

PART B: Full Business Case

S106 Community Facilities funding for Improvements at Rock Road Library

Approved at Capital Programme Board on 8 March 2016

S106 priority-setting context: South Area Committee on 14 December 2015 allocated up to £16,000 of devolved S106 community facilities funding, (subject to project appraisal and memorandum of understanding) to improve the community room facilities at Rock Rd Library. The improvements will benefit all users. The grant funding is for:

- a well-equipped kitchen with new units and energy-efficient equipment (fridge, microwave, dishwasher, water heater);
- refreshment facilities for groups holding classes/meetings there;
- an additional community room entrance, enabling easier access outside library opening hours;
- direct access to the kitchen and also toilet facilities (not having to go across to the one on the far side of the building);
- secure storage units

B1. Capital Project Appraisal - Capital costs & funding – profiling (see breakdown in Appendix A)

Rock Road Library community room facilities improvements.

Total project costs are £18,500. The County Council have agreed funding of £2,000, and the Friends of Rock Road Library have fund-raised £500. South Area Committee agreed S106 funding of £16,000, therefore all funding is in place for the project to be delivered.

B1a. VAT implications: No VAT implications identified

Total Capital Costs	£ 16,000
Total Capital Funding Requirements	£ 0 (S106 community facilities funding already allocated)

B2. Revenue Costs and Funding - N/A

	2015/16	2016/17£	2017/18	2018/19	Annual on-going
Total Annual Revenue costs	£0	£0	£0	£0	£0
Revenue funding requirements	£0	£0	£0	£0	£0

B3. Findings from feasibility study

The Friends of Rock Road Library commissioned a feasibility survey with NRAP Architects to look at options to improve the building.

There have been no significant changes made to the proposed project since since the S106 priority-setting process and allocation of S106 funding. They will require building regulations approval and have been made aware of our Building Control service) If project costs are less than £16,000 then the recipient will only receive amount payable for relevant costs.

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B4. Procurement Strategy N/A – Works to be commissioned by grant recipient.	
Target Dates for major procurement elements of the project (where appropriate):	
Start of procurement	N/A
Award of Contract	N/A
Start of project delivery	April 2016
Completion of project	August 2016
Date project output expected to become operational	August 2016

B5. Staffing and external contractor resources

The city council is providing a S106 grant for the grant recipient to manage the project and appoint contractors to carry out the work. The table below simply sets out city council inputs to overseeing the project and payment of grant.

Skill/level/person	Estimated no. hours	Estimated Duration	
		Start date	Finish date
Project Manager	10	August 2015 (Light touch input, initially work focused on ensuring the grant recipient met standards required – monitoring visits to take place prior to any payments being made)	September 2016
Contractor/Consultant	N/A		
Legal	3	March 2016	March 2016

B6. Wider staff implications

None identified outside of those listed in B5 above

B7. Outline your approach to consultation

Note – This is a S106-funded project, which was unanimously approved by South Area Committee Members on 14 December 2015. For S106-funded grants, the city council does not normally undertake consultation.

- The Friends of Rock Road Library undertook a survey with users of the building to ask the library facilities could be improved.
- Respondents considered kitchen access to be a high priority.

B8. Equalities Impact (EQIA)

The legal binding Memorandum of Understanding (signed by our Head of Service for Communities, Arts and Recreation, and County Council Head of Library Services) stipulates that the grant recipient shall not discriminate against any community community wishing to use the premises (whether in race, gender, religion, disability, sexual orientation, age or otherwise).

B9. Environmental Impact
The project will have a very low impact as no increase of vehicular movement is expected.

B10. Other Impact (s)
Positive increased user experience anticipated as a result of the proposed improvements.
County Council Library Services fully support this project (and have agreed to fund £2000 towards the project)
The project will help to deliver improved community facilities in the south of the city, helping to mitigate the impact of local development.

B11. Risk assessment
The implementation arrangements aim to mitigate the following risks:
<ul style="list-style-type: none"> Delays in the delivery of the project and not meeting deadlines - By agreeing project timeframe with County Council Library Services, ensuring contractor in place, and requesting regular progress updates.

B12. Anticipated approach and timetable		
Stage/Milestone	Outcome/Deliverable	Date of Completion
S106 4 th round project proposals taken to relevant committee	South Area Committee	December 2015
Agree Memorandum of Understanding	Grant Recipient/CCC Legal Dept	TBC
Project Start Date	Grant Recipient	April 2016
Project Completion Date	Grant Recipient	August 2016

B13. Project Approval Sign Off	Date agreed
Project Manager Bridget Keady	February 2016
Project Sponsor N/A (S106 grant funding arrangement)	N/A

B14 Document Checklist:	
Capital funding prioritisation form	Not applicable – prioritised by South Area Committee on 14 December 2015: http://democracy.cambridge.gov.uk/ieListDocuments.aspx?CId=122&MIId=2888&Ver=4
Background documents	All project details can be found: https://www.cambridge.gov.uk/content/developer-contributions

Community Facility improvements at Rock Rd Library

Capital costs & funding – profiling

	2015/16	2016/17	2017/18	2018/19	2019/20	Comments
CAPITAL COSTS						
Building contractor / works	£0	£0	£0	£0	£0	
Purchase of vehicles, plant & equipment (including IT infrastructure & costs)	£0	£0	£0	£0	£0	
Professional / Consultants fees	£0	£0	£0	£0	£0	
Other capital expenditure:	£0	£16,000	£0	£0	£0	S106 grant
Total Capital costs	£0	£16,000	£0	£0	£0	
CAPITAL INCOME						
Government Grant						
Developer Contributions	£0	£16,000	£0	£0	£0	S106 funding was allocated by South Area Committee on 14/12/2015
R&R funding (if applicable)	£0	£0	£0	£0	£0	
Earmarked Funds	£0	£0	£0	£0	£0	
Existing capital programme funding	£0	£0	£0	£0	£0	
Total Capital income	£0	£16,000	£0	£0	£0	
NET CAPITAL BID	£0	£0	£0	£0	£0	

Community Facility improvements at Rock Rd Library: Revenue costs

S106 grant – S106 Grant - No revenue costs.

	2015/16	2016/17	2017/18	2018/19	2019/20	Comments
Maintenance						
Insurance	£0	£0	£0	£0	£0	
Operating costs	£0	£0	£0	£0	£0	
Staff (savings)/costs	£0	£0	£0	£0	£0	
Energy (savings)/costs	£0	£0	£0	£0	£0	
Other (savings)/costs	£0	£0	£0	£0	£0	
Existing budget provision	£0	£0	£0	£0	£0	
Net Revenue Implications	£0	£0	£0	£0	£0	