
	<b>Comment by Property Services:</b>	Not Required		
	<b>Comment by Information Systems (if new IT system):</b>	Not Required		
	<b>Comment by Green Team:</b>	Emissions on Euro 6 engine vehicles are considerably lower than existing Euro 5 engines, the comparable emissions are as follows: <b>Euro 5 engine</b> Nox – 2.0g/kwh Fine particle – 0.02g/kwh <b>Euro 6 engine</b> Nox – 0.04 g/kwh Fine particle – 0.01p/kwh  Fuel efficiency is generally improved through associated improvements in vehicle aerodynamics which more than offsets the increased fuel used by the power plant which has to burn hotter in order to reduce emission levels.		
	<b>Comment by Community Cohesion Officer:</b>			
<b>3.4.3</b>	<b>Risk Assessment</b>			
	<b>Risk</b>	<b>Steps taken to mitigate Risk</b>		

	Should the bidding process take a long time there is the risk that vehicle prices could increase.	<p>We will obtain fixed quotations from suppliers that will cover the estimated time it takes to conclude a bid through the capital bid process.</p> <p>We have previously been successful in acquiring ex-demonstration models which has resulted in us being able to replace equipment using only part of the capital monies awarded.</p>
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## 4 Financial Investment

### 4.2 Financial Investment – Capital Projects

<b>4.2.1</b>	<b>Total Costs and Funding – Capital Project</b>						
			<b>Funding Body</b>		<b>£' 000</b>		
	SSDC Capital: -		District Executive		145		
	<b>Total Capital Cost</b>				<b>145</b>		
<b>4.2.2</b>	<b>Breakdown of main areas of cost</b>						
			2017/18 £'000	2018/19 £'000	2020/21 £'000	2021/22 £'000	2022/23 £'000
	Purchase of road sweeper		145				
	<b>Totals</b>		<b>145</b>				
<b>4.2.3</b>	<b>External funds to be received</b>						
		Secured? Y/N	2017/18 £'000	2018/19 £'000	2020/21 £'000	2021/22 £'000	2022/23 £'000
	<i>Sale of old sweeper at auction, receipt unknown</i>	N					
	<b>Totals</b>						
<b>4.2.4</b>	<b>Revenue Implications of Capital scheme</b>						
		Cost Centre	2017/18 £'000	2018/19 £'000	2020/21 £'000	2021/22 £'000	2022/23 £'000
	Loss of interest @ 1.6% (PWLB 10yr rate 18.10.16)	FT922	2.3				
	(Savings in expenditure)						
	Revenue Costs by Individual Budget: (List)						
	Revenue Income						
	<b>Total Revenue Expenditure / (Net saving)</b>		<b>2.3</b>				
	<b>Cumulative</b>						
<b>4.2.5</b>	<b>Whole Life Costing</b>						
	Estimated useful life of asset (years)						7 Years

	Total Revenue Costs Year 1 to 5	£145,000 (inc fuel)
	Annual Revenue Cost after year 5	£43,065 (inc fuel)
	<b>Total cost over whole life of asset</b>	<b>£231,130</b>
<b>4.2.6</b>	<b>VAT Implications</b>	
	Based on the current information provided to us there are no VAT implications.	
<b>4.2.7</b>	<b>Impact on Band D</b>	
		<b>£</b>
	Additional spend	145,000
	Lost interest at 2.6%	2,320
	Divided by tax base	58,543
	<b>Cost per band D tax payer</b>	<b>0.04</b>

## 5 Project Organisation

### 5.7 Provisional Project Management Team

Name	Role/ Title
Streetscene Manager	Project Sponsor
Fleet Management Supervisor	Project Manager
Mechanical Sweeper Driver	User Representative
N/A	Supplier Representative

### 5.8 Interested Parties

Name	Reason	Action required

## 6 Other Useful Information

No further information.