

## RIBBLE VALLEY BOROUGH COUNCIL REPORT TO PLANNING AND DEVELOPMENT COMMITTEE

Agenda Item No 8

meeting date: 31 OCTOBER 2019  
 title: CAPITAL MONITORING 2019/20 AND CAPITAL PROGRAMME REVIEW  
 AND NEW BIDS  
 submitted by: DIRECTOR OF RESOURCES  
 principal author: ANDREW COOK

### 1 PURPOSE

- 1.1 To provide members with information on the progress of this Committee's 2019/20 capital programme, for the period to the end of September 2019.
- 1.2 In addition, the outcome of the review of this Committee's capital programme for 2020/21 to 2024/25 is reported to members.
- 1.3 Relevance to the Council's ambitions and priorities:
  - Community Objectives – none identified.
  - Corporate Priorities – to continue to be a well-managed council, providing efficient services based on identified customer need.
  - Other considerations – none identified.

### 2 2019/20 CAPITAL PROGRAMME BACKGROUND

- 2.1 One new capital scheme for this Committee, totalling £14,500, was approved by the Special Policy and Finance Committee and Full Council at their meetings in February 2019 and March 2019 respectively.
- 2.2 There was one 2018/19 capital scheme that was not completed by 31 March 2019 and had unspent budget of £26,420 available at that date. The unspent budget is known as slippage. This slippage was transferred into the 2019/20 capital programme budget, after approval by this Committee in May 2019.
- 2.3 The Primrose Lodge Blue and Greenway Project, totalling £324,920, was initially approved by this Committee in November 2018, subject to the two key trigger points for payments being met. The scheme has now been added to this Committee's capital programme in 2019/20, as the first key trigger point has been met.
- 2.4 As a result of the above, the total approved budget for this Committee's capital programme of three schemes is £365,840. This is shown at Annex 1.

### 3 CAPITAL MONITORING 2019/20

- 3.1 The table below summarises this Committee's capital programme budget, expenditure to date and variance, as at the end of September 2019. Annex 1 shows the full capital programme by scheme. Annex 2 shows scheme details, financial information and budget holder comments to date for each scheme.

Original Estimate 2019/20 £	Budget Moved from 2018/19 £	Slippage from 2018/19 £	Additional Approvals 2019/20 £	Total Approved Budget 2019/20 £	Actual Expenditure including commitments as at end of September 2019 £	Variance as at end of September 2019 £
<b>14,500</b>	<b>0</b>	<b>26,420</b>	<b>324,920</b>	<b>365,840</b>	<b>182,210</b>	<b>-183,630</b>

3.2 At the end of September 2019 £182,210 had been spent or committed. This is 49.8% of the annual capital programme budget for this Committee.

3.3 Progress to date on this Committee's three capital schemes is as follows:

- **Primrose Lodge Blue and Greenway Project (-£142,710):** The first key trigger point has been met in relation to the costs of de-silting works at Primrose Lodge and the Council paid a contribution of £182,210 to Ribble Rivers Trust in September 2019. The Trust have confirmed that the fish pass element of the project is now underway and they are aiming to complete those works by Easter 2020. Given the sums involved in that element of the project, there is a strong possibility that the Council may pay the second and final contribution of £142,705 before financial year-end. This is subject to the fish pass work not being delayed.
- **Introduction of Planning Portal Link to the Planning Application System and Planning System Update (-£26,420):** This scheme is on hold awaiting the outcome of the wider process review in the Planning section. The current elements included in this capital scheme need to be compatible with the functionality of the Planning system going forwards and may change as a result of the wider process review. As a result, it is unlikely that this scheme will be completed in-year.
- **Replacement of Plotter/Copier in the Planning Section (-£14,500):** This scheme is on hold awaiting the outcome of the wider process review in the Planning section. The changed plotting/copying requirements in the Planning section will be considered alongside the wider review. As a result, it is unlikely that this scheme will be completed in-year.

#### 4 REVIEW OF THE CAPITAL PROGRAMME AND NEW BIDS

4.1 In the current cycle of meetings service committees are receiving reports on the review of the existing capital programme and on any new bid submissions that have been received. The reports cover the period 2020/21 to 2024/25.

4.2 For this Committee there is no existing capital programme and also to date no new bids have been submitted. As a result, this Committee has not received a separate report on the future capital programme.

4.3 However, members may wish to consider any capital bid suggestions that they may wish to make at this stage.

#### 5 CONCLUSION

5.1 At the end of September 2019 £182,210 had been spent or committed. This is 49.8% of the annual capital programme budget for this Committee.

5.2 One scheme is currently on track to be completed in-year and two schemes are on hold, awaiting the result of a wider Planning system process review before any progress can be made. At this stage, it is unlikely that these two schemes will be completed in-year.

5.3 For this Committee there is no existing capital programme for 2020/21 to 2023/24 and also to date no new bids have been submitted for 2024/25.

SENIOR ACCOUNTANT

DIRECTOR OF RESOURCES

PD12-19/AC/AC  
21 October 2019

12-19pd

## Planning and Development Committee - Capital Programme 2019/20

Cost Centre	Scheme	Original Estimate 2019/20 £	Budget Moved from 2018/19 £	Slippage from 2018/19 £	Additional Approvals 2019/20 £	Total Approved Budget 2019/20 £	Actual Expenditure including commitments as at end of September 2019 £	Variance as at end of September 2019 £
PLOTT	Replacement of Plotter/Copier in the Planning Section	14,500	0	0	0	14,500	0	-14,500
PLANN	Introduction of Planning Portal Link to the Planning Application System and Planning System Update	0	0	26,420	0	26,420	0	-26,420
PRMLG	Primrose Lodge Blue and Greenway Project	0	0	0	324,920	324,920	<b>182,210</b>	-142,710
<b>Total Planning and Development Committee</b>		<b>14,500</b>	<b>0</b>	<b>26,420</b>	<b>324,920</b>	<b>365,840</b>	<b>182,210</b>	<b>-183,630</b>

## Planning and Development Committee – Capital Programme 2019/20

### Replacement of Plotter/Copier in the Planning Section

Service Area: Planning Services

Submitted by: John Macholc

#### Brief Description of the Scheme:

The bid is for a replacement 44" wide colour printer/copier/scanner.

The current printer/copier/scanner was purchased in the financial year 2012/13 at a cost of £11,896.

It is well used to capacity by the Planning section and other sections around the building and as such will benefit from replacement for a more modern model in the financial year 2019/2020.

#### Revenue Implications:

Annual maintenance costs have been quoted at £800. There is already a budget allowed for in the base budget for the annual maintenance of the current printer/copier/scanner.

#### Timescale for Completion:

September 2019.

#### Capital Cost:

	£	Actual Expenditure including commitments as at end of September 2019 £	Variance as at end of September 2019 £
Total Approved Budget 2019/20	14,500	0	-14,500
ANTICIPATED TOTAL SCHEME COST	14,500		

#### Progress – Budget Holder Comments:

**September 2019:** This scheme is on hold awaiting the outcome of the wider process review in the Planning section. The changed plotting/copying requirements in the Planning section will be considered alongside the wider review. As a result, it is unlikely that this scheme will be completed in-year.

**July 2019:** The plotting/copying requirements in the Planning section have changed since this capital bid was submitted. The Planning section will review the needs of the section, in consultation with Building Control, and with the process review currently underway before going ahead or not with the purchase of a replacement (see comments in relation to the Introduction of Planning Portal Link to the Planning Application System and Planning System Update scheme). The proposed changes from the process review will be reported to CMT by January 2020 and then to a future meeting of this Committee.

## Planning and Development Committee – Capital Programme 2019/20

### Introduction of Planning Portal Link to the Planning Application System and Planning System Update (Slippage)

Service Area: Planning Services

Submitted by: John Macholc

#### Brief Description of the Scheme:

**Planning Portal Link** - Introduction of a software link and associated hardware to enable a link between the external facing Planning Portal and the back office planning system for processing and inputting of planning applications. All application documents entered into the Planning Portal will be automatically transferred to the Council's Planning system.

**Planning System Update** – Additional upgrades/modules added to the Planning System to allow:

- Planning documents to be scanned onto the in-house Planning System and then stored and viewed electronically on the Planning system.
- Planning documents available in real time for public access via the internet.

The proposal is to implement these system changes in 2016/17 to allow service improvements to be implemented as soon as possible. This would involve some additional server space being obtained before the new Council-wide ICT infrastructure refresh is implemented in 2017. The system changes are:

- Planning portal integration software and installation.
- Consultant costs to facilitate the M3 to Engage migration.
- Additional server space – likely purchase of a reconditioned server.
- Fast scanner purchase.
- EDRM document management upgrade with consultant input.
- Purchase of public access module.

The Council's Northgate M3 planning system will be migrated across to the Northgate Engage system in the next twelve months and it is proposed to make these changes when the transfer takes place.

#### Revenue Implications:

Breakdown	£
Supplies and services – <i>Planning portal support costs and EDRM extra licensing costs</i>	2,300
<b>Total Estimated <u>Annual</u> COSTS</b>	<b>2,300</b>
Estimated Lifespan	Up to 10 years
<b>Total Estimated <u>Lifetime</u> COSTS</b>	<b>23,000</b>

#### Original Timescale for Completion:

2016/17

## Planning and Development Committee – Capital Programme 2019/20

### Capital Cost:

	£	Actual Expenditure including commitments as at end of September 2019 £	Variance as at end of September 2019 £
Original Estimate 2019/20	0		
Slippage from 2018/19	26,420		
Total Approved Budget 2019/20	26,420	0	-26,420
Actual Expenditure 2016/17	0		
Actual Expenditure 2017/18	0		
Actual Expenditure 2018/19	3,775		
<b>ANTICIPATED TOTAL SCHEME COST</b>	<b>30,195</b>		

### Progress - Budget Holder Comments

**September 2019:** This scheme is on hold awaiting the outcome of the wider process review in the Planning section. The current elements included in this capital scheme need to be compatible with the functionality of the Planning system going forwards and may change as a result of the wider process review. As a result, it is unlikely that this scheme will be completed in-year.

**July 2019:** The computerised system currently used within both the Planning and Building Control services is overdue to be upgraded and the upgrade is needed to facilitate the introduction of the Planning Portal. However, a review of how the upgraded software can be used to improve the efficiency and effectiveness of the service is currently underway. The proposed changes to the processes within the service and associated software costs will be reported to CMT by January 2020 and then to a future meeting of this Committee. The current elements included in this capital scheme need to be compatible with the functionality of the Planning system going forwards and may change as a result of the wider process review. Given that, this scheme is now on-hold awaiting the outcome of the review.

**March 2019:** There has been 2018/19 spend on IT consultant input to complete the Planning Portal Update, prior to installing the Planning Portal Link, and to begin the M3 to Engage migration. Protracted communication with the service provider has led to delay in implementation of an update in the current system which has resulted in a lack of progress.

**November 2018:** The Head of Planning Services and ICT Manager have agreed to implement the Planning Portal integration into the current version of the system as soon as possible and to then look at migrating the whole system to Assure and completing the planning system update. Some expenditure is expected prior to the end of the financial year, but the scheme will not be completed within the 2018/19 financial year.

**September 2018:** The Director of Economic Development and Planning, Head of Planning Services and ICT Manager are to meet with the software supplier on 1 November to investigate the functionality that the M3 / Assure system will provide going forward. Based on the outcome of that meeting a decision will be made on how this scheme will be progressed.

**July/August 2018:** The Local Land Property Gazetteer and Planning integration has now been completed, so the Council's ICT team are in discussions with the software supplier on the approach, timings and revised costings for the Planning Portal Link and Planning System Update work. In addition, the scheme approach will be reviewed by the new Director, together with the Head of Planning and the ICT Manager.

**Planning and Development Committee – Capital Programme 2019/20**

**March 2018:** Officers are waiting to complete the implementation of the Local Land Property Gazetteer and Planning integration, which is expected to be completed by May 2018, before commencing work on the Planning Portal and Planning System upgrade. The Planning Portal link will be implemented first followed by the Planning / Building Control System upgrade, which are expected to be completed in the financial year 2018/19.

**November 2017:** The latest position on scheme progress is as follows:

- Full Planning Portal integration is waiting for the integration of the current Planning system and National Land and Property Gazetteer. This integration is in progress and is now at testing stage. Once testing is completed, Planning Portal integration will begin.
- Given that the software supplier has confirmed it will be twelve months before the whole M3 planning system will be migrated over to Assure, ICT and the Head of Planning have agreed to proceed with partial migration and upgrade to Assure once the Planning Portal integration work has been completed. This will allow the Planning department to take advantage of some of the new functionality offered from partial migration.
- We are awaiting the software supplier to confirm the server hardware and software requirements for the updated system. After that, ICT will then provide the additional server space on the new infrastructure, which will provide more resilience to the system and tie in with the Council's current backup and recovery strategy.

**September 2017:** The progress of the scheme has been reviewed by the Head of Planning Services and ICT, including an update from the software supplier:

- Full planning portal integration is waiting for ICT and the software supplier to finish implementation of integration of the current Planning system and National Land and Property Gazetteer.
- We are waiting for the software supplier to confirm the server hardware and software requirements for the updated system. After that, ICT will then provide the additional server space on the new infrastructure which will provide more resilience to the system and tie in with the Council's current back up and recovery strategy.
- The software supplier has said it will be 12 months before the whole M3 planning system will be migrated over to Assure. Some partial migration could take place in the interim to take advantage of some of the new functionality offered. The Head of Planning Services and ICT will consider whether we opt for partial integration in the interim or wait for the software supplier to complete the whole migration of their software to the new platform.

Given this, the scheme will not be able to be fully implemented within this financial year.

**July 2017:** A quote has been received for the planning portal integration software installation element of the scheme and this installation will be planned in shortly. In addition, the corporate ICT infrastructure refresh scheme is now complete, so IT can consider whether the additional server space element of the scheme is still required. However, the planning system software provider has not yet completed writing the scripts for the planning system update from the Engage system to the Assure system. This means that no progress can be made at this stage on the M3 to Engage migration, fast scanner, EDRM document management upgrade and Public Access module elements of the scheme.

**March 2017:** The planning system software provider has not yet completed writing the scripts for the planning system update from the Engage system to Assure system, so this element of the scheme cannot be completed yet. In addition, the Council is currently installing new and increased server capacity as part of a corporate ICT infrastructure refresh scheme, which may or may not negate the purchase of additional server space planned for this scheme. Officers have therefore decided not to implement all elements of this scheme until the ICT infrastructure refresh scheme is completed and the software provider has written the planning system update scripts.

**November 2016:** No spend on the scheme. Officers are still waiting confirmation from the software supplier of when the initial on-site assessment for the scheme will be carried out. A scheme implementation timeline will be agreed following this assessment. At this stage, the aim is still to complete the scheme by the end of the financial year, but this is dependent on the availability of software supplier consultant input.

**Planning and Development Committee – Capital Programme 2019/20**

**September 2016:** Awaiting confirmation from the software supplier of when the initial on-site assessment for the scheme will be carried out. A scheme implementation timeline will be agreed following this assessment. At this stage, the aim is to complete the scheme by the end of the financial year, but this is dependent on the availability of software supplier consultant input.

**August 2016:** The scheme implementation and procurement plan is to be worked up between Planning and ICT. At this stage, the aim is to complete the scheme by the end of the financial year.



## Planning and Development Committee – Capital Programme 2019/20

### Primrose Lodge Blue and Greenway Project (Additional Approval)

Service Area: Planning Services

Submitted by: Nicola Hopkins/John Macholc

#### Brief Description of the Scheme:

This scheme is for the release of section 106 contributions, received by the Council, for the restoration, remediation and regeneration of Primrose/Mearley Lodge. The contributions from the Council will form one part of the funding for a project being undertaken by the Ribble Rivers Trust at Primrose/Mearley Lodge, which includes three main elements of works:

- De-silting.
- Construction of a fish pass.
- Construction of footpaths, bridges and a viewing platform.

The contributions are only paid by the Council at two key trigger points of delivery on the three main elements of the project. The Council's contributions were approved by the Planning and Development Committee in November 2018, subject to the two key trigger points being met.

The scheme has now been added to this Committee's capital programme, as the first key trigger point has been met.

#### Revenue Implications:

None.

#### Timescale for Completion:

2019/20.

#### Capital Cost:

	£	Actual Expenditure including commitments as at end of September 2019 £	Variance as at end of September 2019 £
Original Estimate 2019/20	0		
Additional Approval 2019/20	324,920		
Total Approved Budget 2019/20	324,920	182,210	-142,710
<b>ANTICIPATED TOTAL SCHEME COST</b>	<b>324,915</b>		

**Planning and Development Committee – Capital Programme 2019/20****Progress – Budget Holder Comments:**

**September 2019:** The first key trigger point has been met in relation to the costs of de-silting works at Primrose Lodge and the Council paid a contribution of £182,210 to Ribble Rivers Trust in September 2019. The Trust have confirmed that the fish pass element of the project is now underway and they are aiming to complete those works by Easter 2020. Given the sums involved in that element of the project, there is a strong possibility that the second key trigger point will be met before the end of the fish pass work and that the Council may pay the second and final contribution of £142,705 before financial year-end. This is subject to the fish pass work not being delayed.