

Finance, Innovation & Property Advisory Board

8 January 2020

Capital Plan Review 2019/20

Annex 1 - 3

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Capital Plan: List A Service Summary									
	Expenditure To 31/03/19	2019/20 Estimate inc Prior Year Slippage	2020/21 Estimate	2021/22 Estimate	2022/23 Estimate	2023/24 Estimate	2024/25 Estimate	2025/26 Estimate	Scheme Total
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
Capital Plan Schemes									
Planning, Housing & Environmental Health	0	1,555	755	155	155	155	155	155	3,085
Street Scene, Leisure & Technical Services	235	2,881	432	636	143	1,263	159	159	5,908
Corporate	271	280	30	90	30	30	30	30	791
Sub-total	506	4,716	1,217	881	328	1,448	344	344	9,784
Capital Renewals									
Planning, Housing & Environmental Health	n/a	24	0	0	0	13	0	0	37
Street Scene, Leisure & Technical Services	n/a	533	923	287	576	389	402	304	3,414
Corporate	n/a	496	376	182	280	137	384	385	2,240
Sub-total	n/a	1,053	1,299	469	856	539	786	689	5,691
Total	506	5,769	2,516	1,350	1,184	1,987	1,130	1,033	15,475

Capital Plan: List A Planning, Housing and Environmental Health									
	Expenditure To 31/03/19	2019/20 Estimate inc Prior Year Slippage	2020/21 Estimate	2021/22 Estimate	2022/23 Estimate	2023/24 Estimate	2024/25 Estimate	2025/26 Estimate	Scheme Total
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
Capital Plan Schemes									
Housing	0	1,530	755	155	155	155	155	155	3,060
Environmental Health	0	25	0	0	0	0	0	0	25
Sub-total	0	1,555	755	155	155	155	155	155	3,085
Capital Renewals	n/a	24	0	0	0	13	0	0	37
Total Planning, Housing and Environmental Health	0	1,579	755	155	155	168	155	155	3,122

Capital Plan: List A Planning, Housing and Environmental Health											
	Code	Expenditure To 31/03/19	2019/20 Estimate inc Prior Year Slippage	2020/21 Estimate	2021/22 Estimate	2022/23 Estimate	2023/24 Estimate	2024/25 Estimate	2025/26 Estimate	Scheme Total	
		£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	
Housing											
(a) Disabled Facility Grants											
(i)	Mandatory Grants Less repayments	P03AC	n/a	1,140 (13)	1,161 (10)	1,161 (10)	1,161 (10)	1,161 (10)	1,161 (10)	1,161 (10)	8,106 (73)
(ii)	Discretionary Grants	P03AT	n/a	0							0
(iii)	Government Grant		n/a	(1,127)	(1,026)	(1,026)	(1,026)	(1,026)	(1,026)	(1,026)	(7,283)
	Sub-total		n/a	0	125	125	125	125	125	125	750
(b)	Housing Assistance Less repayments	P03AD	n/a	60 (30)	60 (30)	60 (30)	60 (30)	60 (30)	60 (30)	60 (30)	420 (210)
	Sub-total		n/a	30	30	30	30	30	30	30	210
(c)	Temporary Accommodation Less Developer Contributions	P03AX	1,088 (1,088)	2,000 (500)	600						3,688 (1,588)
			0	1,500	600	0	0	0	0	0	2,100
Total Housing to Summary			0	1,530	755	155	155	155	155	155	3,060

Capital Plan: List A Planning, Housing and Environmental Health		
	Justification	Scheme notes
Housing		
(a) Disabled Facility Grants	<i>Former Corp't Aims & Priorities</i>	<p>Mandatory grant budget in 2019/20 comprises £959,000 approved by Communities & Housing Advisory Board, July 2019 following receipt of the Council's Better Care Fund allocation. The level of demand for mandatory DFGs in the current financial year is such that £41,000 intended for discretionary grants and £140,000 prior year grant underspends is also being applied to fund mandatory grants in 2019/20. The £140,000 prior year grant underspend was intended to support a continuation of associated revenue schemes in 2020/21. As a consequence, grant funding is no longer available to support the West Kent Hospital Discharge Scheme, Handy Person Service or seconded Occupational Therapist beyond March 2020. Over previous presentations the mandatory DFGs budget is increased by £181,000, discretionary budget reduced by £41,000 to nil and Government grant increased by £140,000.</p> <p>Government support in 2020/21 is expected to be at the same level as the current financial year at £1,026,000. The level of demand for mandatory DFGs is also expected to continue at its present rate. Over previous presentations the mandatory DFGs budget is increased by £496,000 and Government grant increased by the same amount. No grant surplus is anticipated for discretionary grants or to support associated revenue schemes in 2020/21.</p> <p>Demand for mandatory DFGs and the level of Government support are expected to continue at the 2020/21 level throughout the remainder of the plan period. Figures for 2021/22 and beyond will be informed by, and may require amendment, once a new multi-year settlement has been determined by Government. Over previous presentations the mandatory DFGs budget is increased by £496,000 and the Government grant increased by the same amount.</p>
(b) Housing Assistance	<i>Former Corp't Aims & Priorities</i>	Budget reviewed by Communities & Housing Advisory Board, July 2016. Gross budget provision reduced from £90,000 to £60,000 per annum. An earmarked reserve has been established to meet any shortfall in assumed grant repayments.
(c) Temporary Accommodation	Cost saving	<p>£1.6m provision to purchase property for temporary accommodation purposes approved Cabinet March 2018. Expenditure in 2018/19 relates to the purchase of six apartments at 47 High Street, Tonbridge. £65,000 has been applied to revenue to fund service charges, ground rents and repairs associated with the property.</p> <p>Budget increased by £1.5m, FIPAB September 2019 and a further £0.6m, Cabinet, October 2019. These additional sums are part funded from the Business Rates Retention Scheme Reserve (£1m) and the Property Fund Investment Reserve (£0.5m).</p>

Capital Plan: List A Planning, Housing and Environmental Health										
	Code	Expenditure To 31/03/19	2019/20 Estimate inc Prior Year Slippage	2020/21 Estimate	2021/22 Estimate	2022/23 Estimate	2023/24 Estimate	2024/25 Estimate	2025/26 Estimate	Scheme Total
		£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
Environmental Health										
(a) Air Quality Monitoring Station	P02EN		25							25
Total Environmental Health to Summary		0	25	0	0	0	0	0	0	25
Capital Renewals										
(b) Environmental Protection Provision for Inflation	P02EBCR01 P02EZ	n/a n/a	24				12 1			36 1
Total Capital Renewals to Summary		n/a	24	0	0	0	13	0	0	37

Capital Plan: List A
Street Scene, Leisure & Technical Services

	Expenditure To 31/03/19	2019/20 Estimate inc Prior Year Slippage	2020/21 Estimate	2021/22 Estimate	2022/23 Estimate	2023/24 Estimate	2024/25 Estimate	2025/26 Estimate	Scheme Total
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
Capital Plan Schemes									
Street Scene	n/a	855	99	106	113	120	129	129	1,551
Leisure									
Larkfield Leisure Centre	113	1,716	300	0	0	0	0	0	2,129
Sports Grounds	4	248	8	0	0	0	0	0	260
Open Spaces	0	5	0	0	0	0	0	0	5
Other Leisure Schemes	95	5	0	0	0	15	0	0	115
Technical Services									
Car Parking	0	48	25	30	30	30	30	30	223
Land Drainage / Flood Defence	23	4	0	500	0	1,098	0	0	1,625
Sub-total	235	2,881	432	636	143	1,263	159	159	5,908
Capital Renewals	n/a	533	923	287	576	389	402	304	3,414
Total Street Scene, Leisure & Technical Services	235	3,414	1,355	923	719	1,652	561	463	9,322

Capital Plan: List A Street Scene, Leisure & Technical Services										
	Code	Expenditure To 31/03/19	2019/20 Estimate inc Prior Year Slippage	2020/21 Estimate	2021/22 Estimate	2022/23 Estimate	2023/24 Estimate	2024/25 Estimate	2025/26 Estimate	Scheme Total
		£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
Street Scene										
(a) Green Waste Bins Growth / Replacement	P02BC	n/a	115	31	31	31	31	31	31	301
(b) Refuse Bins Growth / Replacement	P02DA	n/a	45	61	61	61	61	61	61	411
(c) Containers for new Waste / Recycling Service										
(i) Initial purchase	P02CN		695							695
(ii) Additional take-up / Growth / Replacement	P02CF			7	14	21	28	37	37	144
Total Street Scene to Summary		n/a	855	99	106	113	120	129	129	1,551
Larkfield Leisure Centre										
(d) Ventilation, Boiler and Pool Hall Roof	P05LP	113	1,716	300						2,129
Total Larkfield Leisure Centre to Summary		113	1,716	300	0	0	0	0	0	2,129

Capital Plan: List A
Street Scene, Leisure & Technical Services

	Code	Expenditure To 31/03/19	2019/20 Estimate inc Prior Year Slippage	2020/21 Estimate	2021/22 Estimate	2022/23 Estimate	2023/24 Estimate	2024/25 Estimate	2025/26 Estimate	Scheme Total
Sports Grounds										
(a) Tonbridge School Athletics Track Improvements Less Developer Contributions	P05DC	140 (140)	21 (21)							161 (161)
Sub-total		0	0	0	0	0	0	0	0	0
(b) Racecourse Sportsground Riverside Revetment Less Grants	P05DD	18 (14)	207 (14)							225 (28)
Sub-total		4	193	0	0	0	0	0	0	197
(c) Racecourse Sportsground Rugby Pitch Drainage Less Developer Contributions	P05DE			16 (8)						16 (8)
Sub-total		0	0	8	0	0	0	0	0	8
(d) Racecourse Sportsground Swimming Pool Bridge Less Developer Contributions	P05DN		120 (65)							120 (65)
Sub-total		0	55	0	0	0	0	0	0	55
Total Sports Grounds to Summary		4	248	8	0	0	0	0	0	260

Capital Plan: List A Street Scene, Leisure & Technical Services		
	Justification	Scheme notes
Sports Grounds		
(a) Tonbridge School Athletics Track Improvements	<i>Former Corp't Aims & Priorities</i>	Refurbishment of the existing track which provides community use via agreement with the Council. Developer contribution to be met from the new housing development at Priory Works. Scheme budget increased by £11,000 (2017/18 Capital Plan Review) to progress works to track floodlights to enable use of track throughout the year. Long term Community Use Agreement secured and implemented as a result of the investment. Scheme completed with exception of improvement works to the clubhouse.
(b) Racecourse Sportsground Riverside Revetment	Health & safety	Replace sections of the existing wooden revetment which is failing and causing erosion of the riverbank at Tonbridge Racecourse Sportsground. Scheme is part funded by grant from the Environment Agency. Budget increased by £105,000 following unsuccessful outcome of tender exercise and cost review by the Building and Facilities Manager in liaison with external consultants. Works delayed to enable bridge replacement to be completed first. Works now to take place in early spring 2020.
(c) Racecourse Sportsground Rugby Pitch Drainage	Externally funded	To improve drainage to the rugby pitches at Tonbridge Racecourse Sportsground that are currently subject to regular flooding to maintain and enhance their use. Funded from developer contributions and a virement of £8,000 from the Land Drainage Improvement Programme. Scheme budget reduced by £9,000 and rescheduled to 2019/20 to enable further monitoring of water levels over the winter period. Regrading/levelling works deferred to Autumn 2020.
(d) Racecourse Sportsground Swimming Pool Bridge	Health & safety	Replacement of the metal bridge linking Tonbridge Pool Car Park to the Racecourse Sportsground. New bridge to be installed October/November 2019.

Capital Plan: List A Street Scene, Leisure & Technical Services										
	Code	Expenditure To 31/03/19	2019/20 Estimate inc Prior Year Slippage	2020/21 Estimate	2021/22 Estimate	2022/23 Estimate	2023/24 Estimate	2024/25 Estimate	2025/26 Estimate	Scheme Total
		£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
Open Spaces										
(a) Open Spaces Site Improvements - Phase 2 Less Developer Contributions	P05FV	57 (57)	17 (12)							74 (69)
Sub-total		0	5	0	0	0	0	0	0	5
(b) Haysden Country Park Sewage Treatment Less Developer Contributions	P05FC		130 (130)							130 (130)
Sub-total		0	0	0	0	0	0	0	0	0
Total Open Spaces to Summary		0	5	0	0	0	0	0	0	5
Other Leisure Schemes										
(c) Tonbridge Cemetery / Closed Churchyards Memorial Safety Less Developer Contributions	P05KV	98 (3)	5				15			118 (3)
Sub-total		95	5	0	0	0	15	0	0	115
Total Other Leisure Schemes to Summary		95	5	0	0	0	15	0	0	115

Capital Plan: List A Street Scene, Leisure & Technical Services		
	Justification	Scheme notes
Open Spaces		
(a) Open Spaces Site Improvements Phase 2	<i>Former Corp't Aims & Priorities</i>	Improvements to a number of Public Open Spaces in Tonbridge in response to identified need including public and Member requests. Works completed include Frog Bridge Play Area, Brungers Pond and surfacing of play area at St Philips Church. Provision in 2019/20 to undertake improvements at Woodland Walk to paths, signage and coppicing. Scheme funded from developer contributions and budget increase of £5,000 by virement from the Memorial Safety provision .
(b) Haysden Country Park Sewage Treatment	Legislative requirement	To replace the existing Haysden Country Park sewage facility to meet current customer demand and environmental requirements. Scheme budget increased by £55,000 to £130,000 following receipt of tenders. Original budget based on quotations for an under specified sewage treatment facility. Scheme funded in full from developer contributions. Works will be completed in Spring 2020.
Other Leisure Schemes		
(c) Tonbridge Cemetery / Closed Churchyards Memorial Safety	<i>Former Corp't Aims & Priorities</i>	Provision based on Local Government Ombudsman's recommendation to inspect every five years. Provision in 2019/20 reduced by £8,000 to reflect required works. £5,000 of this reduction has been vired to the Open Spaces Site Improvement Phase 2 scheme to facilitate works at Woodland Walk.

Capital Plan: List A Street Scene, Leisure & Technical Services										
	Code	Expenditure To 31/03/19	2019/20 Estimate inc Prior Year Slippage	2020/21 Estimate	2021/22 Estimate	2022/23 Estimate	2023/24 Estimate	2024/25 Estimate	2025/26 Estimate	Scheme Total
		£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
Car Parking										
(a) Existing Car Parks Improvement Programme	P01AB	n/a	48	25	30	30	30	30	30	223
Total Car Parking to Summary		0	48	25	30	30	30	30	30	223
Land Drainage / Flood Defence										
(b) Wouldham River Wall	P01HS	23	4				1,098			1,125
(c) Leigh Flood Storage Area	P01HV				500					500
Total Land Drainage / Flood Defence to Summary		23	4	0	500	0	1,098	0	0	1,625

Capital Plan: List A Street Scene, Leisure & Technical Services		
	Justification	Scheme notes
<p>Car Parking</p> <p>(a) Existing Car Parks Improvement Programme</p>	<p><i>Former Corp't Aims & Priorities</i></p>	<p>An annual provision for capital investment in the Council's off-street car parks to ensure that their condition is adequate for health & safety, legislation, the needs of our customers and income generation. A condition survey of the car parks has been progressed to determine a future work programme.</p> <p>£5,000 of the 2020/21 provision had been brought forward to facilitate works in 2019/20.</p>
<p>Land Drainage / Flood Defence</p> <p>(b) Wouldham River Wall</p>	<p><i>Former Corp't Aims & Priorities</i></p>	<p>Strengthening / rebuilding to address movement detected in the retaining wall between the public open space and the River Medway. Budget increased by £300,000 to £1,000,000, as part of the 2015/16 Capital Plan Review, reflecting a re-evaluation of scheme cost by the consultant Quantity Surveyor. Movement in the wall is being monitored by an external consultant over the next 5 years to determine requirement for works. Funding rescheduled to 2023/24 in liaison with local Members and the Parish Council. Funding may need to be brought forward if monitoring identifies significant changes in movement levels of the wall. Budget increased by £125,000 to maintain the purchasing power of the reprogrammed scheme and health and safety related path repairs to be undertaken in 2018/19. Path repair works completed.</p>
<p>(c) Leigh Flood Storage Area</p>	<p><i>Former Corp't Aims & Priorities</i></p>	<p>Contribution to an Environment Agency project to improve the Leigh Flood Storage Area. Project aims to provide additional flood protection and reduce the risk of flooding to local households and business premises and a range of community and leisure facilities, including those in the ownership of the Council, particularly in central Tonbridge. Scheme approved Cabinet September 2016.</p>

Capital Plan: List A
Street Scene, Leisure & Technical Services

	Code	Expenditure To 31/03/19	2019/20 Estimate inc Prior Year Slippage	2020/21 Estimate	2021/22 Estimate	2022/23 Estimate	2023/24 Estimate	2024/25 Estimate	2025/26 Estimate	Scheme Total
		£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
Capital Renewals										
Sports Grounds & Open Spaces	P05KGBC05	n/a	95	346	64	196	36	148	45	930
Technical Services:										
(a) CCTV	P01BA	n/a	17	15	15	15	15	15	15	107
(b) Car Parking	P01JF	n/a	3			10	17	34	8	72
			115	361	79	221	68	197	68	1,109
Provision for Inflation		n/a		7	3	14	6	21	9	60
Sub-total			115	368	82	235	74	218	77	1,169
Leisure Centres:										
(c) Angel Centre	P05KGBC01	n/a	70	245	41	195	36	45	97	729
(d) Larkfield Leisure Centre	P05KGBC02	n/a	139	218	78	71	287	84	89	966
(e) Tonbridge Swimming Pool	P05KGBC04	n/a	128	88	68	92	39	37	54	506
(f) Poult Wood Golf Clubhouse	P05KGBC03	n/a	72	65	21	8	8	10	13	197
Course	P05KGBC07	n/a	83			7	11		6	107
Grounds Maintenance	P05KGBC06	n/a	66	109	54	56	7	46	10	348
			558	725	262	429	388	222	269	2,853
Provision for Inflation	P05KZ	n/a		15	11	26	32	23	34	141
Savings Target (assumes 25%)		n/a	(140)	(185)	(68)	(114)	(105)	(61)	(76)	(749)
Sub-total			418	555	205	341	315	184	227	2,245
Total Capital Renewals to Summary		n/a	533	923	287	576	389	402	304	3,414

Capital Plan: List A Corporate									
	Expenditure To 31/03/19	2019/20 Estimate inc Prior Year Slippage	2020/21 Estimate	2021/22 Estimate	2022/23 Estimate	2023/24 Estimate	2024/25 Estimate	2025/26 Estimate	Scheme Total
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
Capital Plan Schemes									
Land and Property	10	0	0	60	0	0	0	0	70
Information Technology Initiatives	261	280	30	30	30	30	30	30	721
Sub-total	271	280	30	90	30	30	30	30	791
Capital Renewals	n/a	496	376	182	280	137	384	385	2,240
Total Corporate	271	776	406	272	310	167	414	415	3,031

Capital Plan: List A Corporate										
	Code	Expenditure To 31/03/19	2019/20 Estimate inc Prior Year Slippage	2020/21 Estimate	2021/22 Estimate	2022/23 Estimate	2023/24 Estimate	2024/25 Estimate	2025/26 Estimate	Scheme Total
		£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
Land and Property										
(a) Tonbridge Castle Offices: Re-tile Roof	P06AA	10			60					70
Total Land and Property to Summary		10	0	0	60	0	0	0	0	70
Information Technology Initiatives										
(b) General IT Developments	P06DA	n/a	30	30	30	30	30	30	30	210
(c) Council Chamber Conference System	P06ER	68	27							95
(d) Virtual Desktop Infrastructure	P06ET	188								188
(e) Revenues and Benefits IT Digital Solution	P06EW	5	60							65
(f) Enterprise Mobile Working Solution	P06EV		23							23
(g) CMS Website Solution	P06EX		140							140
Total Information Technology Initiatives to Summary		261	280	30	30	30	30	30	30	721

Capital Plan: List A Corporate		
	Justification	Scheme notes
<p>Land and Property (a) Tonbridge Castle Offices : Re-tile roof</p>	<i>Former Corp't Aims & Priorities</i>	Retiling of roof to protect asset. Condition has not materially worsened. Bulk of the budget has been deferred to 2021/22. Spend to 31/3/16 relates to re-roofing works associated with the Tonbridge Castle Reception enhancement project carried out a number of years ago.
<p>Information Technology Initiatives (b) General IT Developments</p>	<i>Former Corp't Aims & Priorities</i>	Provision for identified IT developments with estimated expenditure of less than £5,000 each.
(c) Council Chamber Conference System	Maintain capability	Replace the ageing microphone and projector systems in the Council Chamber and Committee Room. Balance of funding to be used for Council Chamber voting facility and to upgrade meeting room projection equipment
(d) Virtual Desktop Infrastructure	Cost saving	Transfers processing capability from desktop PCs to centralised servers to enhance security and facilitate remote and alternative working arrangements. The project is a catalyst for other initiatives including enhanced shared, remote and home working arrangements to deliver efficiency savings. Unused balance of £12,000 is no longer required. Elements of VDI now superseded by VPN solution.
(e) Revenues and Benefits IT Digital Solution	Cost saving	IT digital solution which all staff in the service can readily access and improvements to online presentation of information and 24/7 access for tax payers.
(f) Enterprise Mobile Working Solution	Cost saving	To enable in-field workers to work more efficiently without having to duplicate their efforts in typing the information into line of business application systems.
(g) CMS Website Solution	Cost saving	Replacement of the Council's existing website Content Management System (CMS) to improve customer experience and allow customers to access all Council services via a secure unified customer portal with single sign-on.

Capital Plan: List A Corporate										
	Code	Expenditure To 31/03/19	2019/20 Estimate inc Prior Year Slippage	2020/21 Estimate	2021/22 Estimate	2022/23 Estimate	2023/24 Estimate	2024/25 Estimate	2025/26 Estimate	Scheme Total
		£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
Capital Renewals	P06FA									
(a) General										
Departmental Administration	GR01	n/a	1	4	18			2		25
Council Offices	GR02	n/a		2	16				2	20
Print Unit	GR03	n/a	104	65		7			63	239
Telephones	GR05	n/a	9			5	5	12	95	126
Snack Facilities	GR06	n/a	1				3		4	8
Tonbridge Christmas Lighting	GR09	n/a							32	32
Elections	GR10	n/a				29				29
Sub-total		n/a	115	71	34	41	8	14	196	479
(b) Information Technology	P06FB	n/a	415	298	141	223	119	334	146	1,676
Desktop Hardware	FB10									
Mobile Hardware	FB20									
Mobile Hardware - Government Grant			(34)							(34)
Computer Suite	FB30									
Other Hardware	FB40									
Network	FB50									
Corporate Software	FB60									
Operational Software	FB70									
User Software	FB80									
Sub-total		n/a	381	298	141	223	119	334	146	1,642
Provision for Inflation	P06FZ	n/a		7	7	16	10	36	43	119
Total Capital Renewals to Summary		n/a	496	376	182	280	137	384	385	2,240


Schedule of List C Schemes

Cost Bands: A = £5,000 to £25,000 B= £26,000 to £50,000 C= £51,000 to £100,000 D= £101,000 to £200,000 E= Greater than £200,000			
Service	Scheme Title	Recommended for Evaluation	Cost Band
New / Existing Scheme	Details of Scheme / Comments	✓ = Yes X = No A/S = Already Selected	and Justification
Street Scene, Leisure & Technical Services Existing Scheme	<p>Leisure Centres: Angel Leisure Centre - Facility Refurbishment</p> <p>Scheme identified by Leisure Trust in its Business Plan to develop and refurbish the Angel Leisure Centre facilities. Options under consideration by the Trust include facilities such as soft play, indoor climbing, party rooms and enhanced fitness and dance studio provision. All subject to full site survey and design/build proposals. Funding to be on a partnership basis with the Trust due to the Council's building and maintenance responsibilities within the Management Agreement. The scheme will need to be considered within a broader review of assets in Tonbridge Town Centre by the Council.</p> <p>Retain on List C</p>	X	Band E External funding Income generating

Schedule of List C Schemes

Cost Bands: A = £5,000 to £25,000 B= £26,000 to £50,000 C= £51,000 to £100,000 D= £101,000 to £200,000 E= Greater than £200,000			
Service	Scheme Title	Recommended for Evaluation	Cost Band
New / Existing Scheme	Details of Scheme / Comments	✓ = Yes X = No A/S = Already Selected	and Justification
Street Scene, Leisure & Technical Services Existing Scheme	<p>Sports Grounds: Tonbridge Farm Sportsground – Provision of Toilets</p> <p>There is currently no toilet provision for members of the public serving the sportsground facilities at Tonbridge Farm. The issue has been raised in user surveys and by local Members, and is highlighted in the recent Scrutiny review of public conveniences. Potential partnership opportunity with Tonbridge Angels Football Club and/or funding opportunity from developer contributions. Scheme selected for evaluation 2013/14 Capital Plan Review.</p> <p>Use of the sports pavilion's toilets has been considered. This option is expected to require security measures, changing the internal layout of the pavilion, use of vandal resistant fittings and an automatic locking system. New standalone provision (portaloo) as an alternative would also need to be protected against vandalism. Additional costs associated with water, electricity and sewerage connections will also be required under this option in addition to cleaning / maintenance costs. Whilst neither option has been ruled out, public toilet provision can also be considered in the broader context of a site review (Local Plan and potential review / development of the Tonbridge Angels Football Club provision). The review provides the opportunity to enhance community facilities at the site in a more considered and cost effective manner and the provision of public toilets could be incorporated within this. Given the Council's financial position this latter approach is favoured.</p> <p>Evaluation deferred pending development opportunities for site coming forward.</p>	A/S	Band C External funding

Schedule of List C Schemes

Cost Bands: A = £5,000 to £25,000 B= £26,000 to £50,000 C= £51,000 to £100,000 D= £101,000 to £200,000 E= Greater than £200,000			
Service	Scheme Title	Recommended for Evaluation	Cost Band
New / Existing Scheme	Details of Scheme / Comments	✓ = Yes X = No A/S = Already Selected	and Justification
Street Scene, Leisure & Technical Services New Scheme 	Sports Grounds: Tonbridge Farm Sportsground Improvements. General site improvements identified through user feedback. Improvements include works to paths, play area, upgrading construction of skate park to concrete and installation of bollards. Scheme subject to funding from developer contributions. Retain on List C	X	Band C External funding Health & Safety

Schedule of List C Schemes

Cost Bands: A = £5,000 to £25,000 B= £26,000 to £50,000 C= £51,000 to £100,000 D= £101,000 to £200,000 E= Greater than £200,000			
Service	Scheme Title	Recommended for Evaluation	Cost Band
New / Existing Scheme	Details of Scheme / Comments	✓ = Yes X = No A/S = Already Selected	and Justification
Street Scene, Leisure & Technical Services	<p>Sports Grounds: Tonbridge Racecourse Sportsground – Improvement Works Phase 3</p> <p>Previous improvements have been made at the site following the approval of a Master Plan by Members at the May 2010 meeting of the Leisure and Arts Advisory Board. Phase 3 improvements aim to enhance existing provision and bring forward new facilities for the public. Proposals include the potential extension of the Skate Park and Outdoor Gym and improvements to paths. It has been identified that the provision of a cycle route between the Swimming Pool bridge and the bridge immediately opposite the Memorial Garden would enable cycle access from North Tonbridge to Tonbridge Railway Station. The scheme would require the widening of the existing pathways to accommodate both pedestrians and cyclists. Potential for developer contributions and other external funding opportunities.</p> <p>Recommended for evaluation</p>	✓	Band C
Existing Scheme	<p>Revenue budget needed for evaluation:</p>	Nil	External funding


Schedule of List C Schemes

Cost Bands: A = £5,000 to £25,000 B= £26,000 to £50,000 C= £51,000 to £100,000 D= £101,000 to £200,000 E= Greater than £200,000			
Service	Scheme Title	Recommended for Evaluation	Cost Band
New / Existing Scheme	Details of Scheme / Comments	✓ = Yes X = No A/S = Already Selected	and Justification
Street Scene, Leisure & Technical Services Existing Scheme	Open Spaces: Haysden Country Park – Site Improvements Phase 2 Additional site improvements have been identified at the site including path improvements, play area improvements and improvements / replacement of the existing building facility. Potential funding from developer contributions. Retain on List C	X	Band C Health & Safety External funding Income generating
Street Scene, Leisure & Technical Services New Scheme 	Open Spaces: Holly Hill Path Improvements Improvements to path network at Holly Hill Public Open Space. Scheme subject to funding from developer contributions. Retain on List C	X	Band A External funding Health & Safety


Schedule of List C Schemes

Cost Bands: A = £5,000 to £25,000 B= £26,000 to £50,000 C= £51,000 to £100,000 D= £101,000 to £200,000 E= Greater than £200,000			
Service	Scheme Title	Recommended for Evaluation	Cost Band
New / Existing Scheme	Details of Scheme / Comments	✓ = Yes X = No A/S = Already Selected	and Justification
Street Scene, Leisure & Technical Services Existing Scheme	<p>Open Spaces: Leybourne Lakes Country Park – Facility Improvements</p> <p>The previous List C scheme for facility improvements was selected for evaluation in the 2010/11 Capital Plan Review. The scheme has evolved following the development and approval of the site Management Plan and proposes facility improvements to include permanent catering facilities and general improvements to the water sports facilities / area.</p> <p>A procurement exercise is to be progressed in 2020/21 which combines capital investment with external management of the Country Park (CHAB November 2017). The approach is expected to deliver a reduction in the overall running costs associated with the park (Original 2017/18 estimate of £124,450). The outcome of the procurement exercise will be subject to evaluation to determine the way forward. Progress with scheme delayed due to reallocation of staff resources to other priority projects, including the implementation of the new Waste Management Contract.</p> <p>Evaluation deferred to 2020/21</p>	A/S	Band D Income generating External funding

Schedule of List C Schemes

Cost Bands: A = £5,000 to £25,000 B= £26,000 to £50,000 C= £51,000 to £100,000 D= £101,000 to £200,000 E= Greater than £200,000			
Service	Scheme Title	Recommended for Evaluation	Cost Band
New / Existing Scheme	Details of Scheme / Comments	✓ = Yes X = No A/S = Already Selected	and Justification
Street Scene, Leisure & Technical Services New Scheme 	Open Spaces: Leybourne Lakes Country Park – Path improvement Works Leybourne Lakes Country Park has numerous path networks around its many lakes enabling the public to enjoy the site. The most popular path is around the main lake known as ‘The Ocean’ (around 2.5km in distance). Due to the increased popularity of the Park including the free weekly Parkrun (which uses this path), the path surface has deteriorated making it difficult to use for less able people and wheelchair users. It is proposed to resurface the main path to allow the path to be used by all. Recommended for "Fast Track" evaluation – see Annex 3	✓	Band C External funding Health & Safety
	Revenue budget needed for evaluation:		
Street Scene, Leisure & Technical Services Existing Scheme	Open Spaces: Taddington Valley Woodland Management Currently only health and safety works are being undertaken in the woodland. A Woodland Management Plan is being developed and the opportunity exists to attract external funding sources. Retain on List C	X	Band B External funding



Schedule of List C Schemes

Cost Bands: A = £5,000 to £25,000 B= £26,000 to £50,000 C= £51,000 to £100,000 D= £101,000 to £200,000 E= Greater than £200,000			
Service	Scheme Title	Recommended for Evaluation	Cost Band
New / Existing Scheme	Details of Scheme / Comments	✓ = Yes X = No A/S = Already Selected	and Justification
Street Scene, Leisure & Technical Services Existing Scheme	Open Spaces: Tonbridge Castle - Site Improvements. General site improvements / repairs to include path revetment and refurbishment identified following liaison with the Council's Health and Safety Officer. Urgent, temporary, health and safety works already undertaken. Potential for developer contributions and other external funding. Retain on List C	X	Band D Health & Safety
Street Scene, Leisure & Technical Services New Scheme 	Other Leisure Schemes: Tonbridge Cemetery – Memorial Garden Vaults Over the past 5 years the purchase of vaults located in the Cemetery's Memorial Garden has averaged 8 per annum. With only 2 empty vaults remaining there is a pressing need to purchase and install additional vaults to maintain this service to members of the public. It is proposed to purchase and install 40 additional vaults, to meet demand for the next 5 years. Recommended for "Fast Track" evaluation – see Annex 3	✓	Band A Income generating
	Revenue budget needed for evaluation:	Nil	


Schedule of List C Schemes

Cost Bands: A = £5,000 to £25,000 B= £26,000 to £50,000 C= £51,000 to £100,000 D= £101,000 to £200,000 E= Greater than £200,000			
Service	Scheme Title	Recommended for Evaluation	Cost Band
New / Existing Scheme	Details of Scheme / Comments	✓ = Yes X = No A/S = Already Selected	and Justification
Street Scene, Leisure & Technical Services Existing Scheme	<p>Environmental Improvements: River Medway Riverside Lighting, Tonbridge</p> <p>Proposal for new riverside lighting along sections of the River Medway in Tonbridge. Section 1, from Town Lock to Cannon Lane; Section 2, from the Big Bridge to Tonbridge Swimming Pool and Section 3 along River Walk and through River Lawn. Brought forward following residents and Member requests to improve security of pedestrian access to the town centre.</p> <p>Scheme introduced and selected for evaluation in the 2015/16 Capital Plan Review. £42,000 has currently been secured through developer contributions. No additional developer contributions have been identified to allow the scheme to progress at this time.</p> <p>Evaluation deferred to 2020/21</p>	A/S	Band C Former Corporate Aims & Priorities

Schedule of List C Schemes

Cost Bands: A = £5,000 to £25,000 B= £26,000 to £50,000 C= £51,000 to £100,000 D= £101,000 to £200,000 E= Greater than £200,000			
Service	Scheme Title	Recommended for Evaluation	Cost Band
New / Existing Scheme	Details of Scheme / Comments	✓ = Yes X = No A/S = Already Selected	and Justification
Street Scene, Leisure & Technical Services New Scheme 	Car Parking: Improvement Works. The Street Scene & Environment Services Advisory Board on 30 October 2019 recommended to Cabinet that subject to consultation the proposed increase in existing car parking fees and charges and the introduction of new charges set out in the report be approved. A number of the proposals will require improvement works (capital investment) including new ticket machines, signage and surfacing works primarily to the car parks at Martin Square, Larkfield, Aylesford and Snodland. Recommended for “Fast Track” evaluation – see Annex 3		Band E Health & Safety Income generating / cost recovery
	Revenue budget needed for evaluation:		

Schedule of List C Schemes

Cost Bands: A = £5,000 to £25,000 B= £26,000 to £50,000 C= £51,000 to £100,000 D= £101,000 to £200,000 E= Greater than £200,000			
Service	Scheme Title	Recommended for Evaluation	Cost Band
New / Existing Scheme	Details of Scheme / Comments	✓ = Yes X = No A/S = Already Selected	and Justification
Corporate New Scheme 	Land and Property: Commercial Opportunities Scheme to enable investment in commercial opportunities to be undertaken that meet the Council's objectives and make a financial return for the Council. Individual schemes will be brought forward for detailed evaluation on a case by case basis. The evaluation will include a financial appraisal and risk assessment. Retain on List C	X	Band E Income generating
Corporate Existing Scheme	IT Initiatives: Financial Services Document Management Software The scheme will enable scanned images and electronic versions of invoices and claims to be processed by the financial ledger and payroll systems, allowing remote submission and electronic authorisation to be introduced along with fast and secure access to documents. Adoption of these electronic processes will lead to a significant reduction in time spent on transaction approval and document handling, it will leverage existing infrastructure (MFDs and SAN) and enable greater flexibility in working arrangements by allowing more work to be done on remote and mobile platforms. Scheme selected for evaluation 2016/17 Capital Plan Review. Evaluation deferred to 2020/21	A/S	Band A Cost saving

Capital Plan List C – Evaluations

1 Street Scene, Leisure & Technical Services: Leybourne Lakes Country Park – Path Improvement Works						
1	Specification:					
	(i)	Purpose of the scheme	Due to increased usage of the Country Park, including the popular weekly Parkrun, resurfacing of the path around the main lake is required in order to maintain good access for the public and make it accessible for less able users.			
	(ii)	Relevance to National / Council's Objectives	(a)	National:	Equality	
			(b)	Council:	Sustaining revenue income, equality, health	
(iii)	Targets for judging success	(a)	Maintain current level of service provision at the Country Park			
		(b)	Improved accessibility for less able users			
2	Description of Project / Design Issues: Leybourne Lakes Country Park has numerous path networks around its many lakes. The most popular path is around the main lake known as 'The Ocean' (around 2.5km in distance). Due to the increased popularity of the Park including the weekly parkrun (which uses this path), the path surface has deteriorated making it difficult to use for less able people and wheelchair users. It is proposed to resurface the main path to allow the path to be used by all.					
3	Milestones / Risks The path will be resurfaced with minimum disruption to users. The style of the path (due to the countryside setting) does mean that it will wear over time and need to be renewed again in the future. There is a risk that external funding cannot be secured.					
4	Consultation: Consultation has been undertaken with a landscape contractor to give an indication of total project costs. The identification of the improvement has been through public requests over the last 5 years, including the user panel.					
5	Capital Cost: The estimated cost to resurface the main path is £60,000. It is hoped that external funding of £40,000 can be achieved, with the remaining £20,000 met by the Council due to the need to show match funding. The £20,000 Council contribution can be met from existing developer contributions.					
6	Profiling of Expenditure					
		2019/20 (£'000)	2020/21 (£'000)	2021/22 (£'000)	2022/23 (£'000)	2023/24 (£'000)
			60			

Capital Plan List C – Evaluations

7	Capital Renewals Impact: None. Should the paths need major resurfacing in the future a new capital plan scheme will need to be brought forward.		
8	Revenue Impact: None.		
9	Partnership Funding: A grant bid for additional funding sought for £40,000. Grant bids require a percentage of match funding which is reflected in the council's contribution of £20,000 to be funded from existing developer contributions.		
10	Project Monitoring / Post Implementation Review: Twelve months after completion.		
11	Screening for equality impacts:		
	Question	Answer	Explanation of impacts
	a. Does the decision being made or recommended through this paper have potential to cause adverse impact or discriminate against different groups in the community?	No	The proposal increases accessibility for all of the public
	b. Does the decision being made or recommended through this paper make a positive contribution to promoting equality?	Yes	The proposal increases accessibility for all of the public
	c. What steps are you taking to mitigate, reduce, avoid or minimise the impacts identified above?	n/a	
12	Recommendation: Transfer from List C to List B.		

Capital Plan List C – Evaluations

2 Street Scene, Leisure & Technical Services: Tonbridge Cemetery: Memorial Garden Vaults						
1	Specification:					
	(i)	Purpose of the scheme	Due to an increase in the sale of vaults within the Memorial Garden at Tonbridge Cemetery, additional vaults are required in order to continue to offer this service to the public. The current supply of vaults will run out within the next year.			
	(ii)	Relevance to National / Council's Objectives	(a)	National:	Provision of burial services	
			(b)	Council:	Income generation / sustaining revenue income	
(iii)	Targets for judging success	(a)	Maintaining current level of service provision at Tonbridge Cemetery			
		(b)	Maintaining current levels of income at Tonbridge Cemetery			
2	Description of Project / Design Issues:					
	<p>The Council provides a number of options for burial services at Tonbridge Cemetery including interments and the scattering and interment of ashes. In regard to the interment of ashes one option is the use of small vaults located within the Cemetery's Memorial Garden. Each vault can accommodate two sets of ashes and a memorial plaque and are approximately 600mm x 400mm x 600mm. Over the past 5 years the purchase of these vaults has averaged 8 a year. With only 2 empty vaults remaining there is a need to purchase and install additional vaults to continue to provide this service to members of the public.</p> <p>It is proposed that 40 additional vaults be purchased and installed as an extension to the existing Memorial Garden which, based on current demand, should last for approximately five years.</p>					
3	Milestones / Risks:					
	There is a small risk that future sales of vaults could decrease. Historical sales and current demand indicates that this is highly unlikely.					
4	Consultation:					
	Consultation has been undertaken with specialist providers of vaults to determine a budget cost for the works.					
5	Capital Cost:					
	The estimated cost to purchase and install 40 vaults is £16,000.					
6	Profiling of Expenditure:					
	2019/20 (£'000)	2020/21 (£'000)	2021/22 (£'000)	2022/23 (£'000)	2023/24 (£'000)	2024/25 (£'000)
		16				

Capital Plan List C – Evaluations

7	Capital Renewals Impact: None, the vaults will be purchased/leased to the public.		
8	Revenue Impact: Current levels of income maintained. Loss of investment income £640 per annum (£16,000 at 4%).		
9	Partnership Funding: None identified.		
10	Project Monitoring / Post Implementation Review: Twelve months after completion.		
11	Screening for equality impacts:		
	Question	Answer	Explanation of impacts
	a. Does the decision being made or recommended through this paper have potential to cause adverse impact or discriminate against different groups in the community?	No	The proposal will maintain a service option currently available to all.
	b. Does the decision being made or recommended through this paper make a positive contribution to promoting equality?	No	The proposal will maintain a service option currently available to all.
	c. What steps are you taking to mitigate, reduce, avoid or minimise the impacts identified above?	n/a	
12	Recommendation: Transfer from List C to List B.		

Capital Plan List C – Evaluations

3 Street Scene, Leisure & Technical Services: Car Parking – Improvement Works		
1	Specification:	
	(i) Purpose of the scheme	The Street Scene & Environment Services Advisory Board on 30 October 2019 recommended to Cabinet that subject to consultation the proposed increase in existing car parking fees and charges and the introduction of new charges set out in the report be approved. A number of the proposals will require improvement works (capital investment) including new ticket machines, signage and surfacing works primarily to the car parks at Martin Square, Larkfield, Aylesford and Snodland.
	(ii) Relevance to National / Council's Objectives	(a) National: None. (b) Council: Income generation / cost recovery, Health & Safety.
(iii) Targets for judging success	(a) Improved turnover of parking (b) Income generation / cost recovery (c) Meeting legislative requirements	
2	<p>Description of Project / Design Issues:</p> <p>The project will enable the introduction of charges to three car parks in the Borough which are currently free of charge. The works relate primarily to the introduction of ticket machines, the erection of signage to meet legislative requirements and, subject to the outcome of an Overview & Scrutiny Review, the installation/upgrade of CCTV. The project also covers the introduction of on-street pay & display charges to the existing parking bays in the northern end of Tonbridge High Street and Lyons Crescent.</p> <p>In addition to the above, improvements to the surfacing and layout of the Bailey Bridge East car park in Aylesford are required, as a proportion of the existing parking area is not currently tarmacked or formally marked out. This will involve consideration of a number of design issues including drainage, earthworks, surfacing and kerbs/edging. This area is used primarily as an overflow car park at peak times. The works to the Bailey Bridge East car park are extensive and account for over 50% of the scheme's total funding.</p>	
3	<p>Milestones / Risks:</p> <p>The improvements included in the project will enable car parking charges to be introduced and which in turn will improve the management of parking. Any delay to the project will therefore delay the ability to generate new income and manage parking effectively.</p>	

Capital Plan List C – Evaluations

4	Consultation: In considering the introduction of charges to the car parks, formal consultation will be required in accordance with the Local Authorities Traffic Orders (Procedure) (England & Wales) Regulations 1996. Local Members, Parish/Town Councils and the public will have been consulted.					
5	Capital Cost: The estimated capital cost of the project is £210,000, comprising: <ul style="list-style-type: none"> • New ticket machines (purchase and installation) - £40,000 • CCTV provision (subject to outcome of Scrutiny review) - £40,000 • Signage - £10,000 • Surfacing of Bailey Bridge East car park - £120,000 					
6	Profiling of Expenditure					
	2019/20 (£'000)	2020/21 (£'000)	2021/22 (£'000)	2022/23 (£'000)	2023/24 (£'000)	2024/25 (£'000)
		210				
7	Capital Renewals Impact: £10,000 per annum comprising: <ul style="list-style-type: none"> • Ticket machines at £4,000 per annum (10 year expected life with an estimated replacement cost of £40,000). • CCTV cameras at £4,000 per annum (5 year expected life with an estimated replacement cost of £20,000). • CCTV columns at £1,000 per annum (20 year expected life with an estimated replacement costs of £20,000) • Signage at £1,000 per annum (10 year expected life with an estimated replacement cost of £10,000). 					
8	Revenue Impact: New income generated from the introduction of charges across the car parks covered by the project is £135,000 per annum. Expenditure per annum is estimated at £10,000 for maintenance costs and the collection of income from the ticket machines. The loss of investment income on the capital cost £8,400 (£210,000 at 4% per annum). £10,000 per annum contribution to replace ticket machines / CCTV / signage (see capital renewals above). In overview, additional net revenue of £106,600 is predicted each year, enabling a payback of the capital investment in two years.					
9	Partnership Funding: None.					

Capital Plan List C – Evaluations

10	Project Monitoring / Post Implementation Review: The project will be delivered by the Council's Engineering Manager with progress reported to the Street Scene & Environment Services Advisory Board. A Post Implementation Review will be undertaken and reported to the Board 12 months after completion of the project.		
11	Screening for equality impacts:		
	Question	Answer	Explanation of impacts
	a. Does the decision being made or recommended through this paper have potential to cause adverse impact or discriminate against different groups in the community?	No	
	b. Does the decision being made or recommended through this paper make a positive contribution to promoting equality?	No	
	c. What steps are you taking to mitigate, reduce, avoid or minimise the impacts identified above?	n/a	
12	Recommendation: Transfer from List C to List B.		