

## Cheltenham Borough Council – Project Assessment Tool

### Section 1: Business case for capital projects

Name of proposal	Version and date last assessed	Lead Officer
<b>New annex for St Margarets Hall, Hatherley</b>	<b>v1 13-06-16</b> <b>[Simple loan version]</b>	<b>Mark Sheldon</b>
Brief description of project for use in public documents		
<p>Annex to provide an additional facility of a 75 seater large room, dividable into 2 rooms, to provide additional capacity to existing 200+ seater facility, for benefit of community.</p> <p>In providing further detail, St Margarets Hall Users group write as follows:</p> <p>The current facility is near to filling its saleable hall capacity- but there is significant unmet demand in the community. Users are being turned away, not only from St Margarets Hall but also from smaller halls in the area which are fully booked. The diary is full, and we are receiving requests for hall capacity, particularly for a smaller hall and/or rooms. Our research indicates that other hall providers in the areas of Hatherley, Warden Hill and The Reddings are also at or near to capacity. Other halls in the area provide either a main hall of 130-220 capacity, or a minor hall of up to say 50-60 capacity, or both.</p> <p>The choice of 75 person capacity for the new annex is deliberate, with the option to subdivide the new hall into two (30 + 40 seater) rooms. No local halls in the Warden Hill and Up Hatherley area offer capacity in the 60 - 110 seater range. The new facility would be capable of hiring independently of the main hall, with its own toilets, including disabled, and ability to make drinks etc. It is also recognised that some users may wish to hire the whole site on occasions.</p> <p>This will tap into an area of the market, for some of the gentler fitness activities and smaller meetings which sometimes book into larger halls due to lack of suitable capacity; it is expected that provision of a 75 seat facility will provide much needed hall capacity, not least by freeing off capacity in larger halls.</p> <p>The immediate area around the hall is in an estate of above average deprivation by Cheltenham standards (fourth decile UK), and the committee is conscious of the need to supply good facilities to the community such as parent and toddler facilities, community meetings, and numerous community and charitable uses. The Users Group have worked hard with the local residents and the public to ensure that users of the hall have minimum impact on the enjoyment of the local residents.</p> <p>The design of the building, with central tall hall surrounded by single storey flat roofed structures is replicated in the design features of the proposed Annex. Facing brick will match the existing brickwork. The Users Group concluded that high level windows be included within the design, and that these best matched the style of the existing hall.</p> <p>The new Annex will be fully accessible for Disabled Persons, with the entrance to the Annex via a flush threshold. A unisex-disabled toilet facility is included. The Annex is close to the current Disabled parking spaces. It is proposed to create a new access door between the Annex and the Main Hall.</p> <p>The existing car parking area has more than adequate facilities for 46 cars in marked spaces. Many users live in the local community, they walk to the centre or use the bus service (D) through the Estate (15 minute frequency during the day and 30 minute evening).</p> <p>Having completed the design to a Building regs standard, the committee has sought to take a pragmatic view to offset risk of cost escalation though a fixed price “manage and build” project to be tendered as a fixed price contract, as opposed to the lower costs of managing the project through the more traditional means of employing the QS, contractor and others separately.</p>		

#### What is the Timescale of this project (critical milestones)?

- Planning Permission, Building Regs Permission exist. Landlord's permission (CBC) to formalise.
- Grant funding application deadlines various in June, July, August, September with last of these due to report mid September 2016, exact date not advised yet.
- Initial inputs from St Margarets Hall Users Group to CBC by 31<sup>st</sup> May, and again 14<sup>th</sup> May 2016.
- CBC decision on £50,000 of loan capital 18-July-2016 (Council)
- All funding in place and purchase order placed by 31-Oct-2016 (Earliest)
- All funding in place and purchase order placed by 23-Mar-2017 (Deadline)  
(Explanation – 12 month expiration of GCC Active together grant already awarded)
- Full tender quote (as opposed to funding standard quotes to be in place before starting)
- Building and stage payments to follow above. Aim November start, April completion.
- £50,000 (near to final) stage funded by CBC, not earlier than 01-Apr-2017 if 2017/18 budget.
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#### What are the alternatives options to delivering the project (include doing nothing)

- 1) St Margarets Hall Users Group must raise more funding elsewhere which will be significantly more difficult as the amount which can be a loan expected to be less, and the liability for VAT, potentially more. The group has been offered £30,000 over 10 years at c£7.5% by RBS, though for this to be taken up an agreement would be required concerning assignment or otherwise of the lease.
- 2) St Margarets Hall Users Group is unsuccessful in fund raising, and doing nothing becomes the default position.

#### What will be the impact of the project on other parts of the organisation; property services, legal, procurement, finance etc?

To be evaluated by officers.

St Margarets Hall Users Group wish to relieve CBC of as much of the administration, management and procurement work as possible, in order to minimise officer time on this project. Budget quotations for build to Building Regs drawings already exist, and the Users Group is happy to manage the project for CBC.

#### Will the proposal involve any longer term commitments from the council particularly in terms of long-term financial and staffing commitments?

No.

Once the Annex is complete and signed off, St Margarets Hall Users Group anticipate the relationship between the two bodies will revert to business as usual, with the annex becoming part of the full repairing lease arrangement as applies to the existing hall.

#### How will the views, opinions and concerns of the community and partners be considered in planning the proposal?

There has already been significant consultation with the community, and as a result plans are almost 'shovel ready'. It is of note that the consultation produced at least one organisation who were looking to run a playgroup in the area, but at that point unable to move the project forward unless premises become available. St Margarets Hall Users Group has had numerous requests to book 'rooms'.

Current facilities are full to capacity, and in a survey conducted by a CBC officer, it was clear that other halls in the area were experiencing very high demand.

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### Section 2: Financial details of proposal (at current pay and price levels)

These figures are drafted as viewed from CBC

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<b>CAPITAL COSTS PROFILE</b>	2015/16 £	2016/17 £	2017/18 £	2018/19	2019/20	Totals £
Buildings (£178,000 including contingencies against quotes of £124K - £146K+ VAT)		128,000	50,000 *			
Infrastructure e.g. parks and gardens, landscaping						
Vehicles, plant or equipment						
Other						
<b>Total capital cost of project</b>		128,000	50,000			

<b>CAPITAL FUNDING PROFILE (please state if confirmed)</b>	2015/16 £	2016/17 £	2017/18 £	2018/19	2019/20	Totals £
Match funding – CBC advance - must repay to reserves or lender e.g. PWLB *			50,000 *			
Grant funding – up to £100,000, but use £90,000 for this calculation		90,000				
Sponsorship						
Other (User group own funds £30,000 + fund-raising efforts £8000)		38,000				
<b>Total capital funding of project</b>		128,000	50,000			
<b>Net capital cost to CBC</b>		Nil	50,000			

<b>ADDITIONAL REVENUE COSTS PROFILE</b>	2015/16 £	2016/17 £	2017/18 £	2018/19	2019/20	Totals £
Direct staffing / Additional support services staffing		TBD				
Maintenance		Nil				
Heating/lighting/NNDR etc.		Nil	NNDR expected to increase at a future valuation.			
Other		Nil				
<b>Total additional revenue cost of project</b>						

<b>INCOME / SAVINGS / MATCH FUNDING PROFILE</b>	2015/16 £	2016/17 £	2017/18 £	2018/19	2019/20	Totals £
Increased income - Loan repayment 2017/2018 for 15 years			4,200	4,200	4,200	4,200
Cashable savings			0			
Non-cashable savings			0			

<b>NET CONTRIBUTION TO BRIDGING THE GAP</b>	2015/16 £	2016/17 £	2017/18 £	2018/19	2019/20	Totals £
Please profile the net contribution to the bridging the gap programme			0			

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## Section 3: Assessment against corporate strategy objectives and outcomes

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What contribution will the project make:	assessment					Please describe how the project will contribute to the delivery of the council's strategic objectives and outcomes and what the constraints are to delivering these outcomes
	significant	moderate	weak	none	undermines	
<b>Enhancing and protecting our environment</b>						
To keeping Cheltenham clean and well maintained?				✓		
To improving the quality of Cheltenham's natural and built environment?			✓			Adds a community building where there is currently unused space
To reducing carbon emissions?				✓		
To helping the Council adapt to the impacts of climate change?		✓				Adds facility in the event of needing a community refuge. (Main Hall has already been used for one civil emergency)
<b>Strengthening our economy</b>						
To ensuring that Cheltenham has a strong and sustainable economy?			✓			Difficult to quantify, but stronger communities usually gain economically
<b>Strengthening our communities</b>						
To helping our communities feel safe?		✓				Ditto – usable facility for Police, CBH, and other community meetings
To improving access to decent and affordable housing?				✓		
To helping people to lead healthy lifestyles?	✓					New annex gives ability to run more healthy lifestyle and fitness facilities e.g. heart exercise group, yoga, fitness in main hall. New annex increases that capacity
To help residents enjoy a strong sense of community?	✓					Strengthens community facilities in an area where they are needed, and which has some levels of deprivation (Lakeside Estate) Residents use hall for meetings as above and social events, parent and toddler, blood doing; new annex increases that capacity.
<b>Enhancing the provision of arts and culture.</b>						
To ensure that arts and cultural activities are strengthening both the economy and local communities		✓				New annex gives facility to run more of this type of activity. E.g. WEA, Language classes and arts groups.

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### Section 4: Risk assessment

Please identify the main risks associated with the project (financial, health and safety, reputation)	Impact 1-5	Likelihood 1-5	Score out of 25	How would you manage the risk	Risk Manager
If hall demand does not increase, it will place strain upon St Margaret's Hall Users Group ability to maintain the extra costs and repayments	4	2	8	Revenue costings are very conservative, existing hall facility generates £10,000 p.a. surplus when special projects are stripped out.	St Margaret's Hall Users Group
Building cost overrun makes project difficult or expensive to complete	4	2	8	Unlikely, the design is very straightforward, the land is flat, User Group proposes fixed price contract to existing approved design	St Margaret's Hall Users Group?