

EXECUTIVE

TUESDAY, 26TH NOVEMBER, 2019

Background Papers to Agenda Item 8 - Outline Budget 2020-21: Growth Bids (Pages 1 - 50)

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Bid for Funding



Project Name:	Climate Change Fund		
Project Code:	2019	TBA	
Project Description:	Budget requirement to fund Climate Change & Energy related projects		
Project / Programme Manager:	Various	Wards:	Various GBC assets
Senior Responsible Officer:	TBA	Directorate:	TBA
Lead Councillor:	Cllr Reeves	Service:	NHMS – Property
Corporate Plan Theme:	Community	Confidential:	No
Expected Start Date:	April 2020	Exempt VAT Implications:	No
Target Completion Date:	On-going		

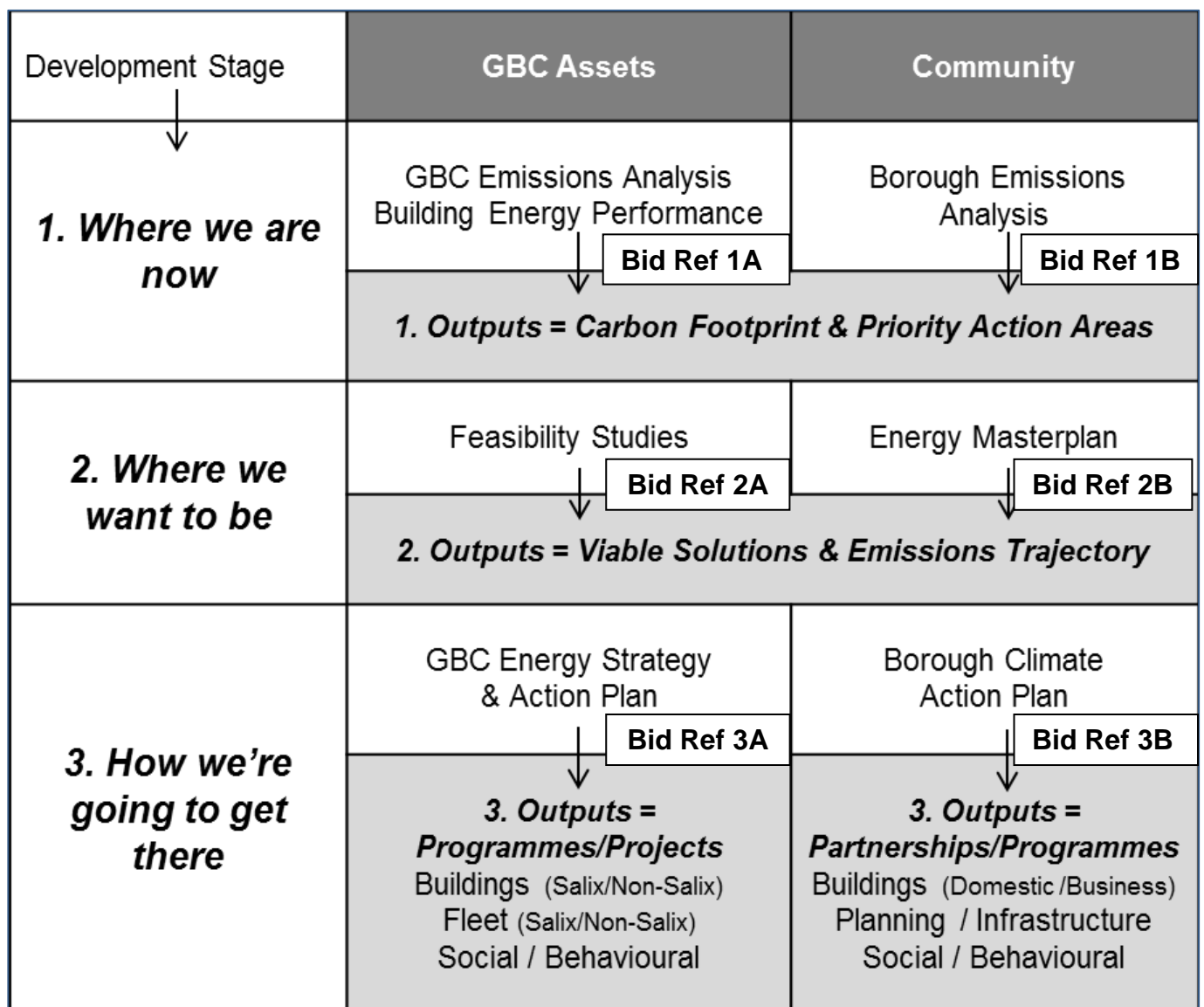
Section A – Strategic Content

<p>A01. What is the project trying to achieve?</p>	<p>This programme of work helps the Council to address the Climate Emergency by setting up a Climate Change Fund to deliver projects involving baseline analysis, scoping, feasibility studies, strategy development, action planning and technical implementation.</p> <p>Budget to allow for:</p> <ul style="list-style-type: none"> • Expansion of the Salix Invest-to-Save fund for sustainable energy projects* • Scoping, feasibility and delivery of Energy and Climate Change projects* within GBC corporate property and land assets • Review of CO2 emissions baseline and overall potential for CO2 reductions with the Borough, including an Energy Masterplan • Partnership work with other Local Authorities to support CO2 and energy saving measures within the business community and improve EV charging infrastructure <p>* Examples of both Salix and non-Salix project types include:</p> <ul style="list-style-type: none"> • Energy efficient heating and lighting – e.g. Heat Pumps and LEDs • Renewable energy schemes – e.g. Solar PV and Hydro • Electric Vehicle fleet upgrades & borough charging infrastructure • Building fabric improvements – e.g. Insulation, glazing • Municipal water dispensers
<p>A02. Which strategic priorities in the Council's Corporate Plan is the project trying to achieve?</p>	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Delivering the Guildford Borough Local Plan and providing the range of housing that people need, particularly affordable homes. <input checked="" type="checkbox"/> Making travel in Guildford and across the borough easier. <input checked="" type="checkbox"/> Regenerating and improving Guildford town centre and other urban areas. <input type="checkbox"/> Supporting older, more vulnerable and less advantaged people in our community. <input checked="" type="checkbox"/> Protecting our environment. <input checked="" type="checkbox"/> Enhancing sporting, cultural, community and recreational facilities.

	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Encouraging sustainable and proportionate economic growth to help provide the prosperity and employment that people need. <input checked="" type="checkbox"/> Creating smart places infrastructure in Guildford. <input checked="" type="checkbox"/> Using innovation, technology and new ways of working to improve value for money and efficiency in Council Services.
A03. How does it meet the strategic priorities outlined?	Climate Change work cuts across many different service areas including Planning, Housing, Corporate Property, Regulatory & Leisure Services, Fleet etc, which all impact on the above. The Council, through the motion agreed at its meeting in July 2019, set out its commitment with regard to Climate Change. As well as for our own estate, the Council is committed to supporting the community response to the challenges presented by Climate Change and will be working with stakeholders over the coming years to address this. Whilst some actions come at minimal cost, inevitably many will have financial implications. It is important we have a flexible fund in place to allow us to respond more quickly than the existing budget cycles envisage.
A04. Explain the problem that is being addressed and why the project is necessary.	As noted above, the overarching issue being addressed is the global problem of Climate Change. This has local economic, social and environmental impacts due to more extreme weather patterns with related effects on many forms of agricultural production and commodity prices, species loss and climate-related damages from extreme temperatures, storms, flooding, droughts etc.
A05. What are the critical success factors or KPI's of the project? ie which measures will you use to determine success?	<ul style="list-style-type: none"> • A clear analysis and presentation of the Carbon Footprint and a well-researched and evidenced emissions trajectory for Guildford • A document that aids the delivery of the Local Plan • A viable Action Plan and rolling programme of projects to address CO2 reduction on our own estate • Delivery of energy and CO2 savings to correspond to the emissions targets and trajectory developed • Number of EV Charge Points delivered via Surrey Pilot and their utilisation. • Number of SMEs supported & respective CO2/energy/cost savings achieved, in line with overall LoCASE partnership targets.
A06. What are the expected benefits or outcomes for local residents and businesses?	<ul style="list-style-type: none"> • Improved local environment and a more sustainable Borough • Reduced energy consumption across our estate ensuring a more efficient use of Council Tax contributions • Increased cleaner, more secure and affordable energy production in the Borough • Improved awareness by residents via communication of carbon footprint • Energy master-planning approach will incorporate cutting-edge mapping technologies to provide a visually appealing and engaging way of involving stakeholders and communicating the challenges and opportunities to work in partnership to change our borough for the better • SMEs benefit from 50% reduction in costs of implementing energy saving measures, reducing their energy overheads and by capitalising on their enhanced green credentials • Local residents & business' employees will be able to access some of the technologies implemented – eg vehicle charging & water dispenser points. • Council will lead on new innovative energy & carbon reduction schemes encouraging business & residents awareness.
A07. Outline options considered or that will be considered for delivery of the project.	The fund will cover various energy, carbon reduction and environmental protection projects and scoping/feasibility studies. Each proposed scheme or study will be separately evaluated prior to authorisation by the Director of Strategy in consultation with the Leader of the Council. Progress will be monitored by the Climate Change and Innovation Board.
A08. Outline project dependencies eg with other projects or partner organisations.	<ul style="list-style-type: none"> • Bid Refs 1B, 2B & 3B need to align with Local Plan processes & timescale • Bid Refs 1A, 2A & 3A need to align with asset & property management plans • Bid Ref 3B business support delivery dependent on LoCASE funding • Bid Ref 3A relevant projects need to align with Salix processes & timescale

A09. Legal / statutory requirement?	No
A10. Legislative / statutory implications?	No
A11. Planning permission required?	Dependent upon project
A12. Building regulation required?	Dependent upon project
A13. Land acquisition required?	No
A14. Environmental consents?	No
A15. Highways / traffic consents?	No
A16. Details of other required consents.	N/a

Note 1: The diagram below shows how all the elements of this bid fit together



Section B – The Financial Case

B01. Costs

*****N.B. Bid Reference numbers below refer to development stages on previous page*****

Year	Description	Capital Value (£)	Revenue Cost Centre Code	Revenue Cost Centre Name	Revenue Account Code	Revenue Account Name	Revenue Value (£)
2020/21 2021/22	<u>Bid Ref 1A/B, 2B</u> Consultancy costs & fees to support Borough carbon footprinting, CO2 emissions trajectory, energy masterplanning		B3911	Climate Change Strategy	D4520	Consultants	50,000 (Yr 1) 50,000 (Yr 2)
2020/21 2021/22 and ongoing	<u>Bid Ref 2A</u> Consultancy costs & fees to support development of GBC Energy Strategy & related project proposals (esp. for non-HRA property assets)		B3911	Climate Change Strategy	A*/D4520	Salaries & Consultancy	66,000 (Yr 1) 66,000 (Yr 2)
2019/20 2020/21	<u>Bid Ref 3A</u> Expansion of Salix Invest to Save fund for Energy / CO2 Reduction projects (match funding)	47,000 (19/20) 170,000 (20/21)		Inflation Budget / Invest to Save Reserve			
2020/21 and on-going	<u>Bid Ref 3A</u> Non-Salix Energy & CO2 Reduction projects for GBC non-HRA property assets incl. fees / feasibility	250,000 (Yr 1) 500,000 (Yr 2)			D4520	Consultancy	50,000 (Yr 1)
2020/21 2021/22 2022/23	<u>Bid Ref 3B</u> Consultancy & marketing costs for delivery of LoCASE - ERDF-funded business grants for energy & CO2 reduction projects, LA Partnership.						20,000 (Yr 1) 15,000 (Yr 2) 15,000 (Yr 3)
2020/21	<u>Bid Ref 3B</u> Surrey EV Charge Points pilot project, LA Partnership (match funding).						17,500 (additional to 25k already allocated for 19/20)

B02. Costs Totals

Year	Capital Total (£)	Revenue Total (£)
2019/21	47,000 (Salix)	
2020/21	250,000 (+ 170,000 Salix)	186,000
2021/22	500,000	131,000
2022/23	500,000	81,000 and ongoing

B03. Outline the assumptions used to cost the project.

- Sufficient projects to meet the criteria
- Sufficient resources to deliver
- Flexible programming to take advantage of external funding opportunities

B04. Financial Benefits eg savings or additional income

Year	Description	Capital Value (£)	Revenue Value (£)
2019/20 And ongoing	FIT – Feed-in-tariffs for existing Solar PV		Est. 15,000
2019/20 and ongoing	RHI	30,000 (existing claims) 30,000 (pending claims)	
2019/20	<i>Warm Homes Fund</i>	<i>142,000 (bid for funding)</i>	
2019/20	Salix Invest to Save projects	47,000 (Salix contribution)	Annual savings: 7,500 (LED lighting)
2020/21	Salix Invest to Save projects	170,000 (Salix contrib)	Annual savings: 10,000 (LED lighting) 20,000 (Solar PV) 15,500 (Hydro Priv. Wire) 34,000 (EV Minibuses)

B05. Funding

Year	GBC Funding Request (£)	Third Party Contributions (£)	Sources of Third Party Contributions
2019/20	47,000 Salix	47,000	Salix
2020/21	170,000 Salix	170,000	Salix
2020/21	250,000 capital	Possible funding via LoCASE – GBC is bid partner	Possible European funding towards capital works for example EV charging hub, solar PV & battery storage, water source heat pumps
2021/22	500,000 capital	Possible funding via LoCASE	Possible European funding towards capital works for example EV charging hub, solar PV & battery storage, water source heat pumps
2020/21	186,000 revenue	40,000 (est.) + 0.2FTE Project Mgt + scoping workshop tbc Possible LoCASE funds	Heat Network Delivery Unit (BEIS) BEIS CSE (Centre for Sustainable Energy) LoCASE (ERDF)
2021/22	131,000 revenue	Possible LoCASE funds	LoCASE

B06. Non-Financial Benefits

Title	Category	Measure	Expected Delivery Date
Energy savings	Reduced Asset Costs	£ annual & lifetime savings per project	On completion of energy related projects
Carbon savings	Reduced Carbon	tCO2 savings (annual & lifetime)	On completion of projects
Clean Energy & Transport	Improved Social Benefits	Improved Air Quality	On completion of projects

Note 2: Explanation to Support the Financial Case

Salix

Salix have approved an overall increase in the fund of size of £434,000 (£674,000 total fund size). This is 50/50 match funding between Salix and the Council. As indicated in Section B, £47,000 of the Council's portion of the match funding is required for 19/20 and £170,000 is required for 20/21. It is proposed to vire the Council's portion from the inflation budget, or alternatively fund from Invest to Save Reserve. This requires CMT approval.

There is the ability to add a management charge onto the payback of projects, which is proposed to be added onto projects, i.e. 10%-15%, where reasonable and without jeopardising viability. This can be used to pay towards the additional staffing costs requested for above and would in effect be a cross charge for services required to identify, develop schemes, secure qualification and funding via Salix as well as fund administration.

Climate Change Fund

The Climate Change Fund, excluding the Salix element, will be wholly funded by the Council.

Revenue part of Climate Change Fund

In order to ensure we have the necessary staffing resources to manage at a strategic and programme level the Council's response to the Climate Change agenda, it is proposed to allocate up to £100,000 revenue funding. There is currently £24,640 in the climate change strategy budget for staffing, which is currently being used to fund a member of staff on a casual basis. In addition there is £9,200 for consultants (total of £33,840). Spend to date is £26,500, and it can be assumed the full year spend will be £50,000, and over spent by £16,000. An increase of £66,000 is therefore requested for staffing and consultancy services. The additional provision for promotion will be retained to support some of the initiatives such as LoCASE.

To establish baselines and obtain associated data, a considerable amount of work needs to be carried out, particularly to support Planning Policy development. Such work is not only specialised but represents a series of discreet projects in their own right. A revenue budget of £100,000 is proposed to fund consultancy support to achieve this as quickly as possible.

As we increase the number of installations that are eligible for funding incentives such as the Renewable Heat Incentive scheme it is important we are resourced to ensure claims are made in a timely manner. For example, RHI income from the implementation of Air Source Heat Pumps. The proposed revenue allocations will assist in ensuring we maximise all external funding opportunities, the number of which are increasing..Provision is also being suggested for a scheme to support local businesses as part of the LoCASE project.

Capital part of the Climate Change Fund

It is proposed that the Climate Change Fund will form part of the Approved General Fund Capital Programme. Applications to the fund will be subject to evaluation and approval by the Director of Strategy Services in consultation with the Leader of the Council in her capacity as Lead Councillor for Climate Change. For applications where the costs will exceed £200,000, approval from the Executive will be sought, in line with other delegations in the financial regulations.

A further investment of £1 million is planned through the HRA for 2020/21 on measures to reduce energy consumption in our tenants' homes, and will form part of the HRA business plan report.

Section C – The Economic Case

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

C04. Outline your assumptions in determining the economic benefits.	<p>Investment in physical infrastructure will create employment opportunities however at this stage it is not possible to quantify.</p> <p>A number of the investments anticipated will reduce energy consumption and therefore consumption costs. In some case financial support maybe receivable – for example through the Renewable Heat Incentive scheme.</p>
C05. Describe any other economic benefits.	Businesses may choose to reinvest any savings they make into expanding their business.

Section D – The Commercial Case

D01. Outline any procurement requirements.	
D02. Outline preferred procurement route / strategy.	Dependent on projects
D03. Outline key procurement risks.	Supplier availability

Section E – The Management Case

E01. High Level Project Timetable

Item	Stage of Project	Start Date	Finish Date

E02. High Level Project Milestones

Milestone	Description	Indicative Date

E03. Project Risks

Title	Description

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

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

Committee / Board	Type of Decision	Expected Date
Council		
Executive	Where investment exceeds £200,000 on a single project .	
Community Executive Advisory Board	Project specific	
Place making and Innovation Executive Advisory Board	Project specific	
Overview and Scrutiny		
Planning	Project specific	
Licensing	N/A	
Corporate Governance and Standards	N/A	

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Bid for Funding



Project Name:	Oak Processionary Moth (OPM)		
Project Code:	2019	TBA	
Project Description:	The project aims to minimise the risk from Oak Processionary Moth (OPM) to the general public and operators working with trees.		
Project / Programme Manager:	Hendryk Jurk	Ward:	Choose an item. Borough wide
Senior Responsible Officer:	Paul Stacey	Directorate:	Environment
Lead Councillor:	Pauline Searle	Service:	Countryside
Corporate Plan Theme:	Community	Confidential:	No
Expected Start Date:		Exempt VAT Implications:	No
Target Completion Date:			

Section A – Strategic Content

A01. What is the project trying to achieve?	<p>The project aims to minimise the risk from Oak Processionary Moth (OPM) to the general public and operators working with trees.</p> <p>OPM is a notifiable statutory plant health pest, and landowners can be issued with Plant Health Notices that place a legal requirement on them to control the pest. The moth caterpillars damage oak trees, and their hairs can cause itching skin rashes and other health problems in people and animals.</p> <p>The increase in pest and disease that affect the management the Council Tree Stock has placed an additional burden on existing tree management budgets. The Council's Countryside Team has established a budget of £20,000 in 2016/17 to deal with the increased exposure to risk from Ash Die Back and Oak Processionary Moth.</p> <p>However, as predicted, the spread of Ash Die Back and OPM through the Borough has continued. Whilst, the current funds allow continuing with the current management of Ash Die Back, the exponential increase of Oak Processionary in the Borough means that the Countryside Team will not be able to deal with the risk to public health from Oak Processionary Moth over the next years.</p> <p>In line with the current position of the other local authorities in Surrey, we do accept that a full eradication of Oak Processionary is unlikely to be achievable, and propose applying a risk based control in future years.</p> <p>A risk-based approach is recommended as the only realistic and affordable way of managing the pest in the long term, which is the basis of the minimum sensible spend scenario presented. In this approach, control will be focussed on high target areas where people or their pets are most likely to come into direct contact with caterpillars or their nests, and on oak trees or oak woodlands in close proximity to peoples' homes. This approach is designed to control the highest risks from OPM only. This would be accompanied by signage put out by GBC at affected sites and ideally an</p>
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	<p>increased level of public awareness, in order that they can choose to control lower levels of risk themselves as they see fit.</p> <p>In addition, we are proposing to enable staff to deal with minor infestations (protective equipment, training) to minimise risk from caterpillar hairs in old nests when carrying out works in infested areas, for example path clearance.</p>
<p>A02. Which strategic priorities in the Council's Corporate Plan is the project trying to achieve?</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Delivering the Guildford Borough Local Plan and providing the range of housing that people need, particularly affordable homes. <input type="checkbox"/> Making travel in Guildford and across the borough easier. <input type="checkbox"/> Regenerating and improving Guildford town centre and other urban areas. <input type="checkbox"/> Supporting older, more vulnerable and less advantaged people in our community. <input checked="" type="checkbox"/> Protecting our environment. <input checked="" type="checkbox"/> Enhancing sporting, cultural, community and recreational facilities. <input type="checkbox"/> Encouraging sustainable and proportionate economic growth to help provide the prosperity and employment that people need. <input type="checkbox"/> Creating smart places infrastructure in Guildford. <input type="checkbox"/> Using innovation, technology and new ways of working to improve value for money and efficiency in Council Services.
<p>A03. How does it meet the strategic priorities outlined?</p>	<p>The project is seeking to establish an appropriate budget in order to deal with a statutory notifiable pest. Please note the legal context outlined below. The potential scenario to be issued statutory plant health notices (and therefore a legal requirement to take action) for every single tree that may be infested, and the financial requirement are reflected in the "full control" scenario.</p> <p>The proposed risk based approach is required to be able to provide safe access to parks and countryside and minimise exposure of residents whose property borders infected areas. The risk based approach is expected to be in line with future national policy changes.</p> <p>The legal situation is outlined in Section A9.</p>
<p>A04. Explain the problem that is being addressed and why the project is necessary.</p>	<p>Oak Processionary Moth, a tree pest and human health hazard, has been steadily spreading out of London since its discovery in 2006 on oak trees imported from Holland in winter 2003-4, and is now established over a wide area. GBC monitoring surveys revealed its presence at GBC sites in 2017/18, since then it has been spreading progressively from the northeast of the borough, emanating originally from a secondary outbreak in the Wisley area.</p> <p>OPM population levels increase exponentially once they are present in an area, with roughly tenfold increases usually seen year on year. Population levels on GBC land have followed that trend with the number of nests increasing from 5 nests on one site in 2017/18 to over 400 nests across 22 sites and 7 wards in summer 2019.</p> <p>It is expected that without co-ordinated control measures OPM will continue to spread westwards across the Borough at an exponential rate. The current number of nests found locally reflects that Guildford Borough is at the colonisation stage. This means we continue to expect a significant (up to 10 times) increase in nests in infested areas, as well as further areas to be colonised.</p> <p>Public Health risks occur through exposure to caterpillar hairs, which cause irritation to skin as well as severe allergic reactions. Risks are highest in infested areas during the active season (from May to July) and when carrying work that allows exposure to caterpillars' hairs in old nests.</p>

	<p>The cost to manage Oak Processionary Moth have been in 2016: £6,700/ 2017: £11,800/ 2018: £16,000/ predicted for 2019: £24,200</p> <p>This does not include the costs spend by Forestry Commission who have carried out control measures in the Borough. Support from the Forestry Commission will stop from 2020 onwards.</p> <p>Control of OPM is currently achieved by manual nest removal during June and July and/or spraying whole tree canopies with insecticides in early May after bud burst. Trees would either be sprayed with a broad scale insecticide called deltamethrin, which kills all other invertebrates feeding on oak trees, or a more targeted bio-pesticide called Bacillus thuringiensis, which is thought to only affect species of Lepidoptera (caterpillars and moths). However, given the large number of Lepidoptera species that use oak, which are a key part of the diet of much other wildlife going up the food chain, the collateral damage of using either of these pesticides is significant. In addition spraying is often relatively ineffective, as it needs to get right to the top of the tree, which is often not possible, meaning that a certain amount of manual nest removal would always also be required.</p> <p>GBC is part of a research consortium along with Swansea University, City of London and the National Trust, with representatives from the Forestry Commission and DEFRA also attending meetings. The consortium is currently compiling a funding proposal to DEFRA looking to investigate promising possibilities for more cost effective and less environmentally damaging alternative control methodologies.</p>
<p>A05. What are the critical success factors or KPI's of the project? ie which measures will you use to determine success?</p>	<p>GBC is able to fulfil legal requirements. Compliance with Plant Health Notices. No incidents from exposure to Oak Processionary Moth.</p>
<p>A06. What are the expected benefits or outcomes for local residents and businesses?</p>	<p>GBC is able to fulfil legal requirements. Compliance with Plant Health Notices. The project aims to minimise the risk from Oak Processionary Moth to the general public and staff/ contractors.</p>
<p>A07. Outline options considered or that will be considered for delivery of the project.</p>	<p>Our cost analysis (which is based upon currently available control methods), suggests that once established in an area, in a normal year, it would actually be more expensive to spray trees and carry out some manual nest removal than controlling through manual nest removal alone. It is only in 'plague years' that there would be a cost saving from also spraying trees. It is not currently possible to forecast when a 'plague year' will occur, so spraying would always have to be undertaken proactively rather than reactively.</p> <p>The proposed approach is also considering that there always be a source of re-infestation from other surrounding areas where no control is being carried out. Therefore it is highly unlikely that the Council will be able to eradicate OPM in future years.</p> <p>The following annual costs are predicted once Oak Processionary Moth is fully established in the Borough Area.</p> <p>The following scenarios have been explored and costed per year: :</p> <p><u>Proposed risk based approach for nest removal</u></p> <ul style="list-style-type: none"> • low infestation levels: £117,000 • high infestation levels: £270,000 <p><u>Proposed risk approach for pesticide use and nest removal</u></p> <ul style="list-style-type: none"> • low infestation levels: £141,000 • high infestation levels: £234,000 <p><u>Full control of OPM using nest removal</u></p> <ul style="list-style-type: none"> • low infestation: £575,000 • high infestation £1,235,000

	<p style="text-align: center;"><u>Full control of OPM using pesticide and nest removal</u></p> <ul style="list-style-type: none"> • low infestation: £631,000 • high infestation £860,000 <p>In assessing this bid, the organisation may consider it appropriate to add to the corporate risk register with identified mitigations in place to address the financial/resource impact on the Council given the variability of the scenarios.</p>
A08. Outline project dependencies eg with other projects or partner organisations.	Statutory requirement from Plant Health notices Actions taken/ or not taken by other landowners
A09. Legal / statutory requirement?	<p>Yes</p> <p><u>Legal situation</u></p> <p>OPM is a notifiable statutory plant health pest, meaning there is a legal obligation to report all nests found. The UK currently enjoys 'Protected Zone' Status under European law as an 'officially' OPM free zone. Retaining this status has necessitated the creation of three distinct geographical zones for OPM management purposes (Figure 3). They are referred to as:</p> <ol style="list-style-type: none"> 1. the 'Core Zone' (the central part of the West London outbreak area) 2. the 'Control' or Buffer Zone (an area surrounding the Core Zone, where eradication remains the aim to prevent or minimise outward spread from the Core Zone); and 3. the 'Protected Zone' (the OPM-free area. This is effectively the whole of the remainder of the United Kingdom, where the FC are required to prevent incursions by OPM or, if they do occur, to take action to eradicate them). <p>Guildford Borough currently is located within the Control Zone; outbreaks of OPM in the Control Zone are controlled by Statutory Plant Health Notices (SPHN). Receipt of a SPHN places a legal requirement upon the landowner to control all OPM nests subsequently resulting. Unfortunately, the legislation concerning OPM has not yet caught up with the reality of the situation on the ground, and effectively impose a legal obligation to deliver the unachievable – both financially and logistically. The costings for fulfilling our future legal duty in this respect are presented as the 'full control scenario'. It is hoped and anticipated that the legislation concerning OPM will be updated before this scenario is realised.</p>
A10. Legislative / statutory implications?	Yes
A11. Planning permission required?	No
A12. Building regulation required?	No
A13. Land acquisition required?	No
A14. Environmental consents?	Yes Potentially required for pesticide use in protected areas.
A15. Highways / traffic consents?	Yes For works on street trees.
A16. Details of other required consents.	

Section B – The Financial Case

B01. Costs

Year	Description	Capital Value (£)	Revenue Cost Centre Code	Revenue Cost Centre Name	Revenue Account Code	Revenue Account Name	Revenue Value (£)
2020/21	Protected Equipment for staff OPM control	£3,000	A1300	Countryside	B1380	Trees Pest and Disease	30,000
2021/22	OPM control		A1300	Countryside	B1380	Trees Pest and Disease	65,000
2022/23	OPM control		A1300	Countryside	B1380	Trees Pest and Disease	135,000
2023/24	OPM control		A1300	Countryside	B1380	Trees Pest and Disease	150,000
2024/25	OPM control		A1300	Countryside	B1380	Trees Pest and Disease	175,000
2025/26	OPM control		A1300	Countryside	B1380	Trees Pest and Disease	175,000
2026/27	OPM control		A1300	Countryside	B1380	Trees Pest and Disease	200,000

B02. Costs Totals

Year	Capital Total (£)	Revenue Total (£)
2020/21	3,000	30,000
2021/22		65,000
2022/23		135,000
2023/24		150,000
2024/25		175,000

B03. Outline the assumptions used to cost the project.

Assumptions on OPM spread through borough:
 OPM spreading across whole borough within four to five years
 OPM reaching high densities in NE of Borough within next year
 High densities into central area of borough within next three years
 High density throughout Borough within next six to eight years
 No other control methods become available over the forecast period

Therefore increase in expenditure predicted to scale up as follows:
 70% of expenditure in the scenarios predicted to be reached within next three years, by 2022/23
 100% of expenditure levels in the scenarios are expected to be reached within six to eight years, between 2025/26 and 2027/28

Section C – The Economic Case

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

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

Section D – The Commercial Case

D01. Outline any procurement requirements.	Contractor to carry out Oak Processionary Moth Control
D02. Outline preferred procurement route / strategy.	Contractor Framework
D03. Outline key procurement risks.	At present limited availability of competent contractors

Section E – The Management Case

E01. High Level Project Timetable

Item	Stage of Project	Start Date	Finish Date
Oak Processionary Moth Monitoring to target control	ongoing	already started	ongoing
Oak Processionary Moth control	ongoing	already started	ongoing

E02. High Level Project Milestones

Milestone	Description	Indicative Date
n/a		

E03. Project Risks

Title	Description
Statutory Plant Health Notices	Failure to comply with statutory plant health notices. The proposed approach and funding requirement is based on an expectation that risk based control will be implemented in national policy.
OPM infestation levels could be higher than predicted.	Outlined additional funding requirements may be insufficient.
Contractor resource availability	High infestation levels will limit the available approved contractor resource availability
Adverse impact on biodiversity	Enforcement of Plant health notices may lead to wider biodiversity losses due to spraying
Injury/and harm to staff	Without adequate controls staff health could be affected by the impact of the moth

E04. Provide high level details of proposed project management arrangements & project team (please use post names / titles rather than naming individuals).	It proposed that the Countryside Team Continued to lead on the OPM control programme in conjunction with tree safety work. The lead is the Tree and Woodland Officer.
E05. Provide a brief outline of key stakeholders eg who they are and how they will be engaged.	Residents, in particular those with Council owned trees within/ adjacent to their property. Staff and contractors who carry out tree and scrub work in the vicinity of infested

	trees. Forestry Commission as lead agency to control spread of OPM.
E06. Will any public consultations be required? If so, provide a brief outline.	No
E07. How will the project be evaluated post implementation?	Compliance with Plant Health Notices. Exposure to risk from OPM minimised.

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

Committee / Board	Type of Decision	Expected Date
Council		
Executive		
Community Executive Advisory Board		
Place making and Innovation Executive Advisory Board		
Overview and Scrutiny		
Planning		
Licensing		
Corporate Governance and Standards		

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Bid for Funding



Project Name:	Working towards the regeneration of Guildford town centre		
Project Code:	2019	TBA	
Project Description:	To establish a portfolio of projects that will together contribute to the comprehensive planning and regeneration of Guildford town centre		
Project / Programme Manager:	TBC	Ward:	Christchurch Holy Trinity Friary and St Nicholas
Senior Responsible Officer:	Tracey Coleman	Directorate:	Planning and Regeneration
Lead Councillor:	Jan Harwood	Service:	Corporate Programmes
Corporate Plan Theme:	Place-Making	Confidential:	No
Expected Start Date:	October 2019	Exempt VAT Implications:	No
Target Completion Date:	TBC		

Section A – Strategic Content

A01. What is the project trying to achieve?	The overall aim of the project is to enhance the town centre in terms of its economic, social and environmental functions whilst maintaining its historic character. This bid relates to the start of this process over the next 3 years.
A02. Which strategic priorities in the Council's Corporate Plan is the project trying to achieve?	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Delivering the Guildford Borough Local Plan and providing the range of housing that people need, particularly affordable homes. <input checked="" type="checkbox"/> Making travel in Guildford and across the borough easier. <input checked="" type="checkbox"/> Regenerating and improving Guildford town centre and other urban areas. <input type="checkbox"/> Supporting older, more vulnerable and less advantaged people in our community. <input checked="" type="checkbox"/> Protecting our environment. <input type="checkbox"/> Enhancing sporting, cultural, community and recreational facilities. <input checked="" type="checkbox"/> Encouraging sustainable and proportionate economic growth to help provide the prosperity and employment that people need. <input type="checkbox"/> Creating smart places infrastructure in Guildford. <input type="checkbox"/> Using innovation, technology and new ways of working to improve value for money and efficiency in Council Services.
A03. How does it meet the strategic priorities outlined?	<ul style="list-style-type: none"> - The work will contribute towards the delivery of a number of sites already allocated within the adopted Local Plan strategy and sites. The work will also potentially provide further housing opportunities that will contribute to meeting affordable housing need presently not met by the Local Plan. - The variety of projects will provide the opportunity to consider potential improvements to all modes of travel into and from Guildford town centre. - The overall project is designed to tackle this priority. - the environment will be protected by making best use of the town centre as the most sustainable location in the borough in terms of accommodating growth, providing jobs and a vital and viable town centre. -see above
A04. Explain the problem that	In adopting the Local Plan strategy and sites it has been necessary for the Council to

<p>is being addressed and why the project is necessary.</p>	<p>allocate sites that were previously in the Green Belt. There is a presumption in national planning guidance on developing brownfield sites ahead of green field sites. It is considered that potential opportunities exist within the existing town centre area to accommodate further development and improve both the physical appearance and economic functioning of the town. This will not only result in development on a highly accessible and sustainable location but will also help reduce the need for further green field development.</p> <p>The role of town centres, especially in terms of its retail function, is under threat. Town centres are needing to evolve and compete to ensure they remain attractive to investors, retailers and visitors. There are opportunities to improve the town centre and this should be undertaken, as far as possible, in a co-ordinated and integrated way.</p>
<p>A05. What are the critical success factors or KPI's of the project? ie which measures will you use to determine success?</p>	<p>As described above this bid relates to a portfolio of projects. It is not possible at this stage to give firm details on the KPI's that will be generated by each project. However at this stage it is envisaged that likely work areas are;</p> <ul style="list-style-type: none"> • Consultation with a variety of stakeholder groups to help establish that we are clear in relation to the vision for the town centre. This work is underway and consultants have been procured • Evaluate the previous work/studies undertaken in relation to the town centre and consider which aspects would be appropriate to take forward. This is an important part of the overall project. As part of this exercise there will also need to be consideration given to the deliverability. The actual scope of any emerging documents is yet to be decided. For example it would be possible to produce an aspirational document that is not a formal planning document but could provide context for the long term aspirations of the town centre. • In parallel to the above work, work will continue on the delivery of the town centre sites within the Corporate Programmes Regeneration Strategy. The Regeneration Strategy itself will need to be revisited in light of the emerging evidence base and priorities may need to change and additional sites may need to be progressed or removed. • Only in light of the above work will it be possible to take a decision as to the merits of producing a formal planning Town Centre Development Planning Document (TCDPD). It is anticipated that the cost of a TCDPD will be approximately £1m and will take approximately 3 years to produce. <p>It is suggested that budgeting for 500k over the next 3 years would enable the above work to progress.</p>
<p>A06. What are the expected benefits or outcomes for local residents and businesses?</p>	<ul style="list-style-type: none"> - An economically vibrant town centre providing job opportunities and access to retail, leisure and cultural facilities - A centre that contributes to meeting employment, retail and housing needs whilst maintaining its historic character - A centre that enables visitors a choice of sustainable transport to and from the town
<p>A07. Outline options considered or that will be considered for delivery of the project.</p>	<p>Each project will need to consider how best to deliver the outputs to support the overall aim of regenerating the town centre.</p>
<p>A08. Outline project dependencies eg with other projects or partner organisations.</p>	<p>The projects referred to in this bid are all interdependent. Partner organisations include – SCC Highways, Highways England, Environment Agency, neighbouring boroughs, Historic England, National Trust, funding bodies, private land owners and developers etc.</p>
<p>A09. Legal / statutory requirement?</p>	<p>No</p>
<p>A10. Legislative / statutory implications?</p>	<p>Yes It will depend on the course of action that is taken</p>
<p>A11. Planning permission required?</p>	<p>Yes It is envisaged that planning permissions could be secured as these projects progress if progress is to be made over the next 3 or 4 years.</p>
<p>A12. Building regulation required?</p>	<p>No</p>

A13. Land acquisition required?	Yes But not as a part of this specific bid
A14. Environmental consents?	Yes But not as a part of this specific bid
A15. Highways / traffic consents?	Yes But not as a part of this specific bid
A16. Details of other required consents.	None

Section B – The Financial Case

B01. Costs

Year	Description	Capital Value (£)	Revenue Cost Centre Code	Revenue Cost Centre Name	Revenue Account Code	Revenue Account Name	Revenue Value (£)
2020/21	Procure consultants to consult with a variety of stakeholder groups to help establish that we are clear in relation to the vision for the town centre.	TBC	TBC	TBC	TBC	TBC	Up to £50,000
2020/21	Procure consultants to evaluate the previous work/studies undertaken in relation to the town centre. To include consideration of deliverability.						Up to £100,000
2020/21	Consider the need for an aspirational Council document to guide delivery of town centre sites						£200,000
2020/21	Progress sites work towards the grant of planning permission.						£150,000
2020/21	Revision of the Town Centre regeneration strategy to align with new priorities						0
2021/22	Consider the need for formal Town Centre DPD and commence work.						£125,000
2022/23	To take plan to and through a regulation 18 consultation						£125,000

B02. Costs Totals

Year	Capital Total (£)	Revenue Total (£)
2020/21		Up to £500,000 total
2021/22		Up to £125,000

2022/23		Up to £125,000
Choose an item.		
Choose an item.		

B03. Outline the assumptions used to cost the project.	Costs are based on the previous costs incurred in producing the existing town centre regeneration strategy and the evidence base for the local plan.
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B04. Financial Benefits eg savings or additional income

Year	Description	Capital Value (£)	Revenue Value (£)
Choose an item.	N/A – although eventually there will be council tax, business rates and potentially New Homes Bonus from any new development brought forward as a result of this work. However, it is too early to estimate how many additional homes and/or how much employment floor space will be created		
Choose an item.			
Choose an item.			
Choose an item.			
Choose an item.			

B05. Funding

Year	GBC Funding Request (£)	Third Party Contributions (£)	Sources of Third Party Contributions
2020/21	Up to £500,000		It is suggested that this work is funded from the New Homes Bonus (NHB) Reserve
2021/22	Up to £125,000		Suggest this is funded by NHB reserve
2022/23	Up to £125,000		Suggest this is funded by NHB reserve
Choose an item.			
Choose an item.			

B06. Non Financial Benefits

Title	Category	Measure	Expected Delivery Date
Additional homes	Improved Social Benefits	Number of homes brought forward in the town centre	Not until at least 2024
	Choose an item.		
	Choose an item.		
	Choose an item.		
	Choose an item.		

Section C – The Economic Case

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

C04. Outline your assumptions in determining the economic benefits.	Assumptions are as per the Council's adopted local plan.
C05. Describe any other economic benefits.	

Section D – The Commercial Case

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

Section E – The Management Case

E01. High Level Project Timetable

Item	Stage of Project	Start Date	Finish Date
	A detailed project plan for the work is still being drawn up	TBC	TBC
		TBC	TBC
		TBC	TBC

E02. High Level Project Milestones

Milestone	Description	Indicative Date

E03. Project Risks

Title	Description
None	None

E04. Provide high level details of proposed project management arrangements & project team (please use post names / titles rather than naming individuals).	TBC
E05. Provide a brief outline of key stakeholders eg who they are and how they will be engaged.	TBC
E06. Will any public consultations be required? If so, provide a brief outline.	No
E07. How will the project be evaluated post implementation?	

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

Committee / Board	Type of Decision	Expected Date
Council		
Executive	Consideration of an aspirational council document to guide development in the town centre	By March 2021?
	Consideration of whether to progress to a town centre DPD	By March 2022?
Community Executive Advisory Board		
Place making and Innovation Executive Advisory Board	Consideration of an aspirational council document to guide development in the town centre	By March 2021?
	Consideration of whether to progress to a town centre DPD	By March 2022?
Overview and Scrutiny		
Planning		
Licensing		
Corporate Governance and Standards		

Bid for Funding



Project Name:	Drinking Water Filling Points		
Project Code:	2019	TBA	
Project Description:	Installation of external drinking water bottle filling points to public conveniences, car parks and parks areas.		
Project / Programme Manager:	Jonathan Richards	Ward:	Choose an item. Various
Senior Responsible Officer:	Helen Buck	Directorate:	Community Services
Lead Councillor:	Caroline Reeves	Service:	NHMS – Property
Corporate Plan Theme:	Community	Confidential:	No
Expected Start Date:	April 2020	Exempt VAT Implications:	No
Target Completion Date:	Sept 2020		

Section A – Strategic Content

<p>A01. What is the project trying to achieve?</p>	<p>Provision of external water filling points for the public to access and refill drinking receptacles.</p> <p>The water points will reduce plastic wastage within the Borough and help towards reducing the environmental effect of plastic disposal contamination nationwide and globally.</p> <p>The project is in line with the Council's Climate Change agenda and is one of a number of schemes that fulfil the Council's long-term targets.</p> <p>17 potential sites have been identified -</p> <ul style="list-style-type: none"> • Bedford Road MSCP • Burchatts Barn WC • Farnham Road MSCP WC • Mount Cemetery WC • Onslow Rec WC • Ripley High Street WC • Shalford Park WC • Stoke Park Home Farm WC • Stoke Park Tennis Courts WC • Sutherland Memorial Park WC • Tunsgate WC
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	<ul style="list-style-type: none"> • Ward Street WC • Woodbridge Road WC • Stoughton Recreation • Westnye • Cardwells Keep Recreation • Kingston Meadows Recreation
A02. Which strategic priorities in the Council's Corporate Plan is the project trying to achieve?	<input type="checkbox"/> Delivering the Guildford Borough Local Plan and providing the range of housing that people need, particularly affordable homes. <input type="checkbox"/> Making travel in Guildford and across the borough easier. <input type="checkbox"/> Regenerating and improving Guildford town centre and other urban areas. <input type="checkbox"/> Supporting older, more vulnerable and less advantaged people in our community. <input checked="" type="checkbox"/> Protecting our environment. <input type="checkbox"/> Enhancing sporting, cultural, community and recreational facilities. <input type="checkbox"/> Encouraging sustainable and proportionate economic growth to help provide the prosperity and employment that people need. <input type="checkbox"/> Creating smart places infrastructure in Guildford. <input type="checkbox"/> Using innovation, technology and new ways of working to improve value for money and efficiency in Council Services.
A03. How does it meet the strategic priorities outlined?	The water points will reduce plastic wastage within the Borough and help towards reducing the environmental effect of plastic disposal contamination nationwide and globally.
A04. Explain the problem that is being addressed and why the project is necessary.	The water points will reduce plastic wastage within the Borough and help towards reducing the environmental effect of plastic disposal contamination nationwide and globally.
A05. What are the critical success factors or KPI's of the project? ie which measures will you use to determine success?	<p>Separately metered supply will evidence usage.</p> <p>Reduction in plastic waste within localised areas particularly parks - identified by Waste Services.</p> <p>Feedback from the public</p>
A06. What are the expected benefits or outcomes for local residents and businesses?	Provision of free water refilling points, saving residents cost of purchasing pre-packaged water and allowing easy access to water supply
A07. Outline options considered or that will be considered for delivery of the project.	<ul style="list-style-type: none"> • Water supply - metered • Suitability of site • Planning Consent requirements • Usage of site • Increased water consumption – revenue cost to applicable area

A08. Outline project dependencies eg with other projects or partner organisations.	None
A09. Legal / statutory requirement?	No
A10. Legislative / statutory implications?	No
A11. Planning permission required?	Yes Some sites will require planning permission
A12. Building regulation required?	No
A13. Land acquisition required?	No
A14. Environmental consents?	No
A15. Highways / traffic consents?	No
A16. Details of other required consents.	None

Section B – The Financial Case

B01. Costs

Year	Description	Capital Value (£)	Revenue Cost Centre Code	Revenue Cost Centre Name	Revenue Account Code	Revenue Account Name	Revenue Value (£)
2020/21	Installation of water filling points to various sites						50,000
2020/21	Internal/external Fees						5,000
Choose an item.	Planning fees where applicable						3,000
Choose an item.							
Choose an item.							
Choose an item.							
Choose an item.							

B02. Costs Totals

Year	Capital Total (£)	Revenue Total (£)
2020/21		58,000
Choose an item.		
Choose an item.		
Choose an item.		

B03. Outline the assumptions used to cost the project.	<p>On average inclusive of planning & other fees each unit costs in the region of £2,500- £3,000, this will vary according to the siting & type of unit fitted. To date 17 sites have been identified.</p> <p>Each unit will be separately metered to identify increased water usage to Client area – it is not possible to indicate the increased revenue cost at this point.</p>	

B04. Financial Benefits eg savings or additional income

Year	Description	Capital Value (£)	Revenue Value (£)
Choose an item.	None		
Choose an item.			
Choose an item.			
Choose an item.			
Choose an item.			

B05. Funding

Year	GBC Funding Request (£)	Third Party Contributions (£)	Sources of Third Party Contributions
2020/21	58,000		
Choose an item.			
Choose an item.			
Choose an item.			
Choose an item.			

B06. Non Financial Benefits

Title	Category	Measure	Expected Delivery Date
Plastic waste reduction	Reduced Carbon	Reduced Waste services collection from sites where points installed	Dependant on installation programme
Public access facility	Improved Customer Satisfaction	Public feedback	Dependant on installation programme
	Choose an item.		
	Choose an item.		
	Choose an item.		
	Choose an item.		
	Choose an item.		
	Choose an item.		

Section C – The Economic Case

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

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

Section D – The Commercial Case

D01. Outline any procurement requirements.	Tendered in site lots or as individual projects via quotes
D02. Outline preferred procurement route / strategy.	Tendered in site lots or as individual projects via quotes – in-tend quick quotes probable route
D03. Outline key procurement risks.	None

Section E – The Management Case

E01. High Level Project Timetable

Item	Stage of Project	Start Date	Finish Date

E02. High Level Project Milestones

Milestone	Description	Indicative Date

E03. Project Risks

Title	Description
<p>E04. Provide high level details of proposed project management arrangements & project team (please use post names / titles rather than naming individuals).</p>	
<p>E05. Provide a brief outline of key stakeholders eg who they are and how they will be engaged.</p>	
<p>E06. Will any public consultations be required? If so, provide a brief outline.</p>	
<p>E07. How will the project be evaluated post implementation?</p>	

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

Committee / Board	Type of Decision	Expected Date
Council		
Executive		
Community Executive Advisory Board		
Place making and Innovation Executive Advisory Board		
Overview and Scrutiny		
Planning		
Licensing		
Corporate Governance and Standards		

Bid for Funding



Project Name:	Multi-storey Car Park Repairs and Maintenance		
Project Code:	2019	TBA	
Project Description:	Various repairs, replacements and other maintenance tasks across all five multi-storey car parks		
Project / Programme Manager:	Darren Burgess	Ward:	Various
Senior Responsible Officer:	Marieke van der Reijden	Directorate:	Community Services
Lead Councillor:	Joss Bigmore	Service:	Corporate Property
Corporate Plan Theme:	Community	Confidential:	No
Expected Start Date:	01/04/20	Exempt VAT Implications:	No
Target Completion Date:	31/03/21		

Section A – Strategic Content

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

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

Section B – The Financial Case

B01. Costs

Year	Description	Capital Value (£)	Revenue Cost Centre Code	Revenue Cost Centre Name	Revenue Account Code	Revenue Account Name	Revenue Value (£)
2020/21	Additional barriers and barrier replacement	15,000					
2020/21	Deck surface replacement	470,000					
2020/21	Structural repairs and signage	90,000					
2020/21	Cleaning, decorating, minor repairs		See separate breakdown by property		B1650	CP Decorations funded from Reserve	28,000
2020/21	Drainage repairs				B1652	CP Miscellaneous funded from Reserve	37,000
2020/21	Structural repairs				B1652	CP Miscellaneous funded from Reserve	110,000
2020/21	Surfacing				B1655	CP Miscellaneous funded from Reserve	15,000

Breakdown of Work by Site:

Site	Work	Capital Value (£)	Revenue Cost Centre Code	Revenue Cost Centre Name	Revenue Value (£)
Bedford RD	Cleaning, decorating, minor repairs		B2219	Bedford Rd MSCP	10,000
Castle St	Cleaning, decorating, minor repairs		B2277	Castle Car Park (Part Deed In)	5,000
	Stair core repair and decorate		B2277	Castle Car Park (Part Deed In)	8,000
	Structural repairs - roof turret timbers	60,000			
Farnham	Additional barriers	15,000			
	Stair cores deck coating	70,000			
	Drainage repairs		B2244	Farnham Rd MSCP (Lease In)	20,000
	Structural and misc. repairs		B2244	Farnham Rd MSCP (Lease In)	40,000
Leapale	Deck surface replacement	400,000			
	Replacement signage	30,000			
	Structural repairs		B2257	Leapale Rd MSCP	20,000
	Stair cores deck coating		B2257	Leapale Rd MSCP	15,000
York Road	Cleaning, decorating, minor repairs		B2291	York Rd MSCP	5,000
	Drainage Repairs		B2291	York Rd MSCP	17,000
	Structural repairs		B2291	York Rd MSCP	50,000

B02. Costs Totals

Year	Capital Total (£)	Revenue Total (£)
2020/21	575,000	190,000
Choose an item.		
Choose an item.		
Choose an item.		
Choose an item.		

B03. Outline the assumptions used to cost the project.	Repair costs are based on estimates provided as part of recent condition surveys with allowances for inflation, contingencies and associated professional fees.
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B04. Financial Benefits eg savings or additional income

Year	Description	Capital Value (£)	Revenue Value (£)
Choose an item.	None.		

B05. Funding

Year	GBC Funding Request (£)	Third Party Contributions (£)	Sources of Third Party Contributions
2020/21	765,000		

B06. Non Financial Benefits

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

Section C – The Economic Case

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

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

Section D – The Commercial Case

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

Section E – The Management Case

E01. High Level Project Timetable

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

E02. High Level Project Milestones

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

E03. Project Risks

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

E04. Provide high level details of proposed project management arrangements & project team (please use post names / titles rather than naming individuals).	The projects will be project managed by a member of the Building Surveying team. The works will be designed and implemented by a specialist external engineer or a member of the Building Surveying team, as appropriate.
E05. Provide a brief outline of key stakeholders eg who they are and how they will be engaged.	The key stakeholder is the Operations team that manage the car parks. Our project managers, both internal and external, will liaise with the car park managers to co-ordinate the work to minimise disruption to normal operations.
E06. Will any public consultations be required? If so, provide a brief outline.	No.
E07. How will the project be evaluated post implementation?	Final project costs of the capital funded elements of work will be reported to the Capital Monitoring Group. Individual projects valued above £50k will be subject to post implementation reviews.

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

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

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Bid for Funding



Project Name:	Azure Server and Cloud Environment maintenance		
Project Code:	2019	TBA	
Project Description:	Utilisation of ICT Infrastructure in Microsoft Azure (Microsoft cloud hosted infrastructure) supports user accounts which are moving to Microsoft Office 365.		
Project / Programme Manager:	Robert Spiers	Ward:	Choose an item.
Senior Responsible Officer:	Claire Morris	Directorate:	Finance
Lead Councillor:		Service:	ICT Services
Corporate Plan Theme:	Innovation	Confidential:	No
Expected Start Date:	01/04/2019	Exempt VAT Implications:	Yes
Target Completion Date:	No end date - This will be an annual cost we need to budget for		

Section A – Strategic Content

<p>A01. What is the project trying to achieve?</p>	<p>As the ICT infrastructure is modernised and users are moved to Microsoft Office 365 and Azure (Microsoft cloud hosted infrastructure) the charges for use of Azure will need to be accounted for. The bid for funding will account for the change in operational costs incurred by using Microsoft Office 365 and Azure infrastructure. ICT Services have been migrating users over to Office 365 and Azure and by April 2020 all users will have their new accounts and therefore be using the Office 365 and Azure infrastructure.</p> <p>Using Office 365 and Azure provides the council with secure, reliable ICT services and will improve the flexibility afforded to staff relating to mobile working, collaborative working, and enable staff to use the most effective and efficient ICT service methods to carry out their jobs.</p> <p>Use of Office 365 and Azure allows ICT to decommission components of our old on-premise infrastructure which will result in de-risking our security profile, saving money on licences, and reducing the maintenance overhead.</p>
<p>A02. Which strategic priorities in the Council's Corporate Plan is the project trying to achieve?</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Delivering the Guildford Borough Local Plan and providing the range of housing that people need, particularly affordable homes. <input type="checkbox"/> Making travel in Guildford and across the borough easier. <input type="checkbox"/> Regenerating and improving Guildford town centre and other urban areas. <input type="checkbox"/> Supporting older, more vulnerable and less advantaged people in our community.

	<input type="checkbox"/> Protecting our environment. <input type="checkbox"/> Enhancing sporting, cultural, community and recreational facilities. <input type="checkbox"/> Encouraging sustainable and proportionate economic growth to help provide the prosperity and employment that people need. <input type="checkbox"/> Creating smart places infrastructure in Guildford. <input checked="" type="checkbox"/> Using innovation, technology and new ways of working to improve value for money and efficiency in Council Services.
A03. How does it meet the strategic priorities outlined?	Using Office 365 and Azure provides the council with secure, reliable ICT services and will improve the flexibility afforded to staff relating to mobile working, collaborative working, and enable staff to use the most effective and efficient ICT service methods to carry out their jobs.
A04. Explain the problem that is being addressed and why the project is necessary.	Use of Office 365 and Azure allows ICT to decommission components of our legacy on-premise infrastructure which will result in de-risking our security profile, and decommissioning our legacy infrastructure, reducing the associated costs for licencing and overheads.
A05. What are the critical success factors or KPI's of the project? ie which measures will you use to determine success?	<ol style="list-style-type: none"> 1. All users must have an account in use in Office 365 (the use and maintenance of which will be underpinned by the Azure infrastructure).
A06. What are the expected benefits or outcomes for local residents and businesses?	<ol style="list-style-type: none"> 1. More effective and easy to use ICT working environment for GBC staff will enable staff to be more effective in delivering outcomes for customers interacting with GBC. 2. An improved security profile using modern systems reduces security risk and demonstrates GBCs commitment to securely provide services to residents and business.
A07. Outline options considered or that will be considered for delivery of the project.	Use of Office 365 and Azure infrastructure is in line with the design programme for the ICT refresh.
A08. Outline project dependencies eg with other projects or partner organisations.	The ICT Device rollout must be completed for all users to have access to their Office 365 accounts.

A09. Legal / statutory requirement?	No
A10. Legislative / statutory implications?	No
A11. Planning permission required?	No
A12. Building regulation required?	No
A13. Land acquisition required?	No
A14. Environmental consents?	No
A15. Highways / traffic consents?	No
A16. Details of other required consents.	None

Section B – The Financial Case

B01. Costs

Year	Description	Capital Value (£)	Revenue Cost Centre Code	Revenue Cost Centre Name	Revenue Account Code	Revenue Account Name	Revenue Value (£)
2019/20	Azure Overage		G3548	TECHNICAL AND INFRASTRUCTURE	D5432	INFRASTRUCTURE MAINTENANCE	54,000
Choose an item.							
Choose an item.							
Choose an item.							
Choose an item.							
Choose an item.							
Choose an item.							

B02. Costs Totals

Year	Capital Total (£)	Revenue Total (£)
2019/20		40,000

2020/21		54,000
2021/22		54,000
2022/23		54,000
2023/24		54,000

<p>B03. Outline the assumptions used to cost the project.</p>	<p>Azure Overage costs for August 2019: £3,730.06 Azure Overage costs for September 2019: £3,673.14 Azure Overage costs for October (01 to 15) 2019: £ 1,913.93</p> <p>Costs are forecast to increase for October to Approx. £4000.</p> <p>The ICT device rollout causes an increase in the amount of infrastructure resource used. Currently 43% of staff are operating in the new Office 365/Azure infrastructure. The remaining users will move to using the new Office 365/Azure infrastructure during the next few months.</p> <p>Assuming the cost increase for October will continue to increase as the remaining staff are set up in the new Office 365/Azure infrastructure I am assuming that the monthly budget required to facilitate the existing level of infrastructure provision will increase to £4500.</p> <p>I have assumed that additional new infrastructure will not be budgeted for as part of this bid. New infrastructure could be new computer servers or application databases that are required by the organisation as part of the changes implemented by Future Guildford, or otherwise normal ICT service provision requests from the business to implement new software, infrastructure or database solutions using Office 365/Azure.</p> <p>Please note it is predicted that we will spend £54000 however this is an estimate. This figure will need to be monitored due to the changing nature of how the Azure Infrastructure will be used over the next year and subsequent years and should this be too low additional funds will be sought. . As the Council changes its operational requirements for ICT Infrastructure we may need to alter the bid amount for subsequent years.</p>
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Section C – The Economic Case

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

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

Section D – The Commercial Case

D01. Outline any procurement requirements.	<p>The Server and Cloud Environment (SCE) agreement with our Microsoft reseller Softcat which enables use of Office 365/Azure infrastructure is already in place. The anniversary date is 31/12/2019. We will be required to place an initial minimum commitment of £8,943.60 and then be charged in arrears once this minimum commitment has been spent.</p> <p>The agreement allows for the costs after the initial minimum commitment to be paid monthly in arrears.</p>
D02. Outline preferred procurement route / strategy.	Engage with Softcat (Microsoft reseller) with support from our GBC Procurement officer.
D03. Outline key procurement risks.	There are limited suppliers for cloud infrastructure and as an organisation we do not have much choice in using Microsoft. There are various resellers of Microsoft products, our agreement to use Microsoft services provided by Softcat is in place for another 3 years for our main Microsoft Enterprise Agreement and another 2 for this Server and Cloud Environment Agreement.

Section E – The Management Case

E01. High Level Project Timetable

Item	Stage of Project	Start Date	Finish Date

E02. High Level Project Milestones

Milestone	Description	Indicative Date
Office 365/Azure Infrastructure use	Office 365/Azure Infrastructure in use by all staff. (This bid includes provision for the next financial year – all milestones for implementing the infrastructure are expected to be in place by the next financial year.)	Jan 2019

E03. Project Risks

Title	Description
Major Disaster affecting ICT/GBC	A major disaster could require Office 365/Azure infrastructure to be recovered or rebuilt, delaying and changing the cost profile of the services required. This is a very low risk and backup data is taken of the GBC configuration, by design disaster recovery is more effectively managed via the Microsoft cloud hosted Azure infrastructure.

E04. Provide high level details of proposed project management arrangements & project team (please use post names / titles rather than

Head or ICT & ICT Senior Managers will manage the project which transitions staff into using Office365/Azure infrastructure.

The project will be reported to the Director of Finance.

naming individuals).	
E05. Provide a brief outline of key stakeholders eg who they are and how they will be engaged.	<p>Directors – informed by communication between ICT managers and Director of Finance.</p> <p>Heads of Service – informed by ICT Service Lead and ICT Portfolio Management team.</p> <p>Individual team managers and staff will be informed by ICT Portfolio Management when they are required to engage with being migrated to the new infrastructure.</p>
E06. Will any public consultations be required? If so, provide a brief outline.	No
E07. How will the project be evaluated post implementation?	The costs of Office365/Azure Infrastructure are available as a live report via our Azure management portal. ICT Senior managers will review this data with Finance Accountants, Procurement, and the Director of Finance.

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

Committee / Board	Type of Decision	Expected Date
Council	None expected	
Executive	None expected	
Community Executive Advisory Board	None expected	
Place making and Innovation Executive Advisory Board	None expected	
Overview and Scrutiny	None expected	
Planning	None expected	
Licensing	None expected	
Corporate Governance and Standards	None expected	