

RIBBLE VALLEY BOROUGH COUNCIL

REPORT TO POLICY AND FINANCE COMMITTEE

INFORMATION

Agenda Item No 12

meeting date: 16 JUNE 2015
title: CAPITAL PROGRAMME 2015/16
submitted by: DIRECTOR OF RESOURCES
principal author: ANDREW COOK

1 PURPOSE

- 1.1 To inform members of the schemes which have been approved for inclusion in the capital programme for this committee for the 2015/16 financial year.

2 BACKGROUND

- 2.1 As members will be aware, this committee agreed a proposed three year capital programme for 2015/18 at its meeting on 27 January 2015. As it stood at that time the draft capital programme across all the committees was unaffordable. The proposals have since been reviewed by Budget Working Group and Corporate Management Team in order to arrive at an affordable programme for 2015/16.
- 2.2 Following recommendation by a special meeting of Policy and Finance Committee on 10 February, Full Council considered and approved the three year capital programme for 2015/18 on 3 March 2015.
- 2.3 The recommended capital programme for the three year period 2015/18 totals £2,613,860 for all committees. The total for this committee is £607,650 over the three year life of the programme. £471,400 of this relates to the 2015/16 financial year.

3 CAPITAL PROGRAMME 2015/16 – APPROVED SCHEMES

- 3.1 Four approved schemes make up the 2015/16 capital programme for this committee, totalling £471,400, and are shown in the table below.

Scheme	Budget for 2015/16 £
Clitheroe Townscape Scheme	115,000
Council Offices – Re-roofing Scheme	167,500
Council Offices - Replacement of Original Windows and Rooflights	88,900
<u>Budget moved from 2014/15</u>	
Economic Development Initiatives	100,000
Total – Policy and Finance Committee	471,400

- 3.2 The Clitheroe Townscape and Council Offices Re-roofing schemes, totalling £282,500, are previously approved schemes.

- 3.3 The Council Offices Replacement of Original Windows and Rooflights scheme, totalling £88,900, is a newly approved scheme for 2015/16. It has been programmed for 2015/16 to match the timing of the Council Offices Re-roofing scheme. This will minimise disruption to users of the Church Walk offices and avoid additional scaffolding costs.
- 3.4 The Economic Development Initiatives scheme, £100,000, has been moved from 2014/15 to 2015/16. The budget was set up to provide support for economic development whenever appropriate opportunities arise. No such opportunities have arisen in 2014/15 so the budget has been moved into 2015/16.
- 3.5 The detailed information for each scheme is shown in **Annex 1**.
- 3.6 There has been no slippage from the 2014/15 into the 2015/16 capital programme for this committee.
- 3.7 During the year, responsible officers will complete and update capital monitoring sheets for each scheme, which will be reported quarterly to members to give an indication of progress.
- 4 CONCLUSION
- 4.1 This committee has a capital programme for 2015/16 of £471,400. The programme consists of four schemes.
- 4.2 There has been no slippage from the 2014/15 into the 2015/16 capital programme for this committee.

SENIOR ACCOUNTANT

DIRECTOR OF RESOURCES

CM28-15/AC/AC
29 MAY 2015

For further background information please ask for Andrew Cook.

BACKGROUND PAPERS – None

POLICY AND FINANCE COMMITTEE
New Schemes Approved for the 2015/16 Capital Programme

Clitheroe Townscape Scheme

Service Area: Regeneration Services

Head of Service: Colin Hirst & Adrian Harper

Brief Description:

The bid is a council contribution to support the uplift of the Clitheroe Townscape, to include elements of the frontage of the buildings, the highway and features of the public realm. This would be a multi-agency approach involving LCC as Highways Authority and RVBC as a co-ordinating body, with the potential to seek third party funding from the Heritage Lottery Fund and other external partners.

Overriding aim/ambition that the scheme meets:

To protect and enhance the existing environmental quality of our area.

Government or other imperatives to the undertaking of this scheme:

The council has an obligation under its conservation duties to keep under review and prepare schemes to enhance its conservation areas. This project will help deliver that duty. The scheme also serves to deliver key strands of the council's adopted masterplan for Clitheroe.

Improving service performance, efficiency and value for money:

This scheme will enable the delivery of key outcomes for both service areas. It will act as part of the funding package drawing in targeted support from other agencies and acting as pump priming and potential match for other funding proposals to maximise the benefit of the Council's investment.

Consultation:

The masterplan was developed with widespread public participation. Discussions with the LCC team responsible for Clitheroe have been undertaken. The scheme has been developed across council service areas. There will be ongoing opportunities to pursue other external sources of funding to either enhance or reduce the council's capital contribution.

Start Date, duration and key milestones:

Anticipated design work: April 2015.

Anticipated start on site: May 2015

POLICY AND FINANCE COMMITTEE
New Schemes Approved for the 2015/16 Capital Programme

Financial Implications – CAPITAL:

Breakdown	2015/16 £
Contractors	100,000
Equipment/Materials	10,000
Internal Staff Salaries	5,000
Total Capital Costs	115,000
Sources of Funding	
LCC (<i>subject to confirmation</i>)	-60,000
Earmarked Reserves	-7,000
Total External Funding	-67,000
NET COST TO THE COUNCIL	48,000

Financial Implications – ANNUAL REVENUE:

Breakdown	£
Existing Service – no change	-

Useful economic life:

Not applicable

Additional supporting information:

The project is consistent with the LCC environment directorate commissioning plan for Ribble Valley. There will be ongoing liaison with LCC over capital investment and the amount of LCC funding together with other external sources of funding may change. This will be kept under review.

Impact on the environment:

The scheme is an environmental enhancement scheme. Contractors would be required to ensure sustainable methods of construction and sources of materials.

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New Schemes Approved for the 2015/16 Capital Programme

Risk:

- **Political:** *The scheme would support the Council's corporate ambitions and priorities.*
- **Economic:** *The scheme would support the attractiveness of Clitheroe as a tourist destination and enhance the commercial attractiveness of the centre providing growth opportunities for local businesses.*
- **Sociological:** *People appreciate nice surroundings.*
- **Technological:** *Opportunities to utilise new technology in delivering the contracts.*
- **Legal:** *The scheme will support the Council's statutory duties.*
- **Environmental:** *The scheme will deliver environmental enhancements.*

ADDITIONAL NOTE – The funding shown on this scheme has been updated to reflect capital financing approved by Full Council on 3 March 2015

POLICY AND FINANCE COMMITTEE
New Schemes Approved for the 2015/16 Capital Programme

Council Offices – Re-roofing Scheme

Service Area: Engineering Services

Head of Service: Adrian Harper

Brief Description:

As the appearance of the Council Offices forms the first impression to any visitors or residents of the borough, it is essential that they are maintained to a high standard. This needs to reflect the Council's efforts to continually provide and improve outstanding services to the residents of the Borough and provide a comfortable working environment for its employees.

Overall the building is in a fair external condition, however it is noted that since construction in 1980 only minor repairs to the roof have been carried out. Due to the general life expectancy of fixing nails being approximately 15-20 years before they start to suffer from corrosion, causing slipped, missing and damaged slates that can result in water ingress and additional internal damages it is recommended that the roof be re-slatted.

Following the survey of the office roof, in October 2013, it has been noted that there are a number of slipped slates, missing slates and lead tie fixings already present on the roof, this suggesting that corrosion of the current fixings is present.

It is recommended that the roof be stripped back (with a high percentage of the slates stored and re-used) and a breathable felt installed with new battens and nail fixings. This will also provide some additional protection to the internals of the building, as an additional protective layer in the breathable felt will direct any penetrating water into the gutters.

The scheme would involve the provision of scaffolding with a 4 phased programme to involve, stripping off all existing slates and battens, storing any undamaged slates for reuse, supply and fit breathable roofing felt with new soft wood treated battens, supply and install new insulation and re-fix slates.

Overriding aim/ambition that the scheme meets:

- To be a well-managed Council.
- To help make people's lives safer and healthier.
- To protect and enhance the existing environmental quality of our area.

Government or other imperatives to the undertaking of this scheme:

CDM Regulations will be applicable. Health and Safety at Work Act 1974.

If the scheme wasn't carried out the roof condition will continue to deteriorate and potentially lead to ingress of water causing damage to interior finishes and potentially hazardous to users of the building. Furthermore, the risk of a slipped roof slate falling and hitting a member of the public is increased with each year that passes. The risk of this is prosecution, unlimited fine and potentially a case of corporate manslaughter. This risk should be managed.

Improving service performance, efficiency and value for money:

The renewal of the roof covering would provide the opportunity to install a breathable membrane, potentially providing additional protection from water ingress, and would prevent damage to ceiling tiles and roof structure reducing the costs of redecoration and replacement of tiles. The individually expensive repairs to the roof to address slipped tiles would also be avoided.

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New Schemes Approved for the 2015/16 Capital Programme

Consultation:

Feedback has been received from staff including heads of service in relation to water ingress. The areas affected have included: level D reception area, level B reception, John Heap's office and John Macholc's office.

Start date, duration and key milestones:

April 2015: Tender and undertake programme of works

June 2015: Commencement of works

August 2015: Completion and start

Financial Implications – CAPITAL:

Breakdown	2015/16 £
Contractors	165,000
Internal Staff Salaries	2,500
TOTAL	167,500

Financial Implications – ANNUAL REVENUE:

Breakdown	£
Existing Service – no change	-

Useful economic life:

It is assumed that the roof fixings will continue to deteriorate and will cause damage to the roof structure and internal areas of the offices over the next 10 years. If the works were to be carried out it would increase the functional lifespan of the offices by 25 – 30 years. If this work is not undertaken it is likely that the speed and the scale of the deterioration of the roof will accelerate. It is expected that it will increase as follows:

- 2015 - 25 Slipped and missing slates. Moderate water ingress.
- 2016 - 40 Slipped and missing slates. Moderate water damage.
- 2017 - 90 Slipped and missing slates. Significant water damage.

The necessary repair works, which can only be classed as a temporary measure before complete replacement of the roof, would have considerable cumulative revenue costs.

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New Schemes Approved for the 2015/16 Capital Programme

Additional supporting information:

A condition survey of the roof was undertaken in October 2013 and has highlighted the following areas of concern:

- Cement verges cracked with mortar missing.
- Approximately 25No. Slipped slates to all roof slopes.
- Approximately 70No. lead ties visible to all roof slopes.
- Ridge tiles require re-bedding due to missing and cracked mortar.
- Staining to ceiling tiles in several areas of the offices.

Impact on the environment:

N/A

Risk:

- **Political:** *Potential loss of reputation resulting from roof slates hitting a pedestrian.*
- **Economic:** *The long term benefits of investing in maintaining our buildings reduces potential defects and reduces long-term expenditure.*
- **Sociological:** *N/A*
- **Technological:** *The latest materials, including improved insulation will be specified as part of the re-roofing and should result in long term cost savings.*
- **Legal:** *Legislation in relation to health and safety and injuries to the general public caused by failing roof coverings may result in claims against the Council if this work is not carried out. This includes corporate manslaughter legislation.*
- **Environmental:** *Materials with a high recycled content will be specified where possible.*

POLICY AND FINANCE COMMITTEE
New Schemes Approved for the 2015/16 Capital Programme

Church Walk Council Offices – Replacement of Original Windows and Rooflights

Service Area: Council offices

Head of Service: Adrian Harper

Brief Description:

This is a resubmission of a scheme that was submitted in 2013.

The aim of this scheme is to replace the remaining original timber framed windows and rooflights in the Church Walk Council Offices.

The timber beading that surround the glass panels in the original windows are deteriorating, in some cases have detached from the frames. This has the potential to present a health and safety risk to members of public and staff which use the car parks below. Some of the windows are ill fitting and allow draughts and leaks. A number of the roof lights exhibit water ingress and have reached their renewal point.

Over the last two years five windows and three roof lights have been replaced as part of a planned maintenance programme (from revenue funding). As the windows and roof lights are of the same age, they have reached a similar stage of deterioration. There are 57 windows and 9 rooflights that have not yet been replaced. It is noted that it would take around 25 years to replace all of the windows under the current revenue funded maintenance approach. Hence the resubmission of this application for capital funding for an accelerated replacement programme.

The replacement of the frames can be undertaken from inside the building without the need for an external scaffold but there will be considerable disruption to the normal office works to allow the contractors access to the windows, even allowing for a proportion of the works to be undertaken outside normal office working hours.

Note that the erecting of an external scaffold to the building to assist with the installation of the windows and roof lights would cost an estimated additional £20,000 (not included in the bid figure). The availability of the scaffold when replacing the windows would however result in:-

- a) some reduction in the tender price for the actual installation works
- b) a reduction in the disruptions and interference that the works would cause to the Council's normal working practices within the offices.

It is difficult at this stage to quantify the net additional cost of the scaffold.

NOTE:

1. Included in the 2015 /16 capital programme is the replacement of the roof to the Church Walk offices. This project includes the provision of scaffold to the elevations of the building and this facility, with little modification, could be utilised to assist with the window replacement works if the timing of the two projects is suitably adjusted.

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New Schemes Approved for the 2015/16 Capital Programme

Options for aligning the two schemes are to:-

- a) delay the replacement of the roof until 2017/18 (2 year delay) to match the proposal outlined on this bid form for a window replacement also in 2017/18 . This option is not recommended as the roof is showing signs of failure, i.e.- slipping and loose slates
- b) delay the replacement of the roof by 1 year to 2016/17 and to advance the window replacement by 1 year to 2016/17
- c) advance the windows by 2 years to 2015/16 to match the timescale of the existing approved bid for the roof. **THIS IS THE OPTION APPROVED BY FULL COUNCIL ON 3 MARCH 2015.**

Overriding aim/ambition that the scheme meets:

- To be a well-managed council.
- To help make people's lives safer and healthier.

Government or other imperatives to the undertaking of this scheme:

CDM Regulations will be applicable. Health and Safety at Work Act 1974.

Improving service performance, efficiency and value for money:

The scheme will improve the thermal efficiency of the Council Offices and therefore potentially result in reduced gas consumption, heating costs and associated carbon emissions.

Consultation:

Corporate Management Team have been informed of the replacement of roof lights (CMT report 3rd July 2013 Item 3).

Start date, duration and key milestones:

April 2015: Specify and Tender.

June 2015: Commencement of works.

August 2015: Completion.

Financial Implications – CAPITAL:

Breakdown	2015/16 £
Contractors (NB includes £2,500 for the 2016/17 financial year)	86,400
Internal Staff Salaries	2,500
TOTAL	88,900

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New Schemes Approved for the 2015/16 Capital Programme

Financial Implications – ANNUAL REVENUE:

Breakdown	£
Premises Related Costs	-500
Total Estimated <u>Annual</u> SAVING	-500
Estimated Lifespan	15 years
Net Total Estimated <u>Lifetime</u> SAVING	-7,500

Useful economic life:

The new windows and roof lights are expected to last between 15 and 20 years.

Additional supporting information:

N/A

Impact on the environment:

Whenever possible we will specify timber from a sustainable source, and materials with a high recycled content.

We will ask the contractors to sort and recycle any waste materials.

Risk:

- Political: N/A
- Economic: N/A
- Sociological: N/A
- Technological: N/A
- Legal: N/A
- Environmental: N/A

ADDITIONAL NOTE – This bid was put forward for the 2017/18 financial year. It has been brought forward to 2015/16 to run alongside the Council Offices re-roofing scheme

POLICY AND FINANCE COMMITTEE
New Schemes Approved for the 2015/16 Capital Programme

Economic Development Initiatives

Service Area: Regeneration

Head of Service: Colin Hirst

Brief Description:

The project is to establish a general source of pump-priming and pre-investment funding to support the delivery of the Council's economic priorities. The bid particularly seeks to support our high growth sectors in the provision of land and premises or tourism infrastructure where applicable. The Council needs to be able to develop and respond to initiatives that will support delivery of business growth. In order to develop schemes, funding needs to be available to undertake works in areas such as valuation and feasibility assessments, due-diligence, initial planning and design work. As projects progress funding needs to be available to support acquisition, marketing and development. Specific funding for land or premises would be the subject of separate bids as required.

Early projects include identifying options to deliver employment land, schemes to support high growth business opportunities and necessary infrastructure to support our rural business base including Tourism.

Overriding aim/ambition that the scheme meets:

To sustain a strong and prosperous Ribble Valley.

Government or other imperatives to the undertaking of this scheme:

This bid supports the Government's growth aspirations and the emerging joint working with partner Lancashire districts and the LEP.

Improving service performance, efficiency and value for money:

The funding will enable a range of potential projects to be brought forward to address the Council's agreed aims and objectives. Specialist resources will be commissioned as necessary or to add to delivery capacity within the Council. In regard to sites it could be anticipated that either an asset would be realised with enhanced value if disposed or would generate an income stream for the Council depending upon the nature of the scheme.

Consultation:

Specific schemes would be subject to member agreement and public consultation as appropriate. Schemes would be consistent with the Council's Economic Development Strategy and Town Centre Action Plans that have been subject to consultation. The project will also support delivery of the adopted Community Strategy and the Local Development Framework, both of which have the benefit of widespread community consultation.

Start Date, duration and key milestones:

Key milestones would depend upon the individual projects developed.

POLICY AND FINANCE COMMITTEE
New Schemes Approved for the 2015/16 Capital Programme

Financial Implications – CAPITAL:

Breakdown	2015/16 £
Total	100,000

Financial Implications – ANNUAL REVENUE:

Breakdown	£
Unspecified - General revenue costs would be anticipated to be contained within existing budgets	-

Useful economic life:

Dependent upon the nature of the project.

Additional supporting information:

None.

Impact on the environment:

Schemes would be expected to make a positive contribution to the environment to deliver Sustainable Development.

Risk:

- **Political:** *The Council has stated its intentions to support our local economy and deliver economic growth.*
- **Economic:** *The bid is targeted towards economic development initiatives and supports the government's growth agenda.*
- **Sociological:** *A strong local economy underpins a strong society and provides the means to deliver on all aspects of the Council's priorities.*
- **Technological:** *Initiatives can support High Growth Knowledge and Advanced Manufacturing sectors.*
- **Legal:** *The Council will need to undertake enhanced due-diligence steps in connection with some projects.*
- **Environmental:** *Projects will support the delivery of Sustainable Development and the Council's ambitions to safeguard the qualities of the local environment through appropriate site provision.*

ADDITIONAL NOTE – This scheme has been moved back from 2014/15 to 2015/16, as no appropriate economic development opportunities were identified to fit funding from this scheme in 2014/15